

HAMPSHIRE SCOUT RIFLE CLUB COMMITTEE MEETING

25/06/2018
20:20 to 22:00
Hiltingbury District Room

Attendees: Terry Metcalfe (TM) *Chairman* Stephen Batchelor (SB) *County Shooting Advisor*
Andy Travell (AT) *Secretary* John Westerman (JW)
Pat Killen (PK) Lorna Knights (LK)
Trevor Draper (TD) Chris Ward (CW)
Kevin Earl (KE) John Barnes (JFB) *Armourer*
Fraser Skirrow (FS) Elenor Perrett (EP)
Tony Moles (TMo) Tony Perrett (TP)
Andrew Pudney (AP) David Alderman (DA)

Apologies for Absence

Apologies were received from Craig Knights, Chrissy and Roger Monksummers, Chris Draper, Keith Griffiths, and Clare Young.

Minutes of last meeting

- The minutes from the meeting of 23rd April were approved.

Matters Arising

- JW requested a copy of the draft National Squad work tower document.

GDPR

- TM reported that Hampshire County had produced a draft of its GDPR policy, and that this could be used as a template for the SASU. He requested that everyone should read the draft and comment on its suitability for use by HSRC. It is a good starting point, and may be suitable in its entirety, but there are issues such as range records for smallbore and membership information that may not be completely addressed in the County policy. Additionally we should protect and secure the information collected. We should plan to produce an HSRC GDPR policy based upon the County document, but amended as necessary, so comments are needed from everyone please.
- A separate, but related, question arose regarding the use of Guest Day forms for smallbore activities such as at the National Championships. It was agreed that an updated form would be produced which would be completed by all participants, and that subsequently the club range record would be updated from the guest day forms as a separate exercise.

National Championships

- A question was raised about arrangements for the core team. No immediate answer was available but it was agreed generally that there is a lot of planning that remains to be done. In particular we will need a list of helpers, a list of tasks, and a detailed breakdown of what needs to be done. AT will make a start on producing some of this information, but this will need input from everyone who has experience of the organisation and running of the championships.
- To date there have been relatively few entries received, but historically we can expect a surge in entries closer to the closing date. We will need to keep an eye on progress and support Jess wherever possible in processing those entries. It is still hoped that JD may be available to undertake the squadding, but at the same time we need to have a written description of the process so that others can be trained up to do that task in future years.

- JFB asked that springer rifles should be returned to him by early September so that he can check, repair and set-up those rifles in time for the championships.
- A question was raised about who is in possession of loaned equipment, and who holds the loan forms for those items. PK will send AT a copy of the loan form for general distribution, but although loans are a part of the inventory holding they do not cover the entire inventory. It is imperative that we retain control of the whereabouts of inventory. SB made the point that the inventory database is readily available to view, and that selected people have the authority to update the information in it, but that these updates were not happening as effectively as they should be, and as a result we are at risk of losing traceability of inventory. It cannot be stressed enough that we **must** manage the whereabouts and holding of inventory.

National Squad

- TM summarised the current situation with the Squad, including the experiences and options around 1-day or 2-day training meetings. CM has been pulling together information for Squad weekends, allocating tasks and generally managing the Squad. This includes invitations to join the Squad, completion of probation period, etc.
- CW questioned the background regarding invitations to join the Squad as there appears to have been a hiatus in this. It was agreed that the process had not been undertaken properly recently but that now CM is picking up this activity it would improve. There was a general discussion about the criteria regarding selection for the Squad. Whilst these criteria are known about by a few of the Squad management team they are not widely publicised. They have been discussed previously in committee and it was felt that they are appropriate, but inevitably they are something that should be reviewed periodically and this would essentially be a function of the management team, albeit the committee is keen to know the outcome of review.

Secretary's Report

The Secretary had nothing to report that was not covered in the preceding AGM.

Treasurer's Report

- The Treasurer was not present at the meeting. However the secretary stated that there had been nothing of note in respect of income and expenditure over the last month and that the current balance is approximately £38k.
- Plans for procurement are ongoing.

Open floor discussion

- A YPS training course has been scheduled for September, the details for which will be publicised by the Chairman in the near future.
- It is intended to run a Club Instructor (prone) course this year and a Club Instructor (air) course next year. Details are not yet available but are being worked on. TM will advise in due course.
- The web site has been established. To date we have used four of the five available email addresses provided under the current licence. It is considered that we will need to expand our use of email addresses through this domain, for which we would need to upgrade to the 'unlimited' licence. This will cost approximately £60 per annum. It was agreed that this sum would be worth paying for the additional benefits of the upgraded licence, and the expenditure was approved. SB will action the upgrade.
- There have been some complaints received regarding slow delivery of rifles ordered through the Air Arms scheme managed by PW. TM stated that there had been some delays due to illness, but that we should ensure the ordering and delivery system is put back on track. AT will liaise with PW to check the current status.
- A new supplier has been identified as a possible source for Squad and other clothing, and is

offering prices that are far more competitive than the current supplier. RM has volunteered to act as the contact with the supplier. It was agreed that we should order some clothing as a sample and if it proved to be satisfactory then we would expect to use the lower cost supplier in future. A question was raised regarding HSRC-badged clothing. It is expected that this could be covered as well as Squad clothing. TM will liaise with RM.

Equipment

- TM reported that we now have a 'TRACE' system, and it has been handed to SB for testing prior to deployment with the Squad. There is an option to obtain another TRACE system second hand, and a cost of approximately £300. It was agreed that if the testing proves successful that we should take up the offer of the second system.
- PK asked for pre-charged rifles to be available in the north of the County. The request was approved subject to being able to locate equipment that is not deployed elsewhere. It is evident that the inventory database is not fully up to date and it is felt that some of the equipment on loan may not have been entered into the database. AT will check with PW to see how many loan forms he has and whether the information is reflected correctly in the database
- JFB stated that the Air Arms Alpha pistols that we have are no longer fit for purpose. The rate of faults is not supportable, and we should look at replacing them with an alternative. AT noted that the entry forms for the National Championships specifically state that Alphas will be used, so we have to keep them for this year at least. However, the meeting was in general agreement that we should investigate a more robust alternative for the Alpha, and if/when a suitable alternative is identified we should purchase replacements. JFB will research options.
- The club Firearms Certificate (FAC) currently held by JW is being transferred to TP. The process is underway but currently no completion date is known. The secure email account used to communicate with Hampshire Police will also have to be handed over, but this will need to be investigated further as we do not know how the process works at present. Once the handover is complete we will need to put some controls in place as there are specific criteria needed for visibility and for transportation of section 1 equipment.

Events, Publicity, PR

- JFB ran an air rifle maintenance course at Woking, with sixteen participants on the course.
- Further to comments made by the ACC Activities at the AGM, and noting the successes of Scouts from the county at international level (Target Sprint GB), LK requested that everyone should forward information to her about activities, events, successes, awards, training courses, and any other items where there is a county interest. She will then make sure that the information is submitted to appropriate county publications. This should increase awareness within the county, and hopefully increase participation as well.

Training and Development

- JW advised that the CI (prone) course will be run in November.
- TM said that he is planning RCO training, but with no details of location or date as yet.

Any Other Business

No other business was raised and so the Chairman closed the meeting at 22:00.

Date of Next Meeting

The next committee meeting will be held on Monday 24th September 2018.

The meeting ended at 22:00.