



Wymondham Archers Committee Meeting Minutes

19th August 2025 at 19:00

At Rugby club

1. In attendance

Pete Hill, Salina Baboo, Keith Brandon, Daron March, David Blood, Terry Reeve, Peter Barrett, Sandra Edwards, John Packman, Mark Brookes, Dicken Doe, Dan Parnham

Guest

Sam Morley

1. Apologies.

Pat Thompson,

1. 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.

1. Minutes from the previous meeting.

Post AGM 15th July 2025 - Signed off by the committee

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

2.1. Vice Chair -

2.1.1. The Chair brought forward item 4.1 below to introduce two new members to the committee. See below. Subsequently...

2.1.2. Committee members present were then offered the opportunity to step up as Vice chair. Nobody present stood up for this role.

2.1.3. The Chair introduced the interest of Dave Tonnison. Discussion continued on around Dave Tonnison as stepping up as Vice chair, seconded by Mark Brookes - Committee had no objections to this. Dave Tonnison to become Vice chair until further notice.

3. Treasurer Report

3.1. See attached scorecard report for summary.

4. Main Agenda

4.1. Introduction of two new committee members -

4.1.1. Introduction of David Blood, to become records officer - There were no objections.



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- 4.1.2. Introduction of David Tonnison as becoming a committee member - There were no objections.
- 4.2. In light of recently imposed financial pressures is now the right time to begin charging for NAA usage of our facilities. E.g. Juniors Coaching events, NAA tournaments etc -
 - 4.2.1. We agreed previously with NAA chair David Hall that the liability for any NAA bosses would be the NAA responsibility and not fall to Wymondham archers should anything happen.
 - 4.2.2. The committee agreed to manage the facilities, to maintain the good will of the NAA while allowing them to use our facilities without charge at present.
- 4.3. We wish to share the feedback from beginners with the committee -
 - 4.3.1. A summary was given by the chair to the committee. See attached feedback report included with these minutes
 - 4.3.2. 95% of all feedback responders are looking to join the club following a beginners course.
- 4.4. Spend for equipment improvements, repairs and maintenance.
 - 4.4.1. The committee has agreed to spend up to £1000 on updating equipment in stock. Hire bows, consumables, and do repairs. Raised by Daron as our equipment officer. **TODO** - Daron to research and make purchases.
- 4.5. To organise the County Indoor Champs -
 - 4.5.1. Removed from the agenda of this meeting both Chris Norburn and Dave Hall have not attended the meeting. **TODO** - Pete will contact Chris and Dave about this item.
- 4.6. Share allocated peers to budget holders and policy with committee
 - 4.6.1. Removed from Agenda, due to the need of sharing the constructed policy with the committee first before establishing this process officially. **TODO** - Sandra E.
- 4.7. Provide an update around progress of where we are with the CIO application
 - 4.7.1. Chair, supported by John Packman, provided an update on the CIO application progress. We are utilising a professional body who is supporting us in our application process (Community Action Norfolk). The committee has already agreed to the costs of this service. The Committee will be updated regularly on the progress of this application
- 4.8. Rejoining the OnTarget Scheme will mean refocussing on what we provide. The Chair suggested we continue to be a Community Club, as we are all or mostly there. Other specialisms are more focussed and require more personal input. Thank you to Pat Thompson for attending the recent OnTarget meeting with AGB on behalf of the Club.
 - 4.8.1. The committee agreed to refresh and rejoin the OnTarget scheme with a focus on community. **TODO** - Pete H - Chair to re-register.
- 4.9. Running a Have a go session for public in November
 - 4.9.1. The committee agreed for the session to be run on the 15th November. Chair to check with the Rugby club if there are any other events on this day. Agreement to spend up to £100 for any costs on advertising (Stickers / Posters / Printing). We will look to post adverts locally and on social media. The committee was asked if they could support this event in any way they can. Dan will update the website with a link to try booking for this event. Once Pete has created this. The Outdoor Range will be closed from 1-5pm on the 15th November for this event. **TODO** -



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Pete H, to create an Event on Trybooking. **TODO** - Dan P to place links on website once available.

- 4.10. Karen Harvey has volunteered to run the Facebook page. The committee agreed to Karen Harvey to take on this responsibility. Pete & Dan to support with access to the facebook page admin so that this can happen. **TODO** - Pete H

4.11. AOB

- 4.11.1. Terry - to review the 252 scoring processing for Longbow, and provide a new scoring schedule. **TODO** - Terry R

Mark - to review the 252 scoring processing for Barebow, and provide a new scoring schedule if needed. **TODO** - Mark B

- 4.11.2. Full audit of stock to be completed by equipment by the end of 2025. **TODO** - Daron M

The meeting closed at: 20:45

This is a true record of proceedings.

