



Wymondham Board of Trustees Meeting

16th April 2026 at 19:30

At Rugby club

1. Attendance

Pete Hill, Salina Baboo, Peter Barrett, Mark Brookes, Sandra Edwards, Pat Thompson, Laura Scott, Dave Hall

2. Apologies.

Chris Norburn, Dan Parnham, David Tonnison, John Packman

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. Executive Brief

The Board of Trustees convened to formalise governance structures, financial reporting, and membership categories for the charity. Key outcomes included the unanimous adoption of a new "Associate Member" tier, the transition of committee roles to "Subject Matter Advisers" (SMAs), and the strategic rescheduling of the Annual General Meeting (AGM) to January 2027 to ensure statutory financial compliance.

5. Financial Oversight

- 5.1. **Performance:** The current period shows £92.3k incoming against £19k expenditure. The reported £70k surplus is noted as skewed due to the asset transfer from Wymondham Archers (the Unincorporated Club) to the charity.
- 5.2. **Operational Reserve:** The board reaffirmed a three-month operating reserve policy based on annual expenditure.
- 5.3. **Fund Reallocation:** A transfer of £15k from the current account to the savings account was approved to optimise interest, maintaining a £13k balance in the current account.
- 5.4. **Expenditure:** Notable spending included £2.7k for bosses and foam cassettes, with a further £3.1k authorised for indoor equipment. A saving of £90 per month (VAT Charges) was secured with Norfolk Showground Ltd agreement to waive fees for the indoor range.



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

6. Governance & Membership - Associate Members

- 6.1. **Associate Membership (Option A):** The board unanimously approved the creation of a non-voting "Associate Member" category. This resolves liability concerns regarding second-club members.
- 6.1.1. Associate fees links to be reinstated on the website.
- 6.2. **Compliance:** All associates must sign up for GoCardless for automated fee collection and ensure their Sport80 profiles reflect Wymondham Archers as a secondary club and adhere to the governance requirements.
- 6.3. **Oversight:** A trustee, David Hall, volunteered to monitor compliance monthly for an initial three-month trial.
- 6.4. **Decision:** Unanimously agreed by the Board

7. Subject Matter Advisers (SMAs)

- 7.1. The committee structure will transition to an SMA model. Advisers will provide technical expertise to the board but will not hold voting rights. This separation ensures that the Board of Trustees retains final decision-making authority while leveraging volunteer skills (e.g., equipment, welfare, records).
- 7.1.1. **Decision:** The proposal was approved by a majority vote.

8. AGM Rescheduling

- 8.1. Following accounting advice, the first AGM is moved from November to mid-to-late January 2027. This allows for the submission of finalised, audited accounts rather than drafts.
- 8.1.1. Provision of paid for Coffee rejected by the Board.
- 8.2. **Decision:** Unanimously agreed by the Board.

9. Policy Developments

- 9.1. **Guest & Visitor Policy:** A formalised policy was established to replace the current informal system.
- 9.2. **Fees:** Increased to £10 per two-hour session.
- 9.3. **Limits:** Maximum of 12 sessions per year per guest: managed via Bookwhen.
- 9.3.1. Guest AGB No. to be provided, Name, Telephone No. Emergency Telephone, etc.
- 9.3.2. Host name to be provided, with contact details and AGB No. etc.
- 9.4. **Requirements:** Guests must be accompanied by a club member (host) and undergo an initial safety assessment by a qualified coach or nominated person.



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9.5. **Decision:** Unanimous agreement for policy to be constructed.

10. Motorised Vehicles:

10.1. In response to the upcoming outdoor season, the board authorised interim guidance for archers using mobility vehicles. A formal policy will be drafted to manage range traversal and safety.

11. Nuance & Friction

11.1. **Administrative Burden:** There was significant debate regarding the effort required to manage associate members. The board agreed that the onus for providing evidence of compliance (Sport80/GoCardless) lies with the member, not the trustees. Oversight by the nominated trustee supports governance.

11.2. **Governance Clarity:** Some concern was raised regarding the potential for the board to become bogged down in "basic stuff" previously handled by the committee. The SMA model is intended to mitigate this by delegating tasks while maintaining reporting lines to specific trustees.

Actions and TODO's

- **Completed** - Send MailChimp guidance on motorised vehicles on the range - Pete H
- The board transitioned committee members to Subject Matter Advisers (SMAs). Terms of Reference need to be drafted. - Pete H
- Draft formal Guest and Visitor Policy - Sandra / Pete H
- **Completed** - Email associate members regarding membership transition - Pete H - Done
- **Completed** - Schedule AGM for mid-to-late January - Pete H

The meeting ended at 21:25 hours.

Agreed - 19th May 2026

Signed

Pete Hill
Chair - Board of Trustees