



Committee Meeting Minutes

Date: 4th August 2026

Time: 19:00-21:00

Venue: Juniper Farm, Manchester Rd, Woolston, WA3 6DR

Attending: Luke Jarvis (LJ) Chair, Ian Overmire (IO) Secretary, Phil Thompson (PT) Membership Secretary, Matt Penny (MP) Rehoming,

Item	
Lewis Caitlin (LC) Treasurer	
Review of actions from previous minutes (secretary) *red = carried over actions	
1. Review in October locations/days for 2027 meetings-ALL	1, Ongoing
2. Live stream some events on socials- FC	2, Not required
3. Explore non-reptile related conservation opportunities- EK.	3, Not required
4. Rehoming page to be updated- MP	4, Complete
5. Updated rehoming details and sheets to be sent to IO- MP	5, Complete
6. Payment chases required for Brindle Cubs/Beavers- IO	6, Blacklisted
7. Payment chase for Churchtown Guides/Adventure Scouts- IO	7, Complete
8. Enquire about venues at Witton Country Park & Astley Park- IO	8, Not required
9. Reach out to Critters Interactive Animals Encounters to see if there are options- MP	9, Ongoing
10. Review 2027 committee roles in September- ALL	10, Complete
11. Newsletter to be discussed at next meeting & provided to IO by end August- ALL	11, Ongoing
12. August members meeting quiz to be put together- PT	12, Complete
13. July membership renewal reminders to be sent- PT	13, Complete
14. Enquire about caps/bags with printers- PT	14, Complete
15. Source phone cases, mugs, coasters, key rings, squishies and handstamp etc- IO	15, Complete
16. Advertise rehomes on social media- FC	16, Ongoing
17. Create printable rehome info cards for tubs at events- IO	17, Complete
18. Contact IHS about table position in August and members going- LJ	18, Complete
19. Arrange 10% of for IHS sign-ups- IO	19, Complete
20. Create printable donation cards for tubs at events- IO	20, Complete
21. Discuss meeting venue at next committee meeting- ALL	21, Complete

Treasurer Update:

Finance July

Date: 31/07/26						
Opening balance		918.95				
Date		Transaction	PO number	Cost	In/Out	Balance
05/07/2026	BP	HFA		-39.38	Out	879.57
06/07/2026	VIS	IONOS- website fee		-19.2	Out	860.37
09/07/2026	BP	IO- Vista print, stickers, files	PO2026007	-160.23	Out	700.14
11/07/2026	CR	St Cuthbert Guides		60	In	760.14
11/07/2026	CR	St Cuthbert Rangers		50	In	810.14
12/07/2026	CR	P Witts membership		15	In	825.14
16/07/2026	BP	Acrylic holders	PO2026008	-30.65	Out	794.49
30/07/2026	CR	Mawdsley Donation		125	In	919.49
31/07/2026	CR	Square- see breakdown		110.84	In	1030.33

Significant out:

- 39.38 HFA
- 160.23 Vista Print (mugs/stickers), rehome files
- 30.65 Acrylic holders

Significant in:

- 110.00 St Cuthberts Guides
- 125.00 Mawdsley Donation
- 110.84 Square

Square Breakdown

North West Reptile Club Monthly Square Breakdown

Transaction	Value	Fee	Net	Subtotal
New Adult Member x2	30	-0.92	29.08	29.08
New Junior Member x2	20	-0.53	19.47	48.55
Adult membership renewal	30	-0.92	29.08	77.63
Tuck shop various	17	-0.3	16.7	94.33
Mugs x2	17	-0.49	16.51	110.84

Budget requests/Purchase orders:

- LJ- for IHS costs
- PT- printing set up for merch
- MP/FC- for Temu merchandise

IO to email form to all

Membership Secretary Update:

New members/membership database update

- 2 New memberships in July (2 adults, 0 juniors)
- 2 Renewals in July (2 adult, 0 junior)
- 4 Non renewals July (2 adults, 2 juniors)

Update on outstanding membership renewals.

- 15 Memberships due August (11 adults, 4 juniors)
- 3 Memberships due September (3 adults, 0 juniors)

Social event update-

- Halloween will be in September newsletter- details to be discussed September meeting and finalised October but it was agreed that set up will be as usual with costume competition, party games and buffet food

Member meeting update-

- The committee discussed 2027 meetings venues and times. Based on location of joining members it was agreed that Leyland was still ideal choice still for next year. It was also agreed that we should poll members on two options for days/times with option being either Friday 1930-2130 or Sunday 1700-1900- IO to poll in members meeting WhatsApp group

Secretary update:

Summary of communications with club

- UCLAN 25/9- have asked if we can attend again. Donation will be made. IO can attend along with LJ and/or PT
- Child minder from Oswaldtwistle has requested attendance- IO to respond with requested dates/times
- Photographer has asked about portrait pics with members- IO to invite to members meeting

Meet and greet update.

- 26/7 Creative Crafts- Lytham cancelled due to weather. Organiser said if we want to return, we will need a more industrial type of gazebo. As result we won't be able to attend further events for them.
- Payment still not received from Brindle Cubs- this event was 12 weeks ago and as such it was agreed they should be blacklisted from future events.

