



# Wymondham Archers Committee Meeting Minutes 17th March 2025 at 19:30 At Rugby club

**Charity Name:** Wymondham Archers (CIO)

**Date:** 17 March 2026

**Location:** Wymondham Rugby Football Club (WRFC)

**Quorum:** Met - Confirmed for all items

## Attendees

Dave Tonnison, Mark Brookes, Laura Scott, Pat Thompson, Sandra Edwards, Dan Parnham, David Hall, Chris Norburn, Pete Hill,

## 1. Apologies

Salina Baboo, Keith Brandon, John Packman

## 2. Declaration

Read out to Meeting.

## 3. Minutes from Previous Meeting

Meeting Minutes from 13th Jan 2026 agreed as accurate.

## 4. Membership and Asset Management

### 4.1 Correction of Membership Fee Under-charge

- **Item:** Audit findings identified discrepancies in membership fees via Xero.
- **Resolution:** The Board unanimously approved deferring fee realignments until the November 2026 AGM to avoid "bill shock" and maintain member relations.
- **Action:** Chair and Treasurer to manage corrections internally; no public blog post will be issued at this time.

### 4.2 Replacement of High-Level Heater Push Timers

- **Status:** Recent repairs were successful; work is deferred until the start of next season as the weather is warmer.
- **Rationale:** Proactive infrastructure management balanced with financial due diligence.
- **Resolution:** Unanimously approved.

### 4.3 Boss and Foam Replacement Programme



# Wymondham Archers Committee Meeting Minutes 17th March 2025 at 19:30 At Rugby club

- **Expenditure:** Approximately **£5,500.00** total, including a £3,375.00 12-month foam programme and over £2,000.00 for target faces.
- **Resolution:** Approved transition to TZ foam for longevity and the purchase of four new indoor competition bosses.
- **Strategic Goal:** Asset lifecycle extension and maintaining premier venue status.

## 5. Governance and Administrative Protocols

### 5.1 Adoption of Standardised Board Paper Template

- **Resolution:** Formally approved a mandatory template and a "Trustee Decision Audit & Strategic Alignment Log".
- **Protocol:** Papers must be submitted at least ten working days prior to meetings to ensure informed decision-making.
- **Compliance:** It was specifically asked that the 75% detail threshold needs to be checked for accuracy.
- **Action:** Chair.

### 5.2 Vice Chair Appointment Confirmation

- **Resolution:** Unanimously confirmed **Dave Tonnison** as Vice Chair.
- **Rationale:** Ensures leadership redundancy and succession planning.

### 5.3 Insurance Provisions and Constitutional Alignment

- **Issue:** Personal Accident policy excludes members aged 80 and over.
- **Action:** Approved a dual-action communication plan: targeted notification to affected members and full transparency on the club website/newsletter.
- **Governance:** Secretary to update the Risk Register and develop a formal Insurance and Risk Policy.
- **Action:** Policy Officer to assist in creation of Risk Register..

### 5.4 Session Coach Course (May 2026)

- **Proposal:** Host an Archery GB course led by Pete Hill on a volunteer basis.
- **Financials:** Expected revenue of **£1,400** at zero cost to the charity.
- **Conflicts:** Board noted Pete Hill waived all delivery income; facilities will be closed for 32 hours over two weekends in May.

## 6. Strategic Reviews and Infrastructure

### 6.1 OnTarget Community Specialism Accreditation



# Wymondham Archers Committee Meeting Minutes 17th March 2025 at 19:30 At Rugby club

- **Resolution:** Ratified the Archery GB "OnTarget" programme as part of the development framework.
- **Strategy:** Fundraising Officer authorised to leverage this status for capital grant applications.

## 6.2 Expansion of Norfolk Showground Indoor Facility

- **Resolution:** Authorised the Chair to negotiate range extensions and lease updates.
- **Infrastructure Sub-Group:** Appointed David H, Pat T, Peter B, and Pete H to oversee design and member surveys.
- **Conflict of Interest:** Chair declared a non-business interest (summer work at the Showground); Board accepted no conflict existed.

## 6.3 2026 'Have a Go' Events and Volunteer Budget

- **Events:** Validated attendance at Costessey Fayre, Ladybelt, Royal Norfolk Show, and Shoot to the Moon.
- **Budget:** Approved expenditure for essential logistics and refreshments (water) for volunteers; food remains "bring your own".

## 6.4 Norfolk Archery Association (NAA) Correspondence

- **Conflict of Interest:** David Hall withdrew from the discussion and vote due to his role as Chair of the NAA.
- **Resolution:** Feedback regarding the Associate Membership tier will be handled via official procedure **WA026** and "Let Us Know" forms only.

## 6.5 Alcohol in Raffle Prizes and Awards

- **Resolution:** Approved prohibiting alcohol as prizes to ensure radical inclusivity for juniors and diverse faith groups.
- **Alternatives:** Pivoted to archery vouchers and high-quality food hampers.

## 6.6 Terry Target Teasers

- **Status:** Noted proposal for "Double Target Days" in 2027 to improve operational efficiency.
- **Action:** Acknowledged Terry's long-term commitment and institutional knowledge.

## 6.7 2026–2030 Club Development Plan Refresh

- **Status:** Deferred until April/May 2026 to incorporate granular data from the Member Needs Survey.



# Wymondham Archers Committee Meeting Minutes 17th March 2025 at 19:30 At Rugby club

## 6.8 Timing for Range Bookings

- **Status:** Deferred; further research required on transitioning to one-hour slots to avoid "logistical friction".

**Minutes Compiled by:** Pete Hill - Chair: Board of Trustees

**Date:** 18 March 2026

The meeting closed at: 22:30

This is a true record of proceedings.

Date of next 19th May 2026

Signed: Name:

Date:

Draft