



Wells City Archers

Minutes

Wednesday 25 February 2026 at 6:30 pm

Wells City Archers Club House

Present	Sue Matthews	Chair
	Lynne Evans	President
	Pam Rowse	Secretary / Publicity
	Paul Grinham	Treasurer
	Sheila Pickthorne	Membership
	Mike Philliskirk	Head Coach
	Steve Bassett	Digital Media Officer
	Matt Rowse	Records
	Jane Clulow	Social
	Ken Hill	Building
	Andy Bartin	Competitions
	John Baker	Young Archers
	Mandy Thorpe	Housekeeping
	Matt Dunn	Welfare
	Paul Hughes	Equipment

Also in Attendance	Graeme Gillies	Trustee Elect
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1	Apologies for absence	
	None	

Dave Mace attended the meeting to explain the surveyor's report and his thoughts on its conclusions. Item 9 on the Agenda was therefore brought to the top of the meeting to allow Dave to speak and then leave before the rest of the meeting continued.

9	Roof – Surveyor's Report	
	<p>The survey was carried out on 3rd February 2026 by Vale Consultancy. Dave Mace had provided a brief as to what we wanted to know. The report had not been circulated to the full committee. Dave explained:</p> <ul style="list-style-type: none"> • The overall conclusion of the report is that the works required are more than just the roof. While what the surveyor was able to see appears to be suitable to support a new roof, concern was expressed that the internals of both indoor and outdoor walls were not able to be examined during the inspection and, given the age of the building, there is a decent likelihood that problems may exist there. The report therefore recommended stripping of all walls for assessment of braces etc. • This approach immediately adds to the overall cost, and the outcome of the stripping is unknown at this time, so the overall cost addition cannot even be guessed at. • It might be possible to do the works a bit at a time, eg start only with 	

	<p>the Reception area, which would help to spread out costs. However this will mean any potential Grant funding would almost certainly not be possible. This would also increase the overall cost of the works.</p> <ul style="list-style-type: none"> • After discussion, 4 basic options were identified and the club needs to decide which is the most suitable: <ol style="list-style-type: none"> 1. Do nothing for as long as possible while raising money to replace the roof / the building 2. Spend some money now on “make do” repairs to increase the remaining life of the roof/building while raising money for a new roof / new building 3. Replace the roof as cheaply as possible, with a longer term plan to raise funds to fully replace the building 4. Look for a new location • Any Grant applications will require a clear plan of intention so one of those options needs to be picked. • JN suggested that it would be possible for us to do some of the wall stripping and visual checking ourselves which would save a considerable amount of money. • SM suggested that there is likely to be suitable knowledge and skillset within the membership to assist with this and proposed that a working party be arranged to carry out investigations that we can safely do ourselves with the aim of getting a better idea of the state of the frame of the building and therefore better informing our future plans. This was agreed. 	PR to put request for working party volunteers in newsletter						
2	Minutes of the last meeting							
	Approved.							
3	Matters arising							
	3.13.1 The mower battery is dead and needs to be replaced. This purchase is on hold until better weather							
	6.2 JB and MD have concluded that there is nothing that needs to be done at this time regarding the parental consent procedure.							
	10.3 A Year 1 membership 6 month installment plan is now available to newly qualified archers who join the club, and has been offered to the Beginners Course that has just finished, and to 2 people from the last course in 2025. So far this has not been taken up.							
	Standing Items							
4	Finances							
4.1	<p>Treasurer’s Report : Committee Meeting : February 25th 2026</p> <p>Balances as of Feb 23rd</p> <table> <tr> <td>Current Account:</td> <td>£ 6,400.18</td> </tr> <tr> <td>Deposit</td> <td>£ 26,883.73</td> </tr> <tr> <td>Total</td> <td>£ 33,283.91</td> </tr> </table> <p>Key items since January 7th</p> <p>A very quiet period from a cash flow point of view</p> <p>Income</p>	Current Account:	£ 6,400.18	Deposit	£ 26,883.73	Total	£ 33,283.91	
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	<ul style="list-style-type: none"> • £280 from 4 sign ups for beginners courses • £473 from 2 renewals and 2 new YA <p>Noteworthy expenditures :</p> <p>Routine electricity and Golden Records renewal- £590.</p> <p>Am expecting an invoice for the building roof survey</p> <p>Other</p> <p>A very high level look at income against budget at this point, one third through the year</p> <p>48% of course revenue</p> <p>50% of range hire revenue</p> <p>56% of membership income.</p> <p>8 new members (around 50% of forecast for the year)</p> <p>4 in year renewals. In the September renewal period we expect a 80% renewal rate. So far this year - from last Nov, Dec and Jan's courses it's been less than 60% (4 from 7). There are 6 or so renewals expected in the next few weeks, from last year's Mar/Apr courses. Let's hope the renewal rate improves.</p>	
4.2	LE suggested enquiring with AGB as to renewal trends to see if they are seeing a general trend for reduced take up in Jan & Feb since the renewal date was revised.	
5	Building	
5.1	Nothing to report The asbestos checks are up to date. The fire regulation checks are up to date.	
6	Safeguarding	
6.1	No issues to report	
7	Wells Sports club	
7.1	A meeting scheduled for 16 th Feb did not take place as the draft Lease Documents were not ready. Emails to WSC committee members indicate that WSC is ready and willing to progress with SCC to create the sublease for WFC.	
7.2	LE has prompted someone to arrange a quote for repairs to the car park. As far as we are aware none of the other clubs have done this despite WSC minutes saying that they had agreed to do so.	
8	SCAA and GWAS	
8.1	PR confirmed that an email was sent to Chris Hole on 22 nd Jan asking for firmer details about the SCAA hiring our range, and that no response has been received.	
8.2	It is understood that GWAS has found a new Treasurer	
	Additional Items	
10	Corporate ID	
10.1	PR explained that, after a small brainstorming session, she and SM had concluded that this is a bigger project than first thought, and some starting points are needed. It was therefore suggested to the committee that a "Brainstorming Day" be arranged later in the Spring/Early Summer where we can collate ideas and aspirations to form a basis of proposals we can	