Club diary update: (* new confirmed event since last committee meeting)

- 6/8 Blackpool Community Hub (13:00-14:30)
- 9/8 IHS show (9:00-16:00) *
- 22/8 Mawdsley Village Fun day (13:30-16:30)
- 5/9 Woodlands Animal Sanctuary (10:00-16:00)
- 17/9 Home Ed Hut (10:30-13:30 time TBC) *

AOB

- Club insurance policy renewal due this month. LJ to review quotes and renew

Conservation Officer update:

- No update provided
- EK resigned position

Rehoming Officer update:

- 2 new requests. Dart frogs and a Corn Snake. MP to finalise

Social Media Officer update:

- No update provided
- FC resigned position

Chairman update:

- AI usage for club including social media posts was discussed. LJ read a document he put together following research on the impact of AI and how the impact it has and the role the club plays in this (see appendix i).
LJ stated following the issue of AI being raised in general chat group by an individual and that upon asking for feedback via email he had been contacted by only 1 member with concerns.
It was agreed based on the feedback received and reviewing document provided by LJ that it was not appropriate or practical to fully ban AI use as a club, but we would make efforts to limit where practical it's use for things such as social media posts.
- Accordingly, there has now been an amendment to the club rules (attached to social media policy) specifically relating to AI (see appendix iii)- changes highlighted yellow
- Social media rep role will be kept vacant currently with rest of committee members picking up posts
- Future of Conservation was discussed and in line with clubs reviewed purpose of being all about the members and the restructure of committee in 2027 it was agreed a replacement Conservation Officer was not required.
- Temporary distribution of workloads within committee- LJ raised that if people do struggle, they need to just shout up for help in committee group, and we will work as team to support each other.
- Financial review of removing the rehome and public/private events, financial breakdown of club was provided with approx. costs per year of £1270 without costs associated with equipment, rehome costs. Membership fees cover approx. £1200 so it was agreed we would continue x1 public event per month (April-September) and x 1 educational event (January- December) for 2027 to assist with raising funds.
- Future of the committee and rolls within was discussed and agreed. For 2027 there will be a reduction to 5 committee roles as below with outline of roles provided (see appendix ii).
 - ❖ Chairman
 - ❖ Club Secretary
 - ❖ Rehoming Officer
 - ❖ Social & Member Engagement Officer (SME)
 - ❖ Treasurer
- IO has created nomination form for these roles along with the job description and this will be sent out weekend of 28/29th November for return COP 13th December with new committee confirmed at January members meeting/AGM on Fri 8th Jan 2027 or Sunday 10th January depending on when meetings take place in 2027
- Behaviour and conduct of committee & proposed rules of discussion for WhatsApp groups. It was discussed that if argumentative subjects/topics were broached in WhatsApp groups that the subject should not be responded to and shut be replied to with a message referring them to Club Chair email. As per club rules "No political, religious, racist, sexist etc comments" should be posted in groups
- Committee members were asked if they are happy in current roles and able to continue- all present stated they were happy to continue for remainder of 2026

AOB

- Please have agenda points to IO in timely manner as away until late 31st August – diary date for this is COP 28th August

Actions- New & carried forward (in red)**Owner**

Review in October days for 2027 meetings- IO to poll members either Fri 19:30-21:30 or Sunday 17:00-19:00

IO

Reach out to Critters Interactive Animals Encounters to see if there are options

MP

Newsletter and Agenda points to IO by COP 28th August

ALL

PO form to be emailed to LJ, MP & PT

IO

Email child minder about date

IO

Email photographer and invite to members meeting

IO

Publish newsletter in September

IO

Club insurance renewal due- Quotes to be reviewed and policy renewed as appropriate

LJ

Date of next meeting: 1st September 2026

The use of artificial intelligence.

It has come to the club's attention that a number of members are opposed to AI. As we are an open club and take on board what our members say, I have put together this information sheet to cover the instances the club may use AI, the impact on the environment by the club's use of AI and arguing facts from both sides in to the use of AI.

What is Artificial Intelligence?

Artificial Intelligence (AI) is technology that enables computers and software to perform tasks that normally require human intelligence. These tasks include: learning from data, recognising patterns, understanding language, making predictions, solving problems, and generating updated content.

Unlike traditional software, which follows a fixed set of instructions, AI systems can often improve their performance by analysing substantial amounts of data or by identifying patterns that were not explicitly programmed.

Common types of AI

- **Generative AI** – Creates updated content such as text, images, music, code, or video.
 - Examples: ChatGPT, Gemini, Claude, Midjourney.
- **Machine Learning (ML)** – Learns from data to make predictions or decisions.
 - Examples: Email spam filters, fraud detection in banking.
- **Computer Vision** – Interprets images and video.
 - Examples: Facial recognition, medical image analysis.
- **Natural Language Processing (NLP)** – Understands and generates human language.
 - Examples: Voice assistants, translation tools, chatbots.
- **Speech Recognition** – Converts spoken language into text.
 - Examples: Voice dictation, virtual assistants.

Everyday examples of AI

You may use AI without realising it when you:

- Unlock your phone using face recognition.
- Receive personalised recommendations on Netflix or Spotify.
- Use Google Maps to find the fastest route.
- Dictate a text message.
- Use predictive text while typing.
- Receive spam filtering in your email.
- Ask a smart speaker a question.
- Use online customer service chatbots.

