Wymondham Archers Trustee Meeting
15 October 2026 - 1930 hours
Wymondham Rugby Football Club

Minutes

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Overview

The trustee board meeting focused on financial reconciliation after a high-expenditure month, target foam supply risks, and the formal adoption of a simplified risk management framework.

Attendees

Mark Brookes, Peter Barrett, Dave Tonnison, Peter Hill, Salina Baboo, David Hall

1. Apologies.

Sandra Edwards, Dan Parnham, John Packman, Pat Thompson, Aga Seweryn , Chris Norburn

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2. Declaration was 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. We are using an AI device (Pocket) today to help with the minutes. If you have concerns or do not consent, please refrain from participating.

3. Minutes from the previous meeting

3.1. The minutes of 21st Sept 2026, were ratified as a true record.

4. Financial Overview

Finance and Operations Report

- **Monthly Financial Position:**
  - Total expenditure for the period stood at approximately £20,000 against an income of £8,800.
  - It was noted that this seasonal cash outflow coincides with the start of the archery year and follows established annual patterns. As planned, the operating surplus accrued across July and August was utilised to absorb the deficit, supported by a £2,500 reserve transfer from savings to the current account.
  - Overall cash reserves and bank balances remain healthy and resilient.

- **Primary Expenditure Breakdown:**
  - **Affiliation & Partner Fees:** £10,200 remitted for Archery GB memberships, £5,400 for WRFC social memberships, and £1,600 for NAA affiliation fees.
  - **Equipment & Consumables:** £900 committed for two new hire bow sets (sourced via Merlin Archery and Clickers Archery), alongside £460 for season-start arrows and target faces.
  - **Events & Facilities:** Venue hire secured and paid for St Walstans Hall in preparation for the Winter Worcester.

- **Forecast Commitments & Governance:**
  - **Statutory Compliance:** An allocation of £1,440 is committed for the forthcoming accountancy work to prepare and validate statutory annual returns for the Charity Commission.

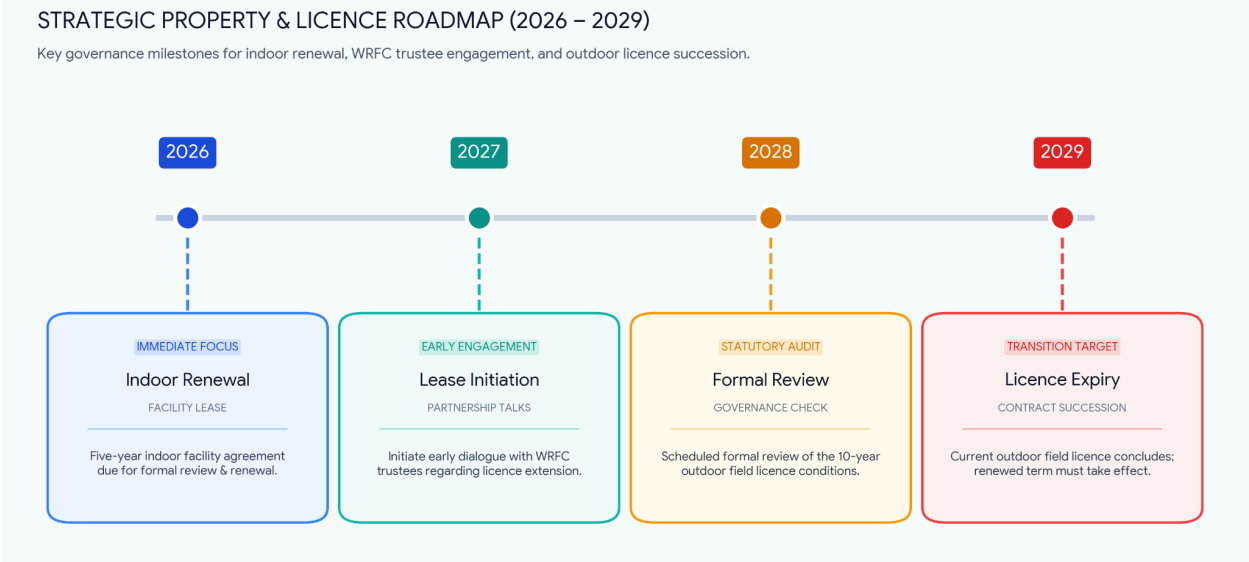
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- **Banking Administration:** Barclays Bank has initiated further routine identity verification and board mandate checks regarding the Trustee body; required submissions are being handled.

- **Target Foam Supply & Equipment Strategy:**
  - Tenzone has suspended new foam orders indefinitely. Upon reopening, supplier caps are set to limit orders to a maximum of 33 cassettes (sufficient for three targets), contrasting with our standard operating procurement of 80 cassettes.

4.1. Operational Directives

- Target Supply Risk:
  - TenZone, the primary target supplier, has closed its order book due to capacity issues. The board is exploring alternative foam from Target Tech and Danage. The previous acquisition of a heated cutter may allow the club to cut foam manually to mitigate costs and supply delays.
- Equipment Disposal:
  - Authority was granted to the Equipment SMA and a verifying board member to dispose of redundant or dangerous lightweight equipment. Items must be rendered beyond use and recycled responsibly.
- Facility Leases:
  - The Chair identified a need to begin lease negotiations early to avoid operational gaps.



5. Membership Status

5.1. Primary Membership Report - See Scorecard.

5.2. Second Club Members Report - We currently have 11 members, one member who cannot currently demonstrate they are a member of AGB. The two strike ruling will be applied.

6. The Club Development Plan 2026-2030

6.1. Nothing to report.

7. Items that the Chair considers as a matter of urgency

7.1. Norfolk Showground Partnership & Volunteer Engagement - we continue to drive the volunteer requests as we currently do not have sufficient volunteers.

- **Buggy Taxi Volunteer Initiative:**
  - The Chair reported the increasing member engagement and volunteer interest in providing buggy taxi driving services in support of operations at the Norfolk Showground.
  - It was confirmed that all associated driver training and compliance requirements will be fully facilitated and overseen by the Norfolk Showground management team.
- **Grant Funding Opportunity:**
  - In recognition of the club's operational contribution and volunteer delivery, this partnership initiative is anticipated to secure a substantial grant award to support ongoing club development, supporting Archery in Norfolk.

8. Presented Board Papers

8.1. Safeguarding Officer Update

8.1.1. The board reviewed safeguarding updates necessitated by the Police and Crime Act 2026. Key changes include:

- DBS Requirements:
  - Enhanced DBS and barred list checks are now mandatory for anyone volunteering once a week or three times in 30 days.
- External Coaching:
  - The responsibility for vetting external coaches shifts to the member inviting them. Inviting members must ensure coaches are qualified, DBS-checked, and that a parent or guardian is present for all junior sessions.

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8.2. Removal and Safe Disposal of Redundant Equipment

8.2.1. Equipment Disposal: Authority was granted to the Equipment SMA and a verifying board member to dispose of redundant or dangerous lightweight equipment. Items must be rendered beyond use and recycled responsibly.

8.3. Indoor Range Notice Board

8.3.1. The Board agreed to purchase an additional lockable notice board for the Indoor Range.

8.4. Risk Management Policy

8.4.1. The board formally adopted a simplified Risk Management Policy linked to Charity Commission guidance (CC26).

8.5. Risk Management Risk Register

Following a line-by-line review of the Risk Register, the board established the following:

8.5.1. Banking Controls: Identified a vulnerability in single-signatory access for certain transfers. Whilst Barclays Bank has dual-signatory constraints set for the Charity Accounts, funds can be moved within the accounts directly. Transactions to external debtors require dual-signatures from the Charity main business account.

8.5.1.1. The Treasurer and Chair will work to tighten dual-signatory requirements.

8.5.2. Standing Agenda: Risk management will become a standing item at every board meeting to ensure regular review of "hot" risks.

8.6. Adoption of Trustee Risk Management Statement (CC26 Alignment)

8.6.1. This item was referred to the next meeting.

9. Actions and Todo’s

10. Chair:

10.1. Ensure Aide Memoirs for Range Usage (WA001 & WA004) and Duties of a Range Captain (WA002) are presented for members at both Indoor and Outdoor Ranges. - Done

10.2. Update Safeguarding Officer name and details on WA020 Safeguarding. - Done. Now v1.1 - Website updated.

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10.3. Make verification on Bookwhen that Juniors must be accompanied by a parent or guardian. - Done

10.4. Update Membership policy as the board discussed the need for parental presence during junior sessions and external coaching requirements. - Done. Now v1.1 - Website updated.

11. Safeguarding:

11.1. To check that policy WA020 Wymondham Archers Safeguarding Policy is compliant with new guidance from AGB and the changes in the law.

12. Secretary:

12.1. Add 'Risk Management' to the Standing Agenda for Trustee Board Meetings. - **Done**

13. Treasurer:

13.1. Resolve Dual Signatory on Accounts. Outstanding

13.2. Work with SMA for Equipment to remove redundant small items Equipment. Outstanding.

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