	later take to the membership. This day would also include some fun activities and cake. This was agreed, date TBC.	
11	Hall of Fame	
11.1	PR asked for clarification of exactly how this is going to be displayed, in order to gather the content efficiently. A previous suggestion had been a TV screen in the club house but this may prove problematic. It was decided that building a page on the website is the best way forward, as this makes it globally available, and can be put on display in the clubhouse for visitors when needed using a laptop.	PR
12	2026 Plan	
12.1	Two documents had been circulated – “Committee Roles” & “Committee Activities	
12.1	The Committee Roles Document was agreed as an accurate description of the committee roles.	
12.2	The Activities document had been colour coded. Everyone agreed and approved of items in black and green.	
12.3	The following are “red” items that required committee discussion and approval	
12.4	CHAIR Sign up for AGB On Target. A Regional Development Officer will have to visit the club and give a presentation to approve our application for this. If granted this will, among other things, be helpful for any future Grant applications. There are 4 specialisms under this scheme – the Youth specialism would not be considered by us for this as, given our current level, there would be little benefit. This was agreed to.	PR / SM to extend invitation to RDO/ SDO
12.5	BUILDING 1. KH has got a quote of £926.22 to replace the ceiling tiles, using the existing (currently empty) frame in the Reception Area. This would effectively be a throw away amount as, when the roof is replaced, the tiles would no longer be needed. As the roof replacement is at least a year away (probably more) it was agreed that this is worth doing for insulation purposes as well as improving the appearance of the building, but this is subject to KH and MP dealing with some leaks. 2. It was agreed the the mez level in the range will be removed. 3. It was agreed that the sourcing of better heaters for the range will be deferred for now until we have a better idea of what we will be doing with the building	KH and MP to deal with leaks
12.6	MEDIA 1. It was agreed that an Electronic Timing System should be built 2. It was agreed that a club Wifi connection is not currently needed	SB
12.7	HOUSEKEEPING It was agreed that blinds on the windows facing the Netball Courts are not needed at this time	
12.8	OUTDOOR RANGE 1. It was agreed to sink bricks in the turf to demark the line positions	PR to ask for working party

