

**Monmouth & District Rifle Club CIC**  
**Minutes of Directors' Meeting, 29<sup>th</sup> November 2021**

**1. Present**

Directors:

Chair, Mark Nicholas (MN)

Vice-Chair, Adam Sinfield (AS)

Treasurer, Richard Wilson (RW)

**2. Apologies**

Secretary, Maria Bartlett

(Not a director, but note item 3 below)

**3. Appointment of Additional Director**

Following the resignation of Matt Watkins as a director earlier in the year, all agreed that Maria Bartlett be appointed a director.

**4. Update on Filling of Returns to HMRC & Companies House**

RW confirmed that following some earlier difficulties, the accounts for the year ending 31<sup>st</sup> December 2020 have been electronically filed with HMRC and CH. This was a 15-month year, to align the calendar and accounting year ends.

**5. HMRC & Companies House - Sharing of Login details, draft and submitted documents.**

It was agreed that the login details should be shared with all directors. RW supplied these details to the other directors.

Drafts of returns and other correspondence to HMRC, CH and other bodies will be shared with all directors prior to submission, as will submitted documents, responses from these bodies and any other correspondence.

Written communications will be by email. This will maintain a clear record of what has been sent and received and will eliminate earlier delays and lack of clarity about when/if letters have been received and where they have been sent.

**6. Accounts Generally**

Copies of the accounts will be placed on the MDRC SharePoint.

Given the increased size of the membership and greater number of transactions, it was agreed that future accounts will be more detailed and that quarterly reconciliations will be produced.

**7. Bank – MDRC Lloyds Account**

Additional signatories – AS and MB, will be appointed and redundant signatories removed.

Online banking – it was agreed that this be set up for the MDRC account to enable convenient and real-time access and viewing of the account.

RW and MN will attend the bank once an appointment has been arranged.

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**8. Use of “MDRC” Emails**

It was confirmed that all MDRC correspondence must be conducted using MDRC email addresses.

Chair – [chair@monmouthrifleclub.co.uk](mailto:chair@monmouthrifleclub.co.uk)

Vice-Chair, (also Membership Secretary/Deputy Secretary) –  
[deputysec@monmouthrifleclub.co.uk](mailto:deputysec@monmouthrifleclub.co.uk)

Treasurer – [treasurer@monmouthrifleclub.co.uk](mailto:treasurer@monmouthrifleclub.co.uk)

Secretary – [secretary@monmouthrifleclub.co.uk](mailto:secretary@monmouthrifleclub.co.uk)

This will enable continuity in the event of the absence or replacement of the officers, reduce the risk of data loss/breach via personal accounts, and stop club business intruding into personal lives.

**9. SharePoint folders**

There have been immense improvements to MDRC's online presence, website, and interactive working. There is now a need to rationalise where items are kept and to remove any duplicated or outdated items.

**10. Outreach**

In terms of retaining existing and gaining new members -

Most of the existing members have resumed attendance post epidemic and are engaging via the booking system. There are some who are not engaging, and this may be due to continuing covid related issues or an inability to follow the booking system.

New members – A steady influx of new members continue to be inducted into the club due to the hard work of AS.

Young people (in school and FTE) – numbers remain limited.

There was a discussion about reaching out to non-attenders and improving take-up of the sport by young people.

**11. Open Days**

These have been limited in the recent past due to the Covid 19 situation. It is hoped to resume as soon as practical.

**12. Maintenance Issues**

It is planned to have a maintenance day at the start of the New Year.

There was a brief discussion about existing and potential future projects.

**13. Future Meetings – all types.**

Depending on the prevailing Covid 19 situation, it is hoped that the MDRC AGM can be held physically towards the end of February, with a Committee Meeting held at some point beforehand.