



MINUTES

of the Annual General Meeting held on 22nd January 2025

1. Apologies

Apologies received from Jackie Lawton (JL)

2. Present

Gary Siddons (GS)

Ady Huthwwaite (AH)

Dan Jones (DJ)

Sarah Monk (SM)

3. Declarations of Interest

None

4. Election of Management Committee

- Chairman
- Treasurer
- Secretary
- Other Management Committee Members

It was RESOLVED by unanimous decision that the following Members be appointed to the following roles:-

- Chairman – Gary Siddons (GS)

- Vice Chairman – Ady Huthwaite (AH)
- Secretary – Sarah Monk (SM)
- Treasurer – to be confirmed
- Other Management Committee Members – Dan Jones (DJ) and Jackie Lawton (JL)

5. Chairmans update

GS stated that he came up with the idea for the group approximately 3 weeks ago when he initially started to look into whether he could make this a reality. He enquired with John Storer House in Loughborough to see whether they would be able to offer the group a venue, which was immediately agreed. John Storer House have offered the use of a room on a rolling 13 week contract at a cost of £60.00 per week for 3 hours hire. GS then contacted Voluntary Action for advice and assistance with regards to setting the group up and also funding ideas. GS confirmed that 6 boards had been donated to date however lights and surrounds were needed. GS had also made initial contact with various other organisations who may be able to assist. GS expressed thanks to all of the Committee and especially Dan for his help with creating the website and graphics.

6. Review and agree draft Constitution

The Committee had the opportunity to review the draft Constitution before the meeting. The group was to be a “constituted Community Group” and having this would allow a bank account to be opened in the Group’s name which would be necessary for donations/expenses etc. A few amendments needed to be made to the draft to change the “*Membership Voting*” to 1 year instead of 3 years. Also to be included was the name of the Bank to which had been applied for (HSBC). No further amendments were discussed and it was RESOLVED that the amended Constitution should be signed once a Treasurer had been appointed.

7. Review and agree Code of Conduct

The Committee had received a copy of the Code of Conduct before the meeting and no amendments were made or discussed. It was therefore RESOLVED that the Code of Conduct be agreed and published to the website.

8. Review and agree Membership Form

The Committee had received a copy of the proposed Membership Form before the meeting. Various amendments were discussed. Discussed whether we need to register with the Information Commissioner's Office regarding GDPR compliance and further, that a draft GDPR policy would be needed.

Amendments to the Form were that "*Family Group*" be removed and "*Other*" from the options on the form. A new skill level should be added "*Average 3 Dart Score Achieved*".

Fees were discussed and AH suggested an annual membership fee of £25 and then a weekly fee of £3. GS suggested to keep costs at £3 per session per person and a person would then automatically become a Member of the Group so therefore no annual fee to be paid. 3 hours for £3 is only £1 per hour which is reasonable. Suggested we ask for donations towards drinks.

All other content was agreed.

It was therefore RESOLVED that:-

- DJ would be the Group's Data Protection Officer and would look into registering with the Information Commissioner's Office and provide an update on this at the next Committee Meeting.
- Membership Form to be amended to remove "*Family Group*" and "*Other*" and a new skills level added "*Average 3 Dart Score Achieved*"

- Membership Fees would be £3 per 3 hour session which would automatically include Membership to the group on completion of a Membership Form.

9. Discuss banking options and agree account, which should be opened as soon as possible.

GS explained that he had looked at various different banks and account options to see which would best suit the group. He stated that HSBC seemed to be the most preferable option, particularly having a branch in the town centre for ease of access if needed.

A Treasurer needs to be appointed to manage the finance side of the group and this was yet to be agreed.

It was therefore RESOLVED that GS would proceed to apply for a bank account with HSBC Bank plc as sole signatory until a Treasurer had been appointed whereby there would then be two signatories to the account.