	<p>2. It was agreed to action the needed work on the Shooting and Waiting Lines</p> <p>3. It was decided to move forward with the Deck plans for the back of the Waiting Area, and that a proposal, sketch and costing was the next step</p> <p>4. It was agreed to investigate alternative methods for marking the shooting lines in winter.</p>	volunteers in newsletter
12.9	<p>YOUNG ARCHERS</p> <p>After considering the implications of continuing to expand the Young Archers (time slots for increased numbers, availability of coaches), it was agreed that this is important for both the club and the sport as a whole. This agreement covered all the subsequent “red” items in this section.</p> <p>LE suggested considering offering school holiday “extra” sessions if we have available coaches.</p> <p>It was noted that the Young Archers are currently not keen on mixing with the Seniors – efforts will be made to find out why.</p>	
12.10	<p>SOCIAL</p> <p>It was agreed to actively work towards getting more of the club’s female archers taking part in tournaments and social events. (32% of our membership is female, but very few take part in comps)</p>	JC and PR to invite comments and ideas via newsletter
12.11	A timescale document is circulated alongside these minutes for each role to complete, to be returned to SM by 11 th March 2026	
13	Young Archers	
13.1	Ahead of the meeting, JB had submitted an expenditure request for some shooting equipment, which was passed to the Coaching Committee as the items requested needed MP’s consideration first. This highlighted a lack of stated procedure in our Governance Document for this particular form of expenditure in order to ensure that the approval is minuted. To save time, a budget of up to £500 was approved, subject to MP’s approval. The Governance Document will be amended to make this procedure clear for the future	PG, SM & PR to draft amendments to Gov. doc
14	Calendar / External Competitions	
14.1	AB confirmed that the club calendar is now up to date with as many external competitions as he could find. Deadlines for entries continue to be very hard to ascertain.	
14.2	PR explained that conversations were ongoing with Avalon Archers regarding the participation of the Young Archers in the Clout Avalon have invited us to on 16 th May. Their most recent communication had stated a ratio of 1 qualified adult to 2 juniors, which is not in line with AGB guidelines so this has been queried with no response as yet. However the default solution is to arrange a Junior Clout on a different day, which seems the most favourable option at this point.	
15	Constitution & Governance Amendments	
15.1	There had previously been no wording in the constitution to cover the appointment of a new Trustee for the club. This is now included in draft	

	form in section 7.	
15.2	GG (observing as Trustee Elect) had sent round some comments on both the Constitution and Governance documents shortly before the meeting. It was explained that any amendments had to first get committee approval before being presented to the membership at the GM or AGM for adoption, and therefore his comments could not be considered for inclusion at the April GM. LE proposed that the draft amendment in section 7 be approved (subject to some grammatical corrections), with further amendments to be considered for the AGM. This was agreed.	
15.3	The Governance doc also contained a draft amendment concerning the appointment of a Trustee. Given the earlier discussion regarding the expenditure request procedure needing clarification, it was agreed to postpone the approval of this until all amendments have been included, as this document does not require GM approval.	
15.4	LE formerly prosed GG to replace her as Trustee for the club for WSC. This was agreed by all and WSC will be officially informed.	PR to write to WSC
16	AOB	
16.1	LE noted that a number of trees had been chopped down along our boundary with the houses alongside the outdoor range, and was curious as to who had done it. JN explained he was present when some of this was done and thinks it may have been the River Authority. It was noted that the clean up was not very good. LE commented that we probably should have been informed, but no one knows who to investigate this with.	
16.2	PR asked to clarify the liability concerning the “Puddle Palette” at the corner of the Football Pavillion, on the basis that the untreated wood has been sitting in water for several months and is probably starting to rot. LE, SM and MP confirmed it is it the Football club’s liability, but agreed that the potential accident should it break when someone stands on it could be severe. LE will feed this concern back to WSC	LE to raise with WSC
16.3	MP noted the outdoor Bosses need some attention. PH is aware and will arrange a working party.	PH to organise
16.4	JN reported that some members have commented that the flag for the outdoor range is too heavy for them to maneuver. It was agreed that JN would try to create something whereby the “pole” section remains in place, and only the flag and strings are removed/clipped on.	JN to experiment
18	Date of Next Meeting	
	Weds 8 th April, 6.30pm	
	General Meeting: Monday 20 th April, 7pm	
	Meeting ended at 20:32	