What AI is not

Not all automated software is AI. For example:

- A calculator performs mathematical operations according to fixed rules.
- A basic spreadsheet formula follows instructions you've written.
- A timer or alarm counts down a set amount of time.

These are automated tools, but they don't learn from data or make intelligent predictions.

A simple definition

Artificial Intelligence is the ability of a computer system to perform tasks that normally require human intelligence, such as understanding language, recognising patterns, learning from data, solving problems, or generating content.

What would a ban of using AI entail?

There are several ways to implement a ban on the use of AI within the club. The main issue being the lengths of the ban. With AI being involved in everyday life and integrated into nearly all technology the full outright ban is near impossible. This then leads us to a partial ban, within this lies its own issues, what will be banned, and the reason for it being banned?

This then becomes its own problem in differentiating between what we find convenient so we will keep it, to, this is very obviously AI, so we better ban it. A partial ban also opens the possibilities of further criticism, when one person deems something should be banned and another doesn't, or, why have you banned this and not that?

The Argument

The club uses AI through social media, WhatsApp, generating posts just to name a few, although some are more obvious such as generating a post, but, if we stopped generating posts, the club would still be using AI through other means.

Arguments have been made that because we support conservation, we should ban AI, even though most major conservation groups openly use AI to track migration, process giant amounts of information and to help share information. The carbon footprint generated by the club is a fraction of that being generated by the world's largest conservation groups and conservation studies.

By not using AI to generate posts etc. This then makes more work for the committee, increasing time spent on small projects and eating deeper into personal time. A suggestion was made that members would like to generate art work and create posters etc, within this we then run into the issue of time constraints, a member may not have time to create what we need and thereby decreasing the time we must advertise events etc. Also, quality comes into play and artistic differences, what is produced may not be what the club was going for, people may get upset, and so on.

Energy consumption- The biggest energy using industries.

From automotive manufacturing to food processing, here are six of the world's most energy-intensive industries.

Automotive Manufacturing

Automotive manufacturing requires numerous energy-intensive processes, from smelting and melting iron ore to produce steel to pressing, stamping, and moulding that steel into various automotive components. The extraction and fabrication of various other materials, including aluminium and plastics, also demands significant energy.

Further energy is used in the mining, processing, and manufacturing battery materials for electric vehicles. Once built, these vehicles operate far more efficiently than their gas-powered counterparts, but this is not always enough to offset a carbon-intensive manufacturing process.

Various strategies can reduce the carbon footprint of automotive manufacturing, including the use of more sustainable and lightweight materials, establishing closed-loop systems within the manufacturing process, leveraging combined heat and power (CHP) generation systems, installing energy-efficient equipment, and investing in renewable energy sources. ThyssenKrupp Automotive Technology, for example, pledged to switch to [100% renewable electricity](#) across its global operations in 2024, reducing 90% of its Scope 1 and 2 emissions worldwide.

Chemical

The chemical industry converts raw materials, including oil, natural gas, Air, water, metals, and minerals, into industrial and consumer products commodity chemicals. Its most valued outputs include pharmaceuticals, pesticides, dyes and pigmentations, industrial gasses, and cosmetics.

Although the industry is proving critical in the transition to renewable energy, helping to tackle emissions and enable renewable technologies, its processes are often energy intensive. For example, vast amounts of heat and power that are needed for activities such as distillation and synthesis, which support the production of plastics, fertilizers, and petrochemicals. Even the most minor operational efficiencies can result in significant energy wastage when these products are manufactured at scale.

The U.S. chemical industry, which is the [largest in the world](#), consumes around 20% of the nation's total industrial energy consumption, but it is working towards a more sustainable future. This includes replacing energy-intensive equipment with more efficient alternatives, such as high-efficiency pumps, motors, and water treatment controllers, and optimizing the chemical handling processes to minimize consumption and waste. Implementing smart manufacturing technologies, including the Internet of Things (IoT), is helping organizations monitor, control, and optimize their most energy-intensive processes.

Aluminium

Aluminium is a highly durable, infinitely recyclable, and superlight metal with a wide range of applications in the automotive, construction, food and beverage, consumer electronics, and manufacturing industries. As a core component in various green technologies, including lightweight EVs and solar energy, this versatile metal is particularly critical for a greener environment.

Unfortunately, the growing demand for aluminium has seen the sector's direct emissions increase steadily over the past decade, not least because its processes consume vast amounts of energy; for every tonne of aluminium produced, around 17,000 kWh of electricity is required. Aluminium electrolysis — which is the

process of extracting the metal from its ore — is an especially energy-intensive activity and typically relies on carbon dioxide-emitting carbon anodes.

Decarbonizing the sector's power sources is one solution, as is using inert anodes and scrap-based production to alleviate the need for such emissions-intensive processes. The industry must also increase its scrap collection, sorting, and recycling efforts to offset energy usage.

Pulp and Paper

The pulp and paper industry (PPI) is among the top five [most energy-intensive industries globally](#), responsible for 6% of global industrial energy consumption and 2% of direct carbon emissions. That's because much electricity is required to operate paper production facilities, particularly for the heat-intensive process of drying out pulp and paper, which accounts for 70% of the sector's energy use.