Date of next 16th September 2025

Signed:

Name:

Date:

Metrics - Committee Scorecard		As of	25/Aug/2025
Total Number of Wymondham Archers Members, including Associate Members this is the total membership including those that have left and is recorded here because of the cost element associated with each paid for member.	394	No./Mth/%/Units/as of/up to	
Safeguarding and Health and Safety			
Number of Safeguarding Concerns Raised in Period / Last reported Date	1	30/Apr/2025	
Number of Ongoing Safeguarding Concerns in Period / Last reported Date	0	30/Apr/2025	
Number of Safeguarding Concerns Resolved in Period / Last reported Date	1	30/Apr/2025	
Latest Safeguarding escalations or actions - See Below			
Concern completely resolved. No ongoing issues.		30/Apr/2025	
Number of Health & Safety Concerns Raised in Period / Last reported Date	2	27/Apr/2025	
Number of Ongoing Health & Safety Concerns Raised in Period / Last reported Date	0	27/Apr/2025	
Number of Health & Safety Concerns Resolved in Period / Last reported Date	2	27/Apr/2025	
Latest Health & Safety escalations or actions - See Below			
No. of CCTV Matters of Concern from Activations on Indoor Archery Range	0	25/Aug/2025	
A accident occurred at the competition at Norfolk show grounds.when lifting a boss onto a trailer. The visitors to event received an injury to their arm.		27/Apr/2025	
The above information shows how Wymondham Archers tracks the number of safeguarding and health & safety concerns raised, ongoing, and resolved within the period (Sept onwards). It provides a snapshot of how effectively the Club identifies, addresses, and resolves potential risks to individual wellbeing and safety.			
Finance - Income and Expenditure over previous 12 months (From Accounts Ledger)			
Income in Period	£ 112,968.88	16/Aug/2024	
Expenditure in Period	£ (98,378.01)	To	
Balance	£ 14,590.87	15/Aug/2025	
Cash at Bank	£ 65,174.28		
Estimated Restoration Fund - Putting it all back to how it was before we arrived.	£ (30,000.00)		
Proposed Operational Reserve - Yet to be ratified by Wymondham Archers Committee $[(Annual\ Income/12)*3]$	£ (24,594.50)		
WRFC Expected Rugby Club Associate Membership Costs over Period Remaining - Yet to pay	£ (1,328.05)		
Industrial Refuse (Layered Foam) Collection Fees (Invoiced at end of Indoor season) Expected Fees to come.	£ -	0	
Expected Showground Rental Costs over Period Remaining - Yet to pay - 2025/2026	£ (6,692.94)		
Cost of NAA and SCAS Archer Fees and No. Archers causing debt	£ (57.00)		
The summary highlights a focus on meeting both your immediate financial goals and your long-term commitments, including those yet to be paid, such as the upcoming rugby club and archer association fees.			
Coaches with Club - Qualifications in/out of date			
Coaches with Club	12	3.05%	
Out of Date or Invalid Coach Qualification	1	0.25%	
Above shows how we track coach numbers and percentages is a governance requirement. New memberships and upskilling are essential for maintaining a thriving club.			
Demographics			
Seniors	297	75.38%	
Juniors	81	20.56%	
Disabled (includes disabled juniors)	16	4.06%	
Full Club Members	368	93.40%	
Associate Members	26	6.60%	
Female Archers	131	33.25%	
Male Archers	263	66.75%	
Members forming part of a Family Group	166	42.13%	
The above data provides a comprehensive overview of Wymondham Archers, informing strategies for membership, programs, and resource allocation.			
Joiners, TODO's, Leavers/Paused, Average Years in Archery			
Month Joined	Number Joining	Spread of Cost	
2024-Sep	281	70.02%	
2024-Oct	11	2.95%	
2024-Nov	10	3.06%	
2024-Dec	9	2.52%	
2025-Jan	17	3.61%	
2025-Feb	2	0.66%	
2025-Mar	11	2.63%	
2025-Apr	6	1.31%	
2025-May	7	2.30%	
2025-Jun	13	3.61%	
2025-Jul	14	4.16%	
2025-Aug	13	3.17%	
Grand Total	394	100.00%	

