



Wells City Archers

Minutes

Wednesday 08 April 2026 at 6:30 pm
Wells City Archers Club House

Present	Pam Rowse	Secretary / Publicity
	Paul Grinham	Treasurer
	Mike Philliskirk	Head Coach
	Steve Bassett	Digital Media Officer
	Matt Rowse	Records
	Jane Clulow	Social
	Ken Hill	Building
	John Baker	Young Archers
	Mandy Thorpe	Housekeeping
	Matt Dunn	Welfare

1	Apologies for absence	
	Lynne Evans, Sue Matthews, Sheila Pickthorne, Andy Bartin Also not in attendance: Paul Hughes	
2	Minutes of the last meeting	
	Approved.	
3	Matters arising	
	3.13.1 The dead mower battery is still sitting in the club house – anyone planning a trip to the tip is invited to take it with them	
	10.3 PG has queried with AGB as to whether the changed renewal date (changed from set to personal) has had an effect on renewal take up and has received no response which is not a surprise. This is not worth chasing.	
	8.1 The matter of Chris Hole wanting to hire our range for SCAA training has gone completely silent. We will not chase this.	
	10.1 Corporate ID brain storming day to take place some time in June	SM and PR to arrange
	14.2 Since the last discussion about the Clout with Avalon we have been made aware that Avalon does not allow the use of Carbon Arrows on their field as it is a shared space with Strode College. The Avalon contact arranging the Clout was apparently not aware of this and has gone back to question this. We are awaiting an answer, as this may considerably limit those who can take part.	
	15.1 The amendments in the Constitution are ready to be presented to the membership at the General Meeting on April 20 th .	
	16.2 The condition/safety of the “puddle pallet” in the flooded corner of the car park was going to be raised at the WSC meeting but was forgotten about. The pallet is currently not in position as the ground has dried out.	
	16.3 Outdoor Boss Maintenance has been scheduled for Saturday 18 th	

	April, the day before our outdoor season starts. Volunteers have been asked for via the newsletter – we do not know who has contacted PH to sign up. MP confirmed that PH has informed him that timber has been ordered and that MP will need to collect it; MP was not asked if he could do this, nor given the details of the order. Some of the bosses could do with newer (bigger) wheels – MP reported that PH has said he is having trouble sourcing these. JN, KH and MP all suggested readily available wheelbarrow wheels.							
	16.4 The new and improved “range in use” flag has been installed.							
	Standing Items							
4	Finances							
4.1	Treasurer’s Report : Committee Meeting : April 8th 2026 Balances as of April 8th <table><tr><td>Current Account:</td><td>£ 3,123.48</td></tr><tr><td>Deposit</td><td>£ 26,927.83</td></tr><tr><td>Total</td><td>£ 30,051.31</td></tr></table> Key items since Feb 25th Always an expensive time of year but also we had some discretionary spend and hence a net outflow of over £3,200 since last meeting. • WSC charge - £1063, • NFU Insurance -£895 • Longbow / Barebow kit - £500 • Building Survey - £1194 • the first two were specifically in the budget at around that value and we also have a non-specific budget for new kit . The survey was not in the budget • thankfully the Electricity bill is coming down since we have moved into warmer weather Insurance Still preparing an inventory. We have a quote of £86 to cover the 8 external bosses for £4500 Cover would be for Fire, Theft and Malicious damage but not storm damage. Forecast With the GM in mind I have tried to forecast what the year-end financial position may look like. At the start of the year we set a budget that if achieved would show a surplus of £9,300 (or £2400 if we discount renewals in September that actually fund 26/27.) This excluded any maintenance or improvement projects and assumed a similar pattern for new members as the previous year. Renewals so far are below what we expected (7 out of 16 have not renewed) and the rate of new members is a little lower than expected too. If I assume one new member a month until September, then our surplus will be around £6280 some £3000 below budget. If we exclude the renewals that we will collect in September to fund 26/27 the surplus for the year will be £1,280. This excludes any of the projects that we are now discussing. This is not me saying that we can’t afford any investments. This is me sharing that we are getting close to the point where we will not be able to	Current Account:	£ 3,123.48	Deposit	£ 26,927.83	Total	£ 30,051.31	
Current Account:	£ 3,123.48							
Deposit	£ 26,927.83							
Total	£ 30,051.31							

