Wymondham Board of Trustees Meeting
21st July 2026 at 19:30
At Norfolk Foodhall - Norfolk Showground

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1. Apologies.
Laura Scott, Chris Norburn

2. Attendees
Pete Hill, Dan Parnham, Pat Thompson, John Packman, Peter Barret, David Hall, Sandra Edwards, Mark Brookes, Dave Tonnision,Salina Baboo

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. Previous Minutes
Meeting minutes from previous meeting confirmed by board

5. Summary

The trustee board meeting for Wymondham Archers focused on financial health, governance upskilling, and strategic provisions for elite archers and equipment procurement.

6. Treasurer’s Report and Financial Position

The Treasurer presented a comprehensive summary of the charity’s current fiscal health. The accounts show significant growth compared to the previous year, with total funds increasing from £55k to £83k.

Income: £122.5k in the period, bolstered significantly by a £59k donation following the transition from a non-incorporated club to a registered charity.
Expenses: Approximately £50k, with a net drop of £85k in the period due to equipment investments.
Cash Position: £6.1k in the current account; £77.3k in savings.
Reserves: The board maintains a £30k restoration fund and a £12k operational reserve.

Analysis: The Treasurer noted that "WRFC socials" and Archery GB (AGB) membership fees remain the primary cost drivers. A granular review of beginner courses and tournament income is pending to ensure budget alignment.

7. Financial Stress Testing: Membership Minimums

The board reviewed a "worst-case scenario" analysis to determine the minimum membership required to sustain the club without ancillary income (beginners, tournaments, etc.).

Status Quo: 164 adult archers are required to cover all current expenditures, including the indoor range (NSL) rental.

Bare Minimum: 57 archers are required if the club ceases indoor operations and ancillary costs.

Conclusion: With £47k in accessible savings (excluding the exit strategy reserve), the charity is positioned to operate for several years even in the event of a significant membership crash.

8. Club Development Plan (2026–2030)

The Chair proposed formalizing the integration of the development plan into the governance structure to ensure long-term focus.

Standing Agenda: The Club Development Plan will be a standing item on every board meeting, utilizing "exception reporting" to focus on deltas and blockers.

Training: All trustees are mandated to complete the "Positive Experiences for All" course on Buddle within one year to strengthen inclusivity.

OnTarget Contact Route: A new workspace group will be established to act as a conduit for Archery GB governance queries. Owners: Vice Chair, Secretary, Chair will manage this communication channel.

9. Tournament Sponsorship Provision

The board debated a proposal to support high-performing archers. To avoid "favouritism" and ensure compliance with the Charities Act, the board resolved to establish a criteria-based provision rather than naming individuals.

Provision Criteria: To be eligible for tournament fee refunds, the archer must:

- Be a member of Wymondham Archers.
- Be a validated member of the AGB squad or represent the UK at World Archery/AGB tournaments.
- Be competing in a Wymondham Archers-hosted tournament.

  The board approved retrospective refunds for two current archers based on these criteria.

10. Infrastructure and Equipment

Digital Locks: Following a security lapse where keys went missing, the board approved a £400 expenditure for a digital lock system. A four-digit code system will be implemented for the indoor range and toilet facilities to manage high footfall from the rugby club.

Tournament Equipment: Tournament officer proposed the procurement of dedicated tournament kit (number boards, flags, and timing systems) to achieve self-sufficiency.

Resolution: A working party (Tournament officer, Treasurer & SMA Equipment officer) was empowered to investigate costs and options, focusing on number boards and flags as a priority. A full report is due for the next session.

11. Hire-Bow Scheme

The Secretary proposed a "coupon system" for hire bows to reduce upfront capital expenditure and storage burdens. The plan involved archers taking a club-generated code to a local provider (e.g., Clickers) to collect standardized kits.

Board Critique: The proposal was rejected due to concerns regarding quality control and equipment maintenance. The board prefers that all bows be serviced in-house by club engineers (SMA Equipment, Coach Lead, Treasurer) to ensure safety and proper "tiller" settings etc. The status quo of internal procurement and maintenance will continue.

12. Risk Management Framework

The Chair introduced a new risk register scoring matrix to highlight high-impact risks, even if they are unlikely.

The board disagreed with the use of automated "macros" for security reasons

A dedicated meeting will be convened in October (three months prior to the AGM) to collectively identify and score the top 10–15 business risks to the charity.

13. Actions and TODO’s

- Complete the "Positive Experience" Buddle training course and download the certificate for the club portfolio (All Trustees). **In progress.**
- Complete the financial management training module (Treasurer, Chair). **In progress.**
- Create a Workspace group for Vice Chair, Secretary, Chair to serve as the official Archery GB point of contact. **Completed.**
- Add the Club Development Plan to all future meeting agendas as a time-boxed exception report. **Completed.**
- Issue retrospective tournament fee refunds to 2 individuals who meet the criteria. **Completed.**
- Formalise the elite archer provision requiring Wymondham Archers membership and Archery GB squad validation for fee support. **In progress.**
- Coordinate the procurement and installation of digital "Borg" locks for the toilet and indoor range (Chair). **In progress.**
- Conduct an audit and cost analysis for tournament equipment, specifically number boards and flags (Tournament officer, Treasurer , SMA Equipment). **In progress.**
- Maintain the current in-house bow hire procurement and servicing process via Clickers. **Complete.**
- Convene a dedicated risk assessment meeting in October to prepare for the AGM. **In progress.**

The meeting ended at 21:23 hours.

Next meeting Aug 20th, 2026 at 7.30pm (in person)

Agreed as accurate at Board meeting on 20th August 2026

Signed

Pete Hill: Chair - Board of Trustees