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Members Leaving in Year (September onwards) and No. left.	65	16.50%	
Members to Join to AGB	0	0.00%	
Feedback from Leavers in period	16	31/Jul/2025	
Average No. Years Archers are Members of Club against the National average or around 2 years	3.55	25/Aug/2025	
The above shows the new and returning archers, indicating club growth. Monitoring paused memberships helps manage costs and identify trends, while average years in archery reflects member engagement and wellbeing.			
Sponsored/Funded Archers			
% and No. of Sponsored Archers (If greater than 3% cell will notify)	1.27%	5	
"Sponsored Archers" include members who receive free membership for significant contributions, perform essential tasks, receive elite athlete support, or hold honorary life memberships. These categories impact club income.			
Actual No.s Archers, Risk Assessments TODO, Non AGB Status			
Number of Registered AGB Members including Associate Members minus those who have left. Current Actual Members	329	83.50%	
Number of Registered Club members who have not completed a risk assessment	2	0.51%	
Total Number of Associate Members not indicating they are registered with WA and/or AGB	0	0.00%	
All primary members of Wymondham Archers are required to be affiliated with Archery GB. This affiliation is essential as it provides them with the benefits and insurance coverage offered by Archery GB. It is a critical governance requirement for the club to accurately track all members, whether they are primary or associate, to ensure compliance. Any member who does not confirm their Archery GB affiliation will be suspended from the club until proof of their membership is provided.			
Members Not Paid			
Members who have yet to pay for membership	0	0.00%	
The above data is for administrative and governance purposes.			
How we Pay			
Pay by Direct Debit	364	92.39%	
Pay by Standing Order	4	1.02%	
Pay in Full	26	6.60%	
The above shows how people pay for their Club fees and is key to understanding our Club income. The above data indicates how most Archers wish to pay for their Archery.			
Archers Using our Archery Ranges			
	Bookings up to	28/Sep/2025	
No. of Archers Making Bookings - Outdoor Range - Vs % of Current Available Members	235	71.43%	
Total Number of Bookings Outdoor Range (since September new year) - Vs No. of All Available Tickets	3526		
No. of Archers Making Bookings - Indoor Range (since September new year) - Vs % of Current Available Members	188	57.14%	
Total Number of Bookings Indoor Range - Vs No. of All Available Tickets	4369	103	
Total No. of Bookings to use our Archery Ranges	7895		
The data above indicates the Number of unique Archers making bookings on our Ranges Vs the Total bookings for each Range. This figure is distorted slightly by friends or relatives booking for others but is provided as a guide on Range usage.			
Beginners Courses			
Number of Beginners Course Sessions Undertaken by our Coaches	424	25/08/2025	
Number of Beginners Courses (Indoors & Outdoors) this year (Current Year)	106	30/04/2025	
No. new Archers who Joined in Current Year (Previous 12 months) Vs % of Courses held	100	25/08/2025	
Percentage of Joiners from Beginners Courses	94.33%	25/08/2025	
Number of Intermediate Coaching Sessions Held in Year (Sept onwards) Vs % of Beginners Courses	29	6.84%	
25/Aug/2025			
Members' Changes, Letting us Know, Exit and Beginners Feedback, Ideas and Suggestions Received			
WA Club Members Informing the Club of Personal Changes (Cell will notify if not Noted by Club)	0	11	
Let Us Know Reports - Received	1	25/Aug/2025	
Let Us Know Reports - to be Note and Assigned	1	25/Aug/2025	
Let Us Know Reports - To Be Completed	1	25/Aug/2025	
How Did We Do - Feedback from Members that leave in Year - Exiting Club (All Time)	41	31/Jul/2025	
How Did We Do - Feedback from Members that leave in Year Exiting Club - Noted	41	25/Aug/2025	
No. Beginners Feedback in Current Year	47	31/Jul/2025	
Beginners Feedback To Review - (Review if Amber)	0	15/Aug/2025	
Feedback from Archers Hiring a Bow (Review if Amber)	0	16/Apr/2025	
Ideas and Suggestions Received	1	19/Aug/2025	
Ideas and Suggestions Unresolved	0	19/Aug/2025	
Ideas and Suggestions Outstanding	0	19/Aug/2025	

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This data, above, demonstrates a commitment to member communication, feedback gathering, and continuous improvement. By tracking member feedback, Wymondham Archers can identify trends, address concerns, and enhance the overall Club member experience.			
Administration Items			
Admin for Feedback from Archers who have informed us they wish to leave the Club (All Time)	36	100.00%	
Admin for Archers leaving in year, on GoCardless Completed (All Time)	35	97.22%	
Admin for Archers leaving in year Feedback Form sent (All Time).	35	97.22%	
Hire Bows Owned by Club	27	25/Aug/2025	
Hire Bows available for Hire	6	25/Aug/2025	
Hire Bows Overdue for Service	6	25/Aug/2025	
Number / Percentage of Club Members that hire a bow	21	5.33%	
No. of other Clubs that Shoot at Wymondham Archers	12	25/Aug/2025	
Guests attending Wymondham Archers in Current Year and as % of total membership	35	25/Aug/2025	
Officers Reports		Compiled by	Date
Equipment Officer See AGM Report	Daron March	15/Jul/2025	
Fundraising Officer See AGM Report	John Packman	15/Jul/2025	
Records Officer See AGM Report	Jake Francis	15/Jul/2025	
Tournament Officer See AGM Report	David Hall	15/Jul/2025	
Policy & Procedures Officer See AGM Report	Sandra Edwards	15/Jul/2025	
Coaching Officer See AGM Report	Pete Hill	15/Jul/2025	
Junior Officer See AGM Report	Laura Scott	15/Jul/2025	
Web Officer See AGM Report	Dan Parnham	15/Jul/2025	



Beginners Course Feedback

Summary: Wymondham Archers

This report provides feedback from recent beginners' courses, providing a comprehensive overview of participant experiences. The feedback is organized by key areas: coaching, facilities, equipment, and overall course satisfaction.

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Executive Summary: Wymondham Archers Beginners Course Performance

Based on recent participant feedback, (47 responses from September 2024 to August 2025) the Wymondham Archers' beginners' course is a high-performing program that successfully introduces new members to Archery. The program's core strengths lie in its **exceptional coaching staff**, who are consistently praised for their knowledge, patience, and encouraging demeanor. The **club's facilities are also highly rated**, with participants appreciating the clean, well-maintained ranges, although some minor suggestions were made regarding improved heating and lighting.

The provided **beginner equipment is considered fit for purpose** and is in good working order, although there were some isolated reports of minor issues like missing components. The overwhelming success of the program is best demonstrated by its **very high conversion rate**, with over 95% of participants stating their intention to join the club.

Key areas for minor improvement include streamlining the online booking process, which was noted as clunky by multiple users, and considering small facility upgrades such as improved heating and lighting. Overall, the beginners' course is a highly effective and positive experience that serves as a strong foundation for new archers and a key driver for the promotion of Archery and in particular of club membership.



Coaching

Feedback on the volunteer coaches was overwhelmingly positive. Participants consistently described our coaches as **excellent, brilliant, knowledgeable, patient, and encouraging**; with one participant referring to a coach as, 'hilarious'. Specific comments highlighted:

- **Diverse coaching styles:** Having different coaches for various sessions was seen as a positive, as it provided a broader perspective and different methods of teaching.
- **Constructive feedback:** Coaches were praised for offering clear, detailed, and specific guidance that helped participants quickly improve their technique.
- **Supportive and friendly atmosphere:** The coaches were repeatedly described as welcoming and friendly, which made the learning experience enjoyable.

Facilities

The club's facilities were generally rated as **great** and **very good**. Key points included:

- **Weather consideration:** Participants appreciated the facilities' outdoors and indoors with the ability to accommodate different weather conditions.
- **Cleanliness and maintenance:** The indoor and outdoor ranges were noted as being well-maintained and clean (Wymondham Helpers - Volunteers).
- **Areas for improvement:** A few participants mentioned the **cold temperature** of the indoor range in January and suggested better heating. Some also noted that the gate was difficult to find on the first visit and that more lighting might be helpful for packing up after dark on the outdoor range into late August. One participant also suggested a water station or a static umbrella for hot days.

Equipment

Participants were satisfied with the provided beginner equipment, describing it as **great, well-maintained, and perfectly suited** for learning the basics (Equipment Officer)

- **Fit for purpose:** The club kit was found to be ideal for new archers, allowing them to learn fundamental skills.
- **Adequate condition:** Most noted that the equipment was in good condition and worked well.
- **Suggestions for improvement:** A few minor issues were mentioned, such as missing components, a broken stand, or sights that wouldn't attach to a riser. A few participants also expressed interest in trying other bow types, such as longbows or compound bows, as part of the course. One parent noted that a child's fingers became sore and suggested recommending gloves.

Overall Course and Recommendations



The majority of participants were highly satisfied with the course, describing it as a **great experience, well-organized, and comprehensive**.

- **Key highlights:** The course was praised for its focus on safety, its "full-on" and engaging nature, and the welcoming atmosphere (Our Coaches).
- **Areas for consideration:**
 - **Online booking:** A recurring theme was the **difficulty of the online booking process**, which was described as clunky and a potential barrier for new members.
 - **Course structure:** One participant suggested a more structured format, with specific topics for each lesson (e.g., bare-bow, sights).
 - **Additional features:** Participants also mentioned the desire for a **tea/coffee machine** and wished for more than four coached sessions (2 people from 47 [4%]).

Future Membership

The beginners courses are highly successful in converting participants to members. Out of the responses collected, a resounding **95% of participants indicated they would be joining Wymondham Archers**. Several of these also specifically mentioned that they would be making use of the club's loan bow agreement (16 people from 47 [34%]). This high conversion rate speaks to the quality of the courses and the positive experience they provide.

Pete Hill - Coach Coordinator

Wymondham Archers