The global production of paper and cardboard [totals more than 400 million metric tons each year](#), with the U.S. and China being the two largest paper-producing countries in the world. With paper production expected to increase in the coming years, significant efforts must be made to reduce the sector's emissions.

Fortunately, the industry is making headway via efficiency improvements, higher on-site waste heat recovery and co-generation, the utilization of biomass and byproducts as feedstock, and increased recycling efforts.

High-temperature heat pumps, which reuse latent heat from paper drying to produce steam for drying, is also promising. Indeed, the Confederation of the European Paper Industries (CEPI) and the European Heat-Pump Association (EHPA) [have collaborated](#) to identify how this technology can be integrated into paper mills, resulting in a possible 50% reduction in energy demand for drying.

Steel

Strong, durable, and resistant to deformation, steel is the most widely used metal on the planet, with endless applications in construction, transportation, manufacturing, defence, consumer electronics, and sports.

This durable metal is also the world's most recycled material, with over 60 million tons recycled every year. And yet, in 2023, the [two billion tons](#) of crude steel produced globally accounted for around 8% of global GHG emissions.

The initial process of converting iron ore into steel via smelting and melting in a blast furnace is highly energy-intensive, requiring temperatures of well over 3000°F and various chemical reactions. Once the resulting steel is refined to create the desired grade, various other energy-consuming processes might occur, including shaping, machining, joining, coating, and heat and surface treatments.

The steel industry is reducing its energy consumption through increased scrap metal usage, process optimization, waste heat recovery, electric arc furnaces (which process up to 100% recycled steel), hydrogen-based steelmaking, and the implementation of smart manufacturing technologies.

Food Processing

The food processing industry uses large amounts of energy—primarily sourced from fossil fuels—to sort, clean, cook, cool, and package food as it moves through the supply chain. Currently, the sector consumes around [30% of the world's available energy](#), with more than 70% occurring beyond the farm gate.

The food processing industry is pursuing various strategies to reduce its energy consumption. Through process optimization, the sector can identify its most energy-intensive practices and implement more efficient alternatives; advanced monitoring systems can identify the most energy-consuming equipment. Capturing and

reusing waste heat generated during food processing is another effective way to reduce energy usage, as are investments in renewable energies, including solar and wind power.

[Sustainable packaging](#) innovations, which include lightweight, recyclable, and biodegradable packaging materials, also make a huge impact. Food packaging accounts for around 5% of the energy used in a food product's lifecycle and consumes around 3% of total global primary energy.

The use of fossil fuels – all AI centres use electricity supplied by the local power grid, therefore they may be powered by green energies along with fossil fuels. In comparison AI centres use similar if not less energy than an aluminium smelting factory, steel mill and smaller AI centres use less energy than a large shopping centre. Begging the question, should the club condemn the use of aluminium and steel as well as discouraging its members from using large shopping centres such as the Trafford centre?

Water usage

Water usage – All AI centres use water to cool processors and computing systems, the amount of water used, massively depends on the types of cooling systems used. Not every AI data centre uses the same amount of water:

- Some facilities rely mainly on **air cooling**, which greatly reduces water consumption.
- Others use **closed-loop liquid cooling** or reclaimed (non-potable) water.
- Water use is generally higher in **hot, dry climates** because cooling systems work harder.

AI data centre impact on UK water resources

At present, AI data centres are not a dominant driver of UK water abstraction, as temperatures allow these facilities to rely on closed-loop cooling systems for most of the year.

However, their future impact may increase, particularly in water-stressed regions such as the South East, as AI workloads increase cooling intensity, peak demand, and the likelihood of evaporative cooling being used during hot periods.

Are there alternatives to water-cooling at data centres?

A survey by [TechUK on English data centre water consumption in August 2025](#), found that 51% of the sites surveyed use waterless cooling systems.

The main risk is not annual volume but concentrated peak abstraction from potable or groundwater sources during drought conditions, which complicates water resource planning.

Also, a data centre's environmental impact depends not only on the amount of water it uses, but **where the water comes from**. Using recycled water in a water-rich region has a different impact from drawing large volumes of drinking water in an area experiencing drought.

So, if someone asks for an "average annual water consumption of an AI centre," a fair representative answer is:

A large modern AI data centre typically uses on the order of 500 million to 1 billion litres of water per year, although actual consumption can range from tens of millions to several billion litres depending on its size, cooling system, and location.

In comparison a university campus can use 100-500 million litres of water per year, a brewery can use hundreds of millions of litres, power stations can use billions to tens of billions of litres, a golf course can use 100-500 million litres. Large semiconductor fabrication plant (where they make microchip components for phones and computers etc) billions of litres per year.

So, in respective, should the club ban the use of smart phones and computers, the consumption of alcohol and condemn the sport of golf, as these all consume similar if not many times more litres of water compared to AI?

Agriculture

Agriculture relies heavily on water for irrigation and livestock. Growing crops, particularly those that require large amounts of water, places considerable demand on resources. Livestock farming also uses water for drinking, cleaning, and general farm maintenance.

Food production

The food production industry uses large volumes of water in factories and processing plants. Water is essential for cooling products, processing ingredients, and cleaning machinery. From beverages to baked goods, food requires significant water use at various stages of manufacturing.

Hospitality

Hotels, restaurants, and catering services consume significant amounts of water. In hotels, bathrooms and showers account for a large portion of water use, along with laundry services and general cleaning. Restaurants also rely heavily on water for cooking, cleaning, and dishwashing.

Electricity and gas production

Gas, coal and nuclear power stations use substantial volumes of water as electricity generation relies on heating water into steam, which drives turbines to generate electricity.

It takes 147,631 litres of water on average to produce a car. Nearly double for an electric vehicle

HOW MANY LITRES OF WATER DOES IT TAKE TO MAKE A SINGLE PRODUCT?

CHOCOLATE
17,196 LITRES PER KG.



BEEF
15,415 LITRES PER KG.



PORK
4,325 LITRES PER KG.



CHICKEN
4,325 LITRES PER KG.



EGGS
3,300 LITRES PER KG.



CHEESE
3,178 LITRES PER KG.



RICE
2,497 LITRES PER KG.



WHEAT BREAD
1,608 LITRES PER KG.



MAISE
1,222 LITRES PER KG.



APPLE
822 LITRES PER KG.



ORANGE
560 LITRES PER KG.



POTATO
287 LITRES PER KG.



Summary

As a club yes, we could ban the use of AI to generate pictures, posts, and banners, but then does that make us hypocritical that we Aren't also looking deeper into other daily used items and their impact on the environment? In the grand scheme is what we are doing with AI really making a difference, and, if we stopped using it would it make a difference? Yes, people would say "if everyone thought and reacted like that then no things will never change" and in the same breath if people are so adamant that the use of AI is so detrimental to the environment, are they doing everything in their power to remove themselves from the use of AI and other products and conveniences that have an equal or greater impact on the environment? One of the largest industry sectors for the consumption of water and electricity is technology, the water and power needed to mine lithium for batteries, along with other precious metals (needed to create microchips that now go in to everything from your microwave to your smart phone).

Should the club ban AI, for me personally no, we should monitor the use and proof generations better to create a better product, but for the amount the club uses it compared to other environmentally impactful activities, such as travel to shows, meetings, production of flyers and business cards. I feel we would have to ban and condone the use of so much more falling into a similar consumption usage bracket.



Committee Roles & Responsibilities 2027

Below is a list of the proposed roles and responsibilities of the North West Reptile Club (NWRC) Committee. Committee members are required to attend and support at public events with tasks such as setting up, closing and membership activities.

For the continued growth and effective role of a committee to be fulfilled we ask that you be able to **attend 9 out of the 12 monthly committee meetings** which will continue to be held on 1st Tuesday of each month 19:00 (currently at Juniper Farm, Warrington but location subject to change dependent on base locations of new committee members).

Chairman

- ❖ To lead the Club, its committee, and members
- ❖ To chair all meetings of the NWRC monthly meet and greet events and Committee meetings.
- ❖ To agree the agenda for meetings with other Committee members to ensure that business is properly conducted.
- ❖ To advise the Committee in respect of matters relating to procedure and interpretation of the Club's Constitution
- ❖ To guide the Club's development through the preparation and implementation of a development plan made in consultation with the Committee and Club members.
- ❖ To work closely with all committee members to help develop plans for their department.
- ❖ To ensure that all functions of the NWRC are conducted collaborating closely with the Secretary to provide leadership to group members.
- ❖ To function as spokesperson for the NWRC when in contact with other external organisations
- ❖ Be responsible for all Club equipment (banners, signs etc).
- ❖ To organise and order relevant printing work for the club (club t-shirts, business cards, flyers etc.)
- ❖ Advise members of health and safety rules prior to every event.
- ❖ Dealing with claims against the Club.
- ❖ In conjunction with Secretary to keep the clubs mission statement, policies, and procedures up to date and in line with current laws and regulations
- ❖ To organize club insurance and all other relevant legal requirements
- ❖ To be responsible for donations made at events and deposit into the club bank account or hand over to treasurer to deposit into the club bank account.

Rehoming Officer

- ❖ To monitor the rehome email address.
- ❖ To maintain and update rehome page on website, regular updates of available animals and success stories.
- ❖ To keep rehoming forms current and relevant to the club.
- ❖ To organize home visits where necessary to animals being surrendered and complete paperwork.
- ❖ To advertise animals for rehoming.
- ❖ To complete and file all paperwork related to rehomes.
- ❖ To complete and file equipment checks on potential new homes.
- ❖ To ensure all people who foster/adopt through NWRC become members as part of the conditions
- ❖ To generate a fostering network of potential foster homes for rescue and rehomed animals
- ❖ To advertise available animals for rehome on WhatsApp rehome group and Facebook page.

Club Secretary

- ❖ Prepare and distribute Committee Agenda to all members prior to the monthly Committee meetings.
- ❖ Prepare and distribute Committee Minutes to members of the Committee and Club members as requested.
- ❖ Manage the Club email account
- ❖ Circulate emails to Committee members for information as and when required.
- ❖ Keep the Club diary.
- ❖ Manage and update the club's google calendar and to ensure all members have access to said calendar.
- ❖ Manage and update the club website/members app/WhatsApp
- ❖ Consult with venues to secure monthly dates for Club Meet and Greets
- ❖ Consult with external venues regarding reserving the Club for events.
- ❖ To arrange for the minutes of meetings to be kept in a proper manner and circulated to the Committee and to make available electronic/paper copies to members on request.
- ❖ To arrange for group records to be kept in a proper manner
- ❖ To communicate with external agencies/groups/individuals on behalf of the NWRC
- ❖ In the absence of the Chair to function as spokesperson for the NWRC when in contact with other external organisations.
- ❖ To map the NWRC's membership to identify membership density and coverage
- ❖ To monitor the NWRC's membership and produce new membership packs where appropriate.
- ❖ To maintain the membership database and ensure that the information and data within this is confidential and meets the requirements of the Data Protection Act
- ❖ To collaborate with the Committee to develop and implement its development plan.
- ❖ Receive and process membership applications, allocate a membership number and ensure membership fees have paid passing this to SME officer for engagement
- ❖ In conjunction with SME officer to ensure that group members are aware of opportunities to participate in activities relating to the wider NWRC, if appropriate
- ❖ In conjunction with SME officer to organize and process member satisfaction survey throughout the year and present to the committee.
- ❖ In conjunction with SME officer to create quarterly newsletters, liaising with all committee members for input.
- ❖ In conjunction with Chair to keep the clubs mission statement, policies, and procedures up to date and in line with current laws and regulations

Social and Membership Engagement Officer

- ❖ To collaborate with the club chair to organise club social events and members meetings.
- ❖ To ensure that group members are aware of opportunities to participate in activities relating to the wider NWRC, if appropriate
- ❖ In conjunction with Secretary to organize and process member satisfaction survey throughout the year and present to the committee.
- ❖ In conjunction with Secretary to communicate with club members to gauge interest in possible new events, social activities, and present findings to the committee for consideration
- ❖ To maintain the club social media accounts Facebook, Instagram, and YouTube with at least one post a week.
- ❖ To use social media platforms and website to attract members, generate funds and publicise events and news, ensuring that all public events are advertised 2 weeks ahead of time.
- ❖ To be present at club events, both public and member only events to take photos and videos to be used on social media platforms
- ❖ To ensure consent on all photos, videos etc. used on social media platforms.
- ❖ In conjunction with Secretary to create quarterly newsletters, liaising with all committee members for input.
- ❖ To source and identify conservation projects for the club members to get involved with
- ❖ Engage with members to identify, plan and arrange members outings/trips.

Treasurer

- ❖ Be responsible for the management of the Club accounts.
- ❖ Report income, outgoings, and current balance at the monthly Committee meetings.
- ❖ Generate purchase orders and process payments to committee members on receipt of receipts and completion of purchase order.
- ❖ Keep all receipts for purchases made relevant to the Club.
- ❖ Distinguish between donations, membership fees, Club bills (i.e., insurance/membership) and miscellaneous expenses.
- ❖ To conduct the NWRC's financial business
- ❖ To keep accounts in accordance with the Rules
- ❖ To provide reports on the financial position of the group to the Committee
- ❖ To provide a financial report for the Annual General Meeting, to include a breakdown of expenditures for each section of the club (donations made, equipment purchased, cost of social and member events, cost of public events etc.), annual itemised breakdown of income (donations, club events, membership fees etc.)
- ❖ To advise the Committee in respect of matters relating to fiscal management and appropriate expenditure
- ❖ To provide an audited annual return of the NWRC income/outgoings.
- ❖ To create and maintain a budget with the committee.

Other tasks required to be undertaken by the Committee – to be distributed as required.

- ❖ Visiting new event venues to ensure they meet our minimum requirements.
- ❖ Each Committee member may be asked to collect and/or store club equipment if the Chair is not available to attend an event.
- ❖ To be responsible for donations made at events if the chair or treasurer are not present.
- ❖ All committee members are to help, guide and instruct new members on how to conduct themselves and animals at public events.

North West Reptile Club

Welcome pack 2027

Incorporating club constitution, mission statement, and club rules



MISSION STATEMENT

The North West Reptile Club (NWRC) is a not-for-profit organization governed by a committee elected annually by its members at the Annual General Meeting. NWRC serves as a community for enthusiasts of exotic animals.

The primary objective of the NWRC is to promote responsible husbandry and the keeping of exotic animals as companion animals, providing educational resources and opportunities to both members and the public. The club does not endorse or support the captivity of wild-caught animals; however, the club accepts the keeping of wild caught animals may need to be used in breeding programs where offspring will be sold as captive bred animals to help contribute towards and stop the need to remove animals from the wild for use in the pet trade.

The club does not advocate the perpetual use of rack systems for reptile housing. Instead, the NWRC encourages the use of an appropriately sized vivarium, equipped with thermostat-controlled heating and suitable UV lighting, tailored to the needs of each animal.

Educational initiatives are delivered regularly via presentations led by experienced keepers and invited speakers during members' meetings. Furthermore, the NWRC engages the public through outreach events held in warmer months, facilitating awareness and education regarding the care of exotic animals.

The NWRC is committed to assisting in the rehoming of exotic animals, following established NWRC rehoming policies.

The club will when opportunity arises support in the conservation of native reptile and amphibian species.

GENERAL CLUB RULES

- All members must comply with the NWRC rules and Constitution.
- Members are required to pay an annual membership fee (currently £15 per adult and £10 per junior under 18). Renewals occur 12 months from the date of initial registration.
- **It is the responsibility of each member to ensure that if participating in NWRC activities or events they adhere to all outlined rules. Adult members are responsible for any junior members in their care.**
- Members shall uphold the principles stated in the Mission Statement above.
- **Members are obliged to observe the contents of the Club's Constitution and abide by the Club's social media and AI policy.**
- Members must review and comply with the Privacy Notice.
- Responsible conduct is always expected regarding the health and welfare of animals at meetings and events.
- Respectful behaviour towards all other members and visitors is mandatory when attending club functions or representing the NWRC externally.
- Any member or guest under the age of 18 must be accompanied by a responsible adult, who will assume responsibility for their welfare throughout the event. Unaccompanied participants under 18 unable to provide the name of a responsible adult will be asked to leave immediately. The NWRC accepts no liability for unaccompanied minors.

- No member shall attend any event or conduct a 'show and tell' under the NWRC's name without prior authorization from the Chair or Secretary.
- A risk assessment must precede any event undertaken by a member to ensure the health, safety, and welfare of all participants, animals, and attendees. Updates to assessments are required if circumstances change. Any concerns about health, safety, or welfare must be documented and may necessitate the cessation of the event. The Chair or Secretary should be notified promptly regarding such matters.
- All accidents or incidents (including bites) must be reported immediately to an NWRC Committee member and duly recorded.
- Reasonable expenses incurred for educational presentations and official NWRC social events may be reimbursed from club funds, subject to approval at committee meetings.
- Members are welcome to rehome animals from the club as part of the rehoming efforts however all rehoming in the name of NWRC must be completed through the rehoming officers using the stipulated protocols and paperwork to ensure transparency and complete audit trail is provided.
- Disregard for NWRC rules may result in termination of membership without refund. All cases will be reviewed by two committee members, one being the Chair or Secretary, and assessed fairly on individual merit. Sanctions will be communicated accordingly, with the member retaining the right to appeal. The decision of the Chair or Secretary on appeals is final.

MEET AND GREET RULES (PUBLIC & MEMBERS EVENTS)

- All newly acquired animals are required to undergo a quarantine period of at least three months before participation in club meet and greet programmes.
- Venomous or poisonous reptiles, amphibians, or invertebrates are not permitted for handling by the public. This includes, but is not limited to, any rear-fanged venomous species such as western plains (western hognose) snakes and false water cobras.
- Animals known to be prone to biting or stress will not be brought to events attended by the public.
- Snakes fed within 72 hours prior to an event (seven days for large boas/pythons) must not be taken to any event.
- Snakes may not be displayed around anyone's neck. They should only be displayed over one shoulder to reduce suffocation risk.
- Permission from the animal owner must be obtained before handling animals or accessing enclosures.
- Members are not permitted to promote, discuss, or advertise private businesses with the public during NWRC events. This includes but is not limited to- displaying of business branding, handing out of business cards, conducting own business at an event that you are attending as an NWRC representative.

CONSTITUTION

1. NAME

The name of the organisation is North West Reptile Club, referred to as 'NWRC.'

2. OBJECTIVES

The objectives of the NWRC are:

- To inform and educate all members and the public about proper care of reptiles, amphibians, and invertebrates, ensuring correct husbandry, adequate enclosures, and meeting care requirements while discouraging the keeping and trade of wild-caught specimens.
- To support rescue and rehoming initiatives for exotic animals, as outlined in the rehoming policy and procedures.
- When opportunity arises participate in conservation efforts involving native reptilian and amphibian species.

To achieve these objectives, the Club has the authority to:

- Promote and develop the stated objectives.
- Collaborate with statutory agencies and other community or charitable organisations.
- Raise and receive funds.

3. EQUAL OPPORTUNITIES

The Club prohibits discrimination or harassment based on race, sexual orientation, gender, age, disability, social status, medical status, political beliefs, faith, or religion in all aspects of its affairs.

Measures will be implemented to ensure accessibility for all individuals at NWRC events and social gatherings.

4. MEMBERSHIP

Membership is open to all individuals; however, the Club operates and holds meetings within the Northwest of England.

Membership options include single adult membership and single junior (under 18) membership. All members must be listed on the membership application form.

Memberships must be renewed annually, starting from the month of application.

Juniors (under 18) must apply with a parent or guardian; applications for juniors only will not be accepted.

5. COMMITTEE

The Committee will consist of at least four individuals.

Nomination forms will be sent to all members in the first week of November. Paper ballots are available upon request. Nominations for Committee positions must be submitted by NWRC members to the Secretary by the agreed date in December.

If multiple candidates are nominated for a position, the nominee with the highest vote count shall be appointed.

In the event of a tie, a ballot vote will be conducted at the AGM to determine the appointment.

Officers and Committee members are elected to serve for a one-year term.

I. OFFICERS OF THE COMMITTEE

The officers of the Committee are:

- Chair
- Secretary
- Treasurer
- Social & Membership Engagement Officer
- Rehoming Officer

The Committee may designate additional positions.

Vacancies may be temporarily filled by Committee decision until the next AGM, when they will be formally filled.

II. COMMITTEE MEETINGS

The Chair leads all meetings. If absent, a committee member is elected to preside.

Annual General Meetings (AGM)

- Held in December or following January; not more than 15 months between AGMs.
- All members receive at least 21 days' notice.
- AGM agenda includes:
 - Annual report from the Committee (sent 7 days prior)
 - Audited accounts presentation (sent 7 days prior)
 - Election of officers/members for one year

Proposed constitutional changes must reach the Secretary seven days before the AGM. Minutes record decisions, appointments, financial agreements, amendments, and raised questions.

III. VOTING

Members eligible to vote have one vote each; the Chair holds a casting vote in a tie.

- Only valid members present may vote.
- All votes and abstentions are recorded.

IV. MEETING FREQUENCY

- Monthly, with option to cancel if unnecessary; electronic discussions allowed.
- Committee Members get at least seven days' notice.

V. MINUTES

Meeting minutes are taken, agreed at the next meeting, and signed by the Chair.

6. CLUB MEETINGS

- Monthly on the first Thursday or Friday of the month at Halls 4 All, Leyland. Dates to be published on club calendar.
- Three social events per year: Spring/Summer, Halloween, Christmas- although these are subject to change/cancellation unless minimum attendance numbers are reached.

7. FINANCE

The Treasurer opens and manages the Club's bank/building society account, reports balances at each meeting, and keeps financial records.

- Two/three authorised signatories required—must not be related or live together.
- Cheques are signed by an authorised signatory, witnessed by another.
- Petty cash expenses require receipts, tickets, or vouchers and recipient signatures.
- Treasurer informs a committee member when unable to attend; the Secretary presents report.
- Treasurer manages telephone/internet banking as Primary User.

8. DISSOLUTION

A Special General Meeting for dissolution requires 21 days' notice. At least three-quarters of eligible members must approve. Remaining assets go to a similar organisation, chosen by Club members.

PRIVACY NOTICE

The North West Reptile Club ('we', 'us', 'our') manages member and contact personal information for operational purposes. Changes to this notice will be emailed.

- Data controller: North West Reptile Club (contact: info@nwrc.club)
- Purposes include contact, records, research, complaints, alumni relations.
- Processing is based on your consent, which you can withdraw anytime.
- Information kept for as long as needed, usually one year after membership ends.

Personal data is only shared outside the Club with your consent. Digital records are password-protected.

Social Media

Member contact details may be visible on platforms such as WhatsApp, Facebook, Instagram, TikTok, and YouTube. The Club cannot protect your personal information on these sites; members participate at their own risk.

Legal requirements may compel us to share your data with authorities. Where feasible, we will notify you.

Your Rights

You may request access, correction, deletion, restriction, objection, or a copy of your data. Contact info@nwrc.club. Complaints can be made to the Information Commissioner's Office (<https://ico.org.uk/>).

SOCIAL MEDIA & AI POLICY

1. INTRODUCTION

Members using social media should avoid bringing the Club into disrepute or distressing others.

2. POLICY

Members are responsible for upholding Club privacy and reputation online. Inappropriate online activity may lead to disciplinary or legal action. Offensive material, harassment, and misuse of confidential information are prohibited.

All junior members should only participate in Club social media with parental consent. The Club is not responsible for personal information used on these platforms.

Individual opinions must be distinguished from official Club views. Use of logos or official materials requires Committee approval. Photos must not be used to harass or harm members.

The club reserves the right to take and use photos of members at club events on social media for advertising purposes. Should you wish to opt out please make the members secretary aware of your wishes.

3. AI SPECIFIC RULES

Data Privacy: Never upload sensitive club data into public AI tools (e.g., ChatGPT).

Sensitive Data: This includes member lists, financial records, and minutes.

Human Oversight: A human must review and fact-check all AI-generated content before use.

Content Accuracy: The Club is legally responsible for any false information AI produces.

Plagiarism & Bias: Check AI outputs to ensure they do not copy others or contain bias.

4. WHATSAPP GROUP SPECIFIC RULES

- Telephone numbers are not to be taken from the group chats for private messaging without permission from the individual, requests for phone numbers for private messaging can be made to the chair, sec or members sec or requested from the individual in the group chat.
- All advice in relation to reptile keeping should be directed to the Reptile Advice/Info group.

- We request all beginner keepers 3 years or less experience in keeping not answer members requests for advice until a senior/experienced member has given advice.
- No political, religious, racist, sexist etc comments
- All advertising of animals or equipment to be put in General Chat group only.
- Please try and keep all conversations relevant to the specific WhatsApp group i.e. public/educational events, social/members events, rehoming, reptile advice or general chat

5. COMMITTEE RESPONSIBILITIES

Committee members must enforce this policy and educate members about social media conduct.

6. REPORTING HARASSMENT/BULLYING

Members experiencing online harassment should seek advice from the Chair or Committee.

7. CONSEQUENCES

Policy violations can result in disciplinary action or prosecution for breaches of GDPR, legislation, or copyright.

CONTACT

COMMITTEE MEMBERS CAN BE CONTACTED ON THE DETAILS BELOW



Luke Jarvis- Chair
nwrccchair@gmail.com



Ian Overmire- Secretary
nwreptileclub@gmail.com



Matt Penny- Rehoming
rehomenwrc@gmail.com



Phil Thompson- Social & Membership Engagement Officer
membersnwrc@gmail.com



Lewis Catlin- Treasurer
acctnwrc@gmail.com