10. Funding ideas

GS stated that he had been in touch with Voluntary Action seeking advice for funding. SM also mentioned that she had looked into various organisations where grants could be applied for such as Charnwood Borough Council Community Grant, Loughborough University Donations Fund (up to £500 max), National Lottery Community Fund and also potentially reaching out to various local businesses asking for donations and support.

It was RESOLVED that SM would provide the link to the grant applications for GS to look into and apply for if applicable. GS to also reach out to local businesses seeking donations and support.

Links as follows:-

Charnwood Borough Council Community Grant (2 available and can apply for both) - [Charnwood Small Community Grants - Charnwood Borough Council](#)
[Charnwood Community Grants - Charnwood Borough Council](#)

Loughborough University Donations Fund -
<https://www.lboro.ac.uk/services/community/supporting-community/donations-fund/open-fund/>

National Lottery Community Fund -
<https://www.tnlcommunityfund.org.uk/funding/under10k>

11. Marketing ideas/promotions

DJ stated that he had looked into obtaining promotional pens the cost of which would be approximately £60. GS would like branded business cards due to him having meetings and reaching out to local businesses etc. A QR code on the business card which would link to the website was agreed. DJ had already priced up business cards, personalised for GS which would cost approximately £22 for 250 double sided cards. Promotional flyers were also discussed and agreed was a good idea which could be handed out to local community groups, put on notice boards in supermarkets etc. Banners were also discussed and agreed would be a good idea at some point in the future when we had sought funding. A discussion was held regarding who to invite to attend the opening night i.e. Mayor/Council Leader/MP/local media. Also discussed was that consent would be required from members with regards to promotional material which contained photographs of them. DJ confirmed that the website was nearly ready to go live and that the Treasurer could be added once confirmed. Social media was discussed and agreed that initial point of contact for all Social Media would be

Facebook as this seemed the most popular type of Social Media for those whom we are looking to engage. Discussions were held with regards to other Social Media such as X and Instagram. GS to write an article for the “*Welcome Page*” for the website. A monthly newsletter was discussed which would then be sent to members who had signed up on the website to the Mailing List.

It was RESOLVED that DJ would order personalised business cards for GS, a group Facebook page be set up and a “*Welcome*” article to be wrote and published on the website.

12. Discuss session start date to include agreed details of what will happen at a session.

It was discussed and agreed that a start date should be as soon as possible due to the amount of interest in the group received so far and to keep that momentum with the interest going it would be best to start as soon as possible. Room hire had already been agreed and arranged by GS and boards had been donated already and were ready to go. It was agreed that a signing in sheet would be needed at each session and a Membership Form completed. GS stated that he was meeting with a local handyman next week to discuss setting up the boards at the venue and when he would be available to do so. Refreshments would need to be sourced as would a cash tin for those who wanted to pay cash for the session and also for donations towards refreshments. It was RESOLVED that the aim would be to have a start date by no later than the end of February but likely to be within the next couple of weeks.

13. Any Other Business

Lanyards for Committee Members/Volunteers were suggested and agreed by all that this would be a good idea so that we could be easily identifiable to session members. GS had already purchased lanyards but inserts with names etc. would need to be created – DJ to assist with this.

It was discussed that a First Aid Officer would need to be appointed. This needs to be confirmed.

Safeguarding was discussed as there was potential for vulnerable adults to be attending sessions. Therefore a safeguarding policy would be good idea to have in place. SM confirmed that she had completed safeguarding training and held an up to date enhanced DBS check. DJ also confirmed that that he had full clearance due to his current employment.

14. Next Meeting Date

The Constitution states that Committee Members should meet 4 times per year, one of which will be the next Annual General Meeting where Officers will be appointed again or re-appointed as necessary. It was therefore agreed that the next meeting dates would take place in April, July, October and then the AGM next January.

It was AGREED that the next meeting will be held on **16th April at 6.00pm** at The Wheeltapper Public House, Woodgate, Loughborough.

Signed

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Chairman

Date: