



Wymondham Archers AGM
23rd August 2023 at 19:30 Online via Zoom Minutes

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The meeting opened at 19:30

In Attendance:

Peter Hill, Sarah Hubbard, Mark Brookes, Sam Parker, Dan Parnham, Jo Tonnison, David Tonnison, Alex Tonnison, Al Fern, Bridget Wood, Bryan Swaddling, Colin Starling, Daron March, David Catto, Nigel Chalk, Peter Barrett, Sandra Edwards, Tennie Sully, Terry Tippler, Alan Green, Terry Reeve, Ward Doty, Gary Moeser, John Packman, Amy March

In attendance, minutes: Louise Smith

1. Apologies for absence

Salina Baboo, Keith Brandon, Chris Norburn, Geoff Brosse, David Hall, Darren Creasey, Ray Hagger, Max Botcherby

2. Minutes from 2022 AGM

The minutes from the 2022 AGM were confirmed.

3. Matters arising from 2022 AGM

There were no matters arising from the AGM 2022 not already on the agenda.

4. Reports from Officers

a. Safeguarding

Sam Parker - No issues to report.

b. Health & Safety.

Alex Tonnison – Risk assessments have been completed, no issues to report.

c. In lieu of an Equipment officer.

Sarah Hubbard – Club has acquired loan bows to offer members. These are popular. A comprehensive stock take was undertaken this year.

d. Records Officer.

David Hall – Apologies. David asked to circulate a written update.

e. Website and Social Media

Dan Parnham – circa 50,000 Google search impressions, 3.7k clicks through to the site. Safeguarding hubs and links have been added this year; classification page has been updated; Shoot to the Moon was made available online. There is a club challenge page that has not been updated for a while so the committee will need to decide whether to keep it.

f. Tournaments.

Sarah Hubbard – Held 3 record status competitions run in the year. Brought in £1,123.21 for club. New medals introduced with new design. Winter Worcester likely to be held in the New Year – date tbc.

g. Secretary report.

Sarah Hubbard – No issues to report. Trybooking proved useful.

h. Treasurer's Report

Mark Brookes took members through a presentation on the club's accounts income and spending over the past year. The account details are listed in the attached Report.

Income £49.8k: main sources of income are from membership, and then coaching beginners.

Outgoings £39.2k: main costs are AGB membership, and Wymondham Rugby Club Social Fees: both payable at the start of the year.

The accounts have a net balance of £38k. Of this £18k will be required in September for one off costs for the year. In addition a savings account for £14k will be set up to ensure the club has funds should they need to move off the Rugby Club site.

Club Fees for 2023 are proposed to be: Adult £210 / Intermediates £110 / Juniors £78

Wymondham Archery Club, Treasurer's report 2022-2023

"After the disruption of the last few years, I am glad to report that the club membership is growing up from 247 to 335 as of 21/08/23 and continues to grow

In 2022, the committee felt that in order to support our members through the squeeze of the Credit Crunch/Cost of Living crisis we should reduce our membership subscriptions in order to keep "saying

yes to archery". However, what was not foreseen was the unprecedented increase in inflation rates and costs associated in running the club.

We have scaled back on the spends this year, critically analysing the purchase requirements, actually reducing our outgoings compared to last year even with increased membership alongside the associated wear and tear on the facilities

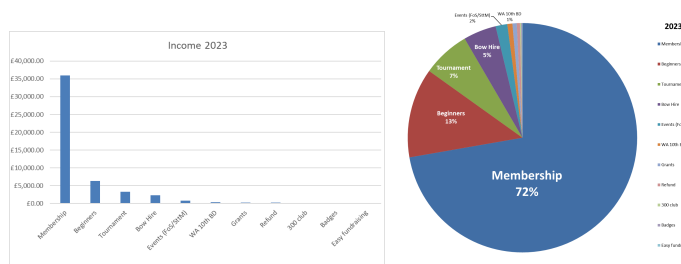
The club is in a good position financially at the end of the year with a net balance of just under £38.5k in our accounts as of 21:00 on 21/08/23.

Income

We have received just over £49.7k in income (£49763.01) over the period from 1st September 2022 until 9PM 21st August 2023 this is a slight increase from the £48.3k in 2022

We have transferred funds from our 'savings' account to the normal day to day current account when we have needed to, sometimes to pay some of the big bills we incur at the start of the club year which hit the account prior to the membership monies being received. The remainder has been utilised in delivering projects that develop and strengthen the facilities we have in order to offer archery to our members.

The breakdown of the income to the club illustrated graphically below



The largest income stream by far is from our membership at almost £36k (£35953.93). This is only a very slight increase from the income of previous year of £34,838, which at first glance may seem unusual as the membership

has grown by 35%. However, the club did reduce its fees for the 2022-2023 season by 12%.

The club continues to grow and now is approaching 350 members, making us one of the largest clubs in the country.

Beginners courses are our second highest source of income bringing in just over £6k (£6286.83) in fees with 150+ people undertaking a WA beginners course in the last year. Again, I cannot praise our dedicated band of coaches highly enough for giving up their time and passing on their knowledge to new potential members. However, the committee realise that this level of income is not guaranteed and relies on individuals giving up time to deliver these courses and there being the same level of demand from potential new archers.

In 2022 the club embarked on a loan bow scheme where the club hire a full basic/intermediate recurve kit to an archer. The club has now built up a pool of 20 hire bows, in both left handed and right handed options. The scheme is very popular with our new members, as it allows them to begin on their archery journey with the support of the club.

The revenue generated from the loan bow scheme has raised just over £2.3k (£2309.49).

The loan bow scheme cost around £4K to equip over the last 14 months, the scheme was not envisaged to be a revenue generator, but at current take-up rates it will become self funding in 2024, and then generate a surplus onwards from that point.

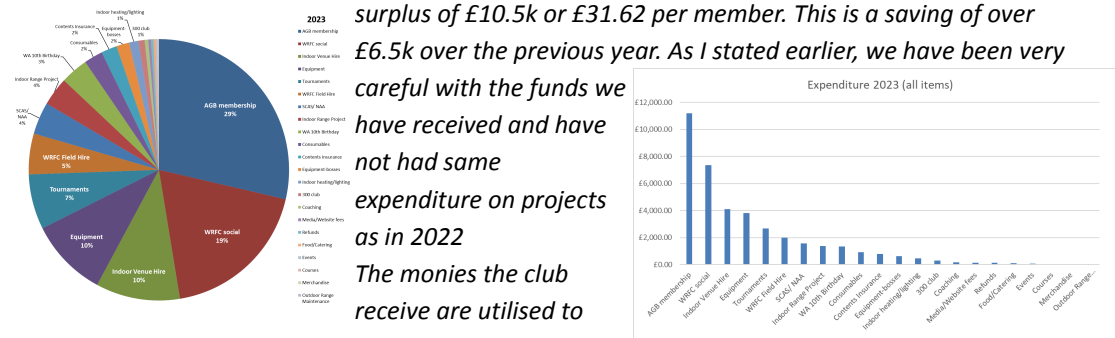
The three tournaments held this year have generated £3.3k of income and continue to highlight the Wymondham Archery Club facilities, also allowing our members to compete in competitions locally.

A breakdown of income/expenditure is appended to the report

Expenditure

The club has spent just over £39.1k in the past year, meaning we have made an operating surplus of £10.5k or £31.62 per member. This is a saving of over £6.5k over the previous year. As I stated earlier, we have been very careful with the funds we have received and have not had same expenditure on projects as in 2022

The monies the club receive are utilised to



*provide the best archery experience we can
deliver for our members, and always will be.*

The primary outgoings in the past club year are AGB membership at £11.2k, closely followed by the WRFC social fees that make up almost 20% of the expenditure (£7355) in the year.

*The indoor range hire came in at just over £4k, but gives the club something very few other clubs can, 98 hrs of archery a week between mid-September and end of April. The rental costs will increase on this to £6k this year, which does **not** include any inflationary increase. The field rental at Wymondham Rugby club also consumes just under £2k of funds.*

The AGB and WRFC social fees become payable at the start of the next club year, prior to receiving the bulk of our membership fees.

The club have undertaken a number of small 'investment' programmes this year, which are detailed below.

Indoor shooting range

The committee made it a priority in 2022 to source and develop an indoor shooting solution that offered value for money and increased access, I think on review although the range is not perfect it is a wonderful facility. Ongoing improvements to the indoor range with increased lighting provision, security and facilities incurred a cost of £1.3k. Provision of gas cylinders to heat the range cost just under £500 and is likely to be double that in 2023 winter season.

Equipment.

In order to conserve funds the club did not purchase many new bosses this year, as on inspecting and reviewing the current stock it was felt that there was no pressing need. Small repairs undertaken to keep them in good order, therefore 2 indoor bosses purchased at £0.6k.

The club also acquired additional loan bow equipment for members for the loan bow scheme due its popularity, the initial 11 sets proposed has grown to 20 sets and are nearly always fully hired. The scheme was designed to be cost neutral and allow the club to continue to say YES to archery.

Proposed fees for 2022-2023 season

Due to the increased costs we are experiencing in everything from rental to equipment, gas cylinders, consumables (faces/pins/Foam for bosses) we are unfortunately having to raise fees from the discounted fees applied in 2022

Adults £210pa; ARCS1 = £17.50/month (increase of £27)

Inters £110pa; ARCS1 = £9.16/month (increase of £14)

Juniors £78 pa; ARCS1 = £6.50/month (increase of £14)

There were several assumptions made in March when the budget was drafted and presented to the committee .

Assumed 5% increase in WRFC social/NASCAR/AGB fees 10% increase in costs for fixed outgoings such as indoor rental, WRFC field rental consumables and maintenance costs.

As stated earlier in the report the club becomes liable for the AGB membership fees and WRFC social fees at the start of the club year, this is over £18k. Therefore, although the club accounts are healthy, they take a massive hit in September & October. As the majority of the membership income comes in via the monthly scheme ARCS1, with £31k coming in over 12 months, these costs are recouped through the year.

The fees in 2021 were reduced from £203, £110 & £80 for seniors, intermediates and juniors respectively. Therefore for a senior an increase of £7 over two years, or 3.4%. No change for Intermediates or juniors compared to 2021.

The reduction given in 2022 was always planned to be reviewed at the end of the year and fees modified as required to ensure the financial well-being of the club.

Acting as treasurer I am financially prudent in using the funds for the benefit of ALL our members, the monies are there to be used for delivering archery now and in the future, and any operating surplus being used ultimately to have our own indoor range

As part of this future proofing, we intend to move some funds from the savings account to another Wymondham archers account as a financial safety net in case of extraordinary spends that could be incurred if we were ever to leave Wymondham Rugby club, these have been estimated at £12-14k. This account is a double signatory account, and is active. The transfer of funds did not take place in 2022-23 season but will be undertaken once the accounts are healthy in early 2024 and the initial hit of AGB/WRFC has been replenished.

Conclusion and closing comments

I strongly believe that the club is in a good financial position for the coming season, the committee have used the funds to provide extended facilities and upgraded equipment for the club, and the committee continue to use the funds available for the benefit of all our members and to improve the club.

Dr Mark Brookes, Treasurer, Wymondham Archers

Appendix A:-Income/Outgoings by type summary

Date	Amount	Heading	Infor	IN	OUT
		85 Income 300 Club			
	70.38	Income Badges			
	6286.83	Income Beginners Courses			
	2309.49	Income Bow Hire			
	21.22	Income Easyfundraising			
	820.32	Income Events			
		300 Income Grants/Donations			
28/03/2023	300	Income Grants/Donations	AGB grant for Festival of Sport 2023	£300.00	
	35953.93	Income Membership			
	219.33	Income Refund			
	3840.14	Income Tournament			
	356.37	Income WA 10th Anniversary			
		-300 Outgoing 300 Club Prizes			
	-11214	Outgoing AGB Membership			
	-626.7	Outgoing Bosses			
14/11/2022	-626.7	Outgoing Bosses	Equipment - indoor bosses		-£626.70
	-172.94	Outgoing Coaching			
03/10/2022	-39.94	Outgoing Coaching	Coach shirt		-£39.94
19/12/2022	-33	Outgoing Coaching	Safeguarding Course		-£33.00
05/06/2023	-108	Outgoing Coaching	Sarah Session coach		-£100.00
	-913.43	Outgoing Consumables			
14/11/2022	-542.7	Outgoing Consumables	foam for indoor bosses		-£542.70
28/11/2022	-48.35	Outgoing Consumables	Printer Ink for Ink Jet		-£48.35
23/01/2023	-37	Outgoing Consumables	faces and replacement centres		-£37.00
24/01/2023	-31.5	Outgoing Consumables	Equipment Various - nocks/faces		-£31.50
28/02/2023	-33.72	Outgoing Consumables	fletching/nocks		-£33.72
20/03/2023	-8.86	Outgoing Consumables	Tape for floor/tie downs for trailer to move bosses		-£8.86
16/06/2023	-62.9	Outgoing Consumables	Nocks, glue and fletchings		-£62.90
29/06/2023	-9.5	Outgoing Consumables	A4 paper		-£9.50
21/07/2023	-120.9	Outgoing Consumables	line paint		-£120.90
09/08/2023	-12	Outgoing Consumables	fletchings		-£12.00
16/08/2023	-6	Outgoing Consumables	Tape for indoor range markings		-£6.00
	-33	Outgoing Courses			
	-3817.62	Outgoing Equipment			
20/09/2022	-180	Outgoing Equipment	Loan bow for pool		-£180.00
20/09/2022	-360	Outgoing Equipment	Loan bowsx2 for pool		-£360.00
18/10/2022	-22.98	Outgoing Equipment	Beginners bow strings		-£22.98
28/11/2022	-14.82	Outgoing Equipment	finger slings		-£14.82
19/12/2022	-23.85	Outgoing Equipment	Finger slings/stands		-£23.85
26/01/2023	-300	Outgoing Equipment	Loan bows (2nd hand)		-£300.00
26/01/2023	-1755	Outgoing Equipment	Loan bows (2nd part of Clickers payment)		-£1,755.00
17/03/2023	-81.89	Outgoing Equipment	Steel measuring tape for range		-£81.89
20/03/2023	-22	Outgoing Equipment	Tarps and straps for bosses		-£22.00
18/04/2023	-19.99	Outgoing Equipment	Equipment - Key Safe		-£19.99
02/05/2023	-527.58	Outgoing Equipment	Loan bows		-£527.58
09/06/2023	-50	Outgoing Equipment	Beginners bows		-£50.00
12/06/2023	-14.74	Outgoing Equipment	Gas pipe for water heater		-£14.74
16/06/2023	-152.54	Outgoing Equipment	Arrojac and holster		-£152.54
13/07/2023	-150	Outgoing Equipment	Loan bows		-£150.00
19/07/2023	-111.99	Outgoing Equipment	Metal Detector		-£111.99
27/07/2023	-30.24	Outgoing Equipment	Strings for loan bows		-£30.24
	-68	Outgoing Events			
	-104.76	Outgoing Food/Catering			
24/10/2022	-12.58	Outgoing Food/Catering	Tea/Coffee Indoor Range		-£12.58
19/12/2022	-37.38	Outgoing Food/Catering	Catering for Equipment Tuning Day		-£37.38
23/01/2023	-45.2	Outgoing Food/Catering	10th Birthday		-£45.20
12/04/2023	-9.6	Outgoing Food/Catering	Cash to Sarah for whitener/sugar etc		-£9.60
	-4098.51	Outgoing Indoor range Fees			
	-453.75	Outgoing Indoor Range Heating			
12/01/2023	-176	Outgoing Indoor Range Heating and Lighting	Gas cylinder for range		-£176.00
26/01/2023	-183.5	Outgoing Indoor Range Heating and Lighting	Purchase of gas cylinder		-£183.50
13/02/2023	-94.25	Outgoing Indoor Range Heating and Lighting	Calor Gas		-£94.25
	-766.49	Outgoing Insurance - Contents			
	-29.94	Outgoing Merchandise			
04/10/2022	-29.94	Outgoing Merchandise	Badger Clothing		-£29.94
	-1560	Outgoing NAA / SCAS			
	-1382.88	Outgoing Project Indoor Range			
	-129.09	Outgoing Refund			
		Outgoing Repairs and Maintenance -			
	-26.13	Outdoor Range			
28/11/2022	-16.99	Outgoing Repairs and Maintenance -	hose for the shooting shed line		-£16.99
09/06/2023	-9.14	Outgoing Repairs and Maintenance -	Straps for target tubes		-£9.14
	-2671.91	Outgoing Tournaments			
		Outgoing WA 10th Anniversary			
	-1347	Merchandise and Costs			
	-133.04	Outgoing Website Media			
06/10/2022	-119.9	Outgoing Website Media and Connectivity	Zoom Subscription		-£119.90
19/12/2022	-13.14	Outgoing Website Media and Connectivity	Domain Renewal		-£13.14
	-1975	Outgoing WRFC Field Rental			
	-7355	Outgoing WRFC Social Membership			

i. Chairman's Report

Pete Hill gave his Chair's report as follows.

