Wymondham Board of Trustees Meeting
19th May 2026 at 19:30
At Rugby club

1. Apologies.

David Hall, Laura Scott, Chris Norburn, John Packman, Sandra Edwards

2. Attendees

Pete Hill, Dave Tonninson Salina Baboo, Pat Thompson, Dan Parnham, Peter Barrett, Mark Brookes

3. Declaration to Read out

In the interests of transparency and integrity, meeting attendees must declare conflicts of interest, abstain from related discussions, and refrain from voting on such matters. By joining the meeting you consent to the capturing of audio and video recording of your attendance, questions and contributions; for the purposes of accurate compiling of minutes and for Club development and learning. If you have concerns or do not consent, please refrain from participating.

4. Summary

The Wymondham Archers Trustee Board meeting focused on the relaunch of the 'OnTarget' development programme, financial oversight, and the formalisation of several club policies.

5. Executive Brief

The meeting opened with a presentation from Lisa Wheeler (AGB Sport Development Officer) on the refreshed OnTarget programme, transitioning from a 'tick-box' accreditation to an ongoing development relationship. The Board subsequently ratified a new Risk Management Policy, a Noticeboard Policy, and a Motorised Mobility Aid (MMA) Policy. Financially, the club remains robust with approximately £78.5k across accounts, prompting a decision to purchase five additional bows for the popular Hire bow scheme and to investigate more competitive dual-signatory bank accounts.

6. Financial Oversight

6.1. The Treasurer reported £18.5k in the current account and £60k in savings. Annual expenditure is roughly £60k (£5k/month). The Board agreed to move toward a 12-month budgetary roadmap using Xero for better projection rather than just guesstimation.

6.2. Transfer of Funds: The Board agreed to transfer sufficient funds to cover subscriptions for the Year.

7. OnTarget Relaunch:

7.1. The programme now focuses on 'Club Health' over maintenance, offering specialisms in Community, Young People, Progression, and Performance. The Board noted that while the club is already high-performing, formal completion of the new 'Buddle Workshops' is required for Tier 1 status. It was noted that the Chair and two other OnTarget Officers have also attended the Buddle Workshops.

8. Equipment & Infrastructure:

8.1. **Hire Bows Expansion:** Unanimous approval to purchase five more bows to meet high demand. A future 'loan-to-buy' voucher scheme with external shops is being explored to reduce internal inventory management.

8.2. **Foam Supply:** Due to delivery failures from Tenzone, the club is widening the approach to include Target Tech and Egertec. The club has purchased a foam cutter to customise standard blocks for in-house use.

9. Governance & Risk:

9.1. **Risk Register:** Approved a 5x5 scoring matrix and accountability structure. The Chair will oversee the initial population of the register.

9.2. **AI Integration:** The Board approved the purchase of a 'Pocket' device for the Secretary to assist in minute-taking, with a strict policy to delete raw files within seven days of signed minutes.

9.3. **MMA Policy:** Ratified with a focus on 'minimum safe speed' rather than a hard 4mph limit, ensuring balance for two-wheeled aids while protecting the range surface.

9.4. **Notice boards:** New policy has been agreed, and will be published. All notices must be sent to the secretary before placement on the board. Instructions to be placed on board for members to follow

10. Strategic Assets:

10.1. The Chair is exploring the use of redundant estate with South Norfolk and Broadland Council. A Community Asset Transfer approach is being sought by the Chair. This is an early doors exploration of what might be available from our local District Council.

11. Nuance & Friction

11.1. **Membership Definitions:** Confirmation of the naming of Secondary Club memes was briefly addressed to avoid any legal pitfalls related to custom and practice; using the common thread adopted by Archery GB. It was confirmed the club will use 'Primary' and 'Secondary Club' member labels.

11.2. **Budgeting Philosophy:** The Treasurer cautioned against including beginners' course income in core operational budgeting, as it is a variable income that should not be relied upon for essential costs. The Board agreed and noted that the planned budget approach was to be treated as a 'supportive guide' rather than a punitive tool.

11.3. **Noticeboard Management:** To prevent the notice boards from becoming cluttered or contentious, the new policy requires all posts to be approved by the Secretary, with a QR code on the physical board linking to the full digital policy.

12. Actions and TODO's

- Secretary along with SMA KB/DM to draft a structured voucher proposal with external suppliers. Obtain quotes from at least two suppliers and present the framework to the board - **Secretary.**
- Tenzone Delivery: Chase Tenzone regarding outstanding equipment deliveries - **Treasurer.**
- Continue to liaise with South Norfolk and Broadland Council) on a Community Asset Transfer process:regarding potential property acquisition - **Chair.**
- Continue work with the new Risk Register to Oversee the initial data population and delegate specific risk areas - **Chair.**
- Initiate the immediate publication of the 2026 Membership Facilities Survey on the club blog, and collate results for the AGM on January 21, 2027 - **Chair.**
- Evaluate outdoor storage of bosses and reorganise as required - **Chair and H&S Officer.**
- Source and establish a dual-signatory savings account with a separate bank within the next two months - **Treasurer and Chair.**
- Chair to collate upcoming costs and draft a supportive 12-month budget roadmap within the next two months.
- Attend the upcoming OnTarget Finance Workshop - **Treasurer and Chair**
- Procure the Pocket device (£99–£110) for meeting minutes - **Secretary**
- Future minutes to follow following minutes protocols:
    - Apply role-based masking (anonymisation) to all published trustee minutes.
    - Delete raw transcription files from the Pocket platform within seven days of the minutes being formally signed.
    Secretary
- Clear down and update the physical notice boards, create a bullet notice board guide on process with a QR code to new Notice board policy - **Secretary**
- Web officer to work with chair to Update the "committee page" to "trustee page" on the club platform - **Chair - Web Officer**
- Web officer to construct AI board Paper and present at the next meeting on the governance of AI tools within Google Workspace for the next meeting - **Web Officer**
    - Web Costs: Monitor and optimize ongoing web connectivity and platform costs - **Web Officer**
- Make adjustments using a new cutting tool for layered foam alterations. **Equipment officer and Chair**

- Risk assessment / HS report on use of heated wire cutter - **Chair and H&S Officer**
- Complete the remaining outdoor target repairs and scrap unusable bosses - **Equipment Officer**
- Finalise and publish the Motorized Mobility Aid (MMA) policy (utilizing the "minimum safe speed" clause) on the website **- Chair**

The meeting ended at 21:20 hours.

Next meeting June 16, 2026 at 7.30pm (in person)

Pete Hill: Chair - Board of Trustees