"Hello all,

We've had a busy year, growing, developing and understanding what it means to be one of the largest Archery Clubs in the UK; as we celebrated our 10th year as in Archery.

The list of people I wish to thank for their efforts over this year, contains a hardworking and cherished group. For the efforts of keeping our kit, ranges, tournaments and members linked to Archery GB thank you Sarah Hubbard. For his wise counsel and patience in those moments, that we'll leave as, 'just moments', thank you, Dave Tonnison. Mark Brookes, for his deft handling of our Club accounts, thank you. All our coaches whose efforts contributed to a huge proportion of our growing membership, thank you. And to all those that have put in their intellect, energy, time and sometimes their personal resources, to make our tournaments, charity efforts and have a go's so successful, thank you.

Our Archery Ranges are busier than ever. During last year's indoor season, from September '22 to mid May '23, slightly more than 3600 tickets were obtained by our Archers. Outdoors from September '22 to date more than 3300 tickets have been obtained. A guest who visited this year, wrote to me stating that she had 'Archery Range Envy'. Not bad for a Club that's only ten years old.

When we closed the books in August '22 we had 264 members. Although we started the new year in September of the same year, with 204 members, due to the natural drop off of membership at that time of the year. This year at the terminal-end of the Archery year, August '23, we have 335 members. This year we are expecting that natural drop off of membership to take us to around 240 Archers strong, making the club net larger, by around 15% as we begin our new year '23/'24.

We have some impressive Club members with one Archer/Coach having something like 46 years in Archery. However, we are still roughly within the national norms in terms of retention of members with Club members remaining with us, on average, for around 3 years. Our future goals should be to maintain this healthy annual growth whilst also increasing club retention of our membership.

Our team of coaches have helped expand our demographics hugely. Together our 8 most active Coaches have put in more than 1290 hours of coaching, hosting close to 650 beginner coaching sessions on 161 Archery beginner courses; with 129 of those 161 beginner-Archers deciding to join our club.

That's an impressive 80% of all those that took part; and testament to the effort of our coaches.

33% of our Club Archers are female. Impressively, within that smaller percentage, we find our representation on the National and International Stages at Elite level. Our oldest Archer is 89 and our youngest is 7. Nearly 70 of our Archers are under 18 years of age. Our average age is well under 50 at 45.71 years - down roughly 10 years of age from when we started recording it back in 2017.

We are truly a family club with approximately 48% of our Archers being part of a family unit.

And... Combined we have over 930 years in Archery.

Our own Archers to develop their skills, as well as beginners can now book their own Development or Beginner Sessions on Trybooking, directly from our website. We provide a 100% discount code for existing members, as we continue to 'Say "Yes" to Archery'.

This year's Shoot to the Moon brought together nearly a third of the Club, who worked hard to raise more than £1,000.00, all of which goes to Nelson's Journey, who support youngsters who've lost a family member. I take my hat off to all those Archers that took part, helped out and contributed to that mammoth effort of shooting 768,000 metres on that blustery July day. This year was particularly important to us as one of our members' suddenly lost a son in law, and whose family was in receipt of the effort we were doing our very best to support.

But that's not all, our Coaches and Club helpers took part in this year's Festival of Sport, partnering with Marshland Archers from North Norfolk all at Holkham Hall where we took part in the largest have a go at Archery you can possibly imagine, introducing hundreds of kids from 3 to 18 years of age to Archery.

Our Archers are continuing to use the 252 and Portsmouth progression schemes with badges being earned throughout the year. This year one of our Archers has put together an Archery Ladder League for the indoor season that I urge you to have a go at.

Our Winter and Summer tournaments this year were a success also, although, sadly, with only a handful of our own Club members attending. I hope to remedy that situation this year when I urge our committee to begin running tournaments at 'cost-price' for guests and 'completely free' for our own First Club Members. This I hope, will encourage a little more fun and competition whilst not costing the earth to come along.

Last year your Committee agreed to reduce the club fees paid by you due to cost of living pressures. We recognise that this caused a number of financial issues for us as a club and hope that you will understand that our increase in

fees this year is in actuality a small rise from two years ago. The increase of only 1.7% over two years, is less than predicted inflation of around 4-5% during 2024.

This small increase, however, is predicated on the burden of growth of membership through beginners courses that fall on just a handful of coaches. Which is why we continue to seek members to become a coach or support the coaching team.

Also, last year at our AGM we agreed to become a Charitable Incorporated Organisation (a CIO). We continue to strive towards this. We now have a Charitable Purposes Document and are well on the way to submitting our Governance Documents to the Charities Commission. As we continue to grow it would be prudent to confirm our five key factors as to 'why' we are moving towards becoming a CIO.

*Our CIO will be a **separate legal entity** from our members and trustees. This means that the personal assets of our Members, Committee and Trustees will be better protected from debts that could be incurred by the Charity. This limited liability feature should provide financial security and peace of mind.*

*A CIO has the **legal capacity** to buy, sell, lease, mortgage, or otherwise manage and transact with property. This allows the Charity to efficiently manage its assets, such as leased land, owned property or other valuable items, to further our charitable objectives.*

*One of the benefits of becoming a CIO is the **potential reduction in administrative burden** compared to other types of charitable structures.*

*As a CIO we are **seeking perpetual existence**, meaning that we will continue to exist even if there are changes in leadership or membership or trustees over time, so that we can fulfil our charitable purposes. This provides stability to the charity's operations and helps ensure the continuity of our Club and the Charity.*

*By **modernising our governance practices** we will align the Charity with current legal and regulatory standards, enhancing transparency and accountability. This will enhance the Club's **credibility and reputation**. Our Charity, our Club, will be subject to external regulation and oversight by the Charity Commission, which helps maintain our adherence to our charitable objectives and legal requirements. Being a more robust organisation our status can provide potential donors, supporters, and beneficiaries for the Club and Charity, with confidence in the Charity's operations.*

We will keep you all informed as we progress down this road. If we find ourselves in a place where we are ready to move we will call either an EGM or use next year's AGM as the tool to formalise this.

Thank you.

Any questions.”

5. Club Fees

The 2023/24 fees were proposed to the meeting.

The fees were agreed unanimously. Members with direct debits will be notified of the change in charges that will be implemented from 10 September 2023.

6. Elections and Appointments of Committee Posts

The following Committee members were elected. There were no multiple nominations for any post.

Position	Name	Email Contact where applicable
Chairperson	Pete Hill	chairwymondhamarchers@gmail.com or chair@wymondhamarchers.co.uk
Vice Chairperson	Dave Tonnison	vicechair@wymondhamarchers.co.uk
Secretary	Sarah Hubbard	secretary@wymondhamarchers.co.uk
Treasurer	Mark Brookes	treasurer@wymondhamarchers.co.uk
Safeguarding & Welfare Officer	Sam Parker	Safeguarding@wymondhamarchers.co.uk
Health & Safety Officer	Alex Tonnison	Safety@wymondhamarchers.co.uk
Equipment Officer	Daron March	equipment@wymondhamarchers.co.uk
Website & Social Media Officer	Dan Parnham	Web@wymondhamarchers.co.uk
Fundraising & Development Officer	Chris Norburn	Fundraising@wymondhamarchers.co.uk
Records Officer	David Hall	Records@wymondhamarchers.co.uk
Competitions Officer	David Hall	Competitions@wymondhamarchers.co.uk
Coaching Officer	Pete Hill	coachingwymondhamarchers@gmail.com
Junior Members Officer	Email managed by Secretary	Junior@wymondhamarchers.co.uk
Ordinary Officer	Jo Tonnison	Not Applicable
Ordinary Officer	Sandra Edwards	Not Applicable
Ordinary Officer	Salina Baboo	Not Applicable
Ordinary Officer	Keith Brandon	Not Applicable

All vacant positions will be covered by the other members of the committee.

7. AOB

The Vice Chair thanked Peter Hill on behalf of the committee and the club members for all his work in the past year as Chairman, and also in coaching.

Colin Starling asked whether the club had considered interactions with other clubs, especially those in Norfolk.


It was noted that clubs were invited to come and use the facilities but that there had been no clubs interested. It may be re-visited when the club becomes a CIO.

Colin asked that the committee look into inviting neighbouring clubs to a friendly meet.
It was also noted by Sarah Hubbard that there were currently few Norfolk archers attending clubs' Tournaments – it was thought that this is a general trend.

The date for next year's AGM will be set later in the year and all members will be notified in due course.

The meeting closed at 20:16

This is a true record of proceedings.

Signed  Chair
Name Peter Hill Date 24th July 2024

Signed Sarah Left Club before AGM in 2024 Secretary
Name Sarah Hubbard Date 24th July 2024