	cover them from this year's revenue and will have to access our savings.	
5	Building	
5.1	The asbestos checks are up to date. Bristol Fire are due to visit in the next week to service/replace fire extinguishers	
5.2	The removal of the Mez in the indoor range is being planned	
5.3	PG reported that Dave Mace has rescinded his offer to help with the roof – this will be discussed properly with SM at the next meeting	
5.4	KH and MP are getting ready to fill as many holes as they can reach on the roof ahead of installing the new ceiling tiles. The products that they need (de-mossing chemicals and the correct form of sealant) are not off the shelf products and needed to be researched and ordered.	KH and MP
6	Safeguarding	
6.1	AGB have sent out updated policies – these need reviewing to see what, if anything, affects us	MD
7	Wells Sports club	
7.1	PG had previously sent around his summary notes of the WSC meeting that took place on March 23 rd .	
7.2	An agreement has been made to take up a quote of £18k to fix the car park. MR asked if any form of parking enforcement could be employed to help prevent it being filled with white vans on a daily basis. PG confirmed that the football club have hired out the far end of the car park (next to the stadium) for use by the building firms currently working on Glastonbury Rd. The revenue from this is only benefiting the football club, and the use is not being restricted to the agreed area. Enforcement has been looked into in the past and was deemed not financially viable, and/or logistically too complicated.	
8	SCAA and GWAS	
8.1	Nothing to report	
	Additional Items	
9	2026 Plan	
9.1	SM had created a simple time line chart (sent to committee with the agenda) listing the estimated completion dates supplied by the committee members. Red items remained unconfirmed.	
9.2	MEDIA SB confirmed the following time line: May: Overhead and side cams July: Timer System Sept: Revisit possibility of installing wifi or a local network – discussions on this indicated this would be a desirable thing to have in the future.	
9.3	JN and MT had sent round an outline of options for the plans for the outdoor range; lane markers, shooting line, waiting line and behind the waiting line (circulated with these minutes for reference) • Sinking of brinks on the outer edges of the range for easier lane demarcation was approved • Shooting Line: ○ Option 1 was ruled out as will need too much	

	maintenance ○ Option 4 was ruled out as will need too much maintenance ○ Option 5 was ruled out as we do not own the land ○ Options 2 and/or 3 were the most favourable. Pricings on the outline proposals were based on inexpensive products from B&Q. MP suggested using better quality versions of the same as they will last much longer and are designed for high and heavy traffic. PR confirmed the minimum width for wheelchair access is 1.5m. • Plans for the area behind the waiting line (the ex bramble patch) were discussed. Digging the ground out further is probably unwise as we don't know what we will find there, so either leaving it as is, or building a decking over it are our 2 best options. It was agreed that decking would be preferable and more useful, but to look it this later, after the shooting line work has been completed. MP said he can offer a steel framed gazebo which could be used on the decking, but needs to check its size	JN and MT to reprice for correct size and better quality products. MP to provide gazebo dimensions
9.4	JC confirmed that there had been no response to the call out to female members to get in touch.	
10	Range Security	
10.1	MT had earlier reported an incident that took place on 21 st March, whereby a member of the public was spotted wandering around the trees at the bottom of the outdoor range while shooting was taking place, and that JN had approached him and asked him to leave for his own safety, with things getting "a bit shouty" before the person left. It remains unclear exactly where he entered from	
10.2	There is currently some soft orange plastic "fencing" across a small area at the bottom of the range – no one knows who put it there or why. There are also currently some small gaps between hedges that a person could get through if they really wanted to – these will shortly close up with new bramble growth. There are badgers active in that area so adding additional fencing may not currently be possible.	
10.3	PR introduced the new WCA Incident Book, and explained that the incident on March 21 st had been recorded in it. Any future incidents, such as footballers jumping the line to retrieve balls during shooting, noxious fire fumes, improper use of facilities etc that are witnessed by any club members should be recorded in the book with the date, time and names of the members involved or who witnessed the event, so we can monitor the extent of the problem(s). It was agreed the book should live on the bookcase under the netball windows.	
10.4	It was agreed that 4 additional "more shouty" signs should be placed to make it clearer that it is a live archery range	PR to design and source
10.5	JB asked if this particular scenario was covered by our risk assessment. MP explained we implement the AGB rules of shooting for an outdoor range and all members should be familiar with the AGB archers code of practice . This covers all we need in as much as everyone on the field is responsible for ensuring the range is "safe to shoot " or whistles and therefore in the event of someone/thing/incident on the field anyone can call fast and shooting	

	should stop immediately. JB asked for it to be minuted that he does not agree that this is correct, and that therefore our risk assessment is insufficient	
10.6	It was noted by JB that the risk assessment in the club house was dated July 2024, to be reviewed as needed or annually, and that it was therefore overdue review. MP asserted that it was the responsibility of the entire committee to conduct the review.	PR/SM to organise
10.7	MD stressed that any such similar incidents need to be reported to the police and a crime reference number obtained. This is to protect us from any potential fallout after the fact.	
11	Governance Document	
11.1	The Governance Document has been reviewed, initially with the purpose of adding in a section about the election of a new Trustee. A section specifying expenditure procedure has also been added, and wording throughout has been updated and tightened. PG presented the draft to the committee for approval	
11.2	JB requested section 4 be further reviewed as it does not currently include any wording regarding the regular Young Archer Sessions	JB to liaise with PG
11.3	JB suggested that the wording in section 11 regarding the £50 “pre-approved” spending for committee members be tweaked as the current wording is open to abuse.	PG
12	AOB	
12.1	SP had sent notes to PR ahead of the meeting: • SP has been in touch with a couple of members who have been absent for some time due to illness/injury – they are doing well and plan to return to the club when they are able • In response to requests from some members requesting some more “relaxed” organized shoots, SP had been asking around for suggestions and received no response	
12.2	JN raised the issue of only having 1 80yd lane potentially being problematic in the future as it will limit how many archers can try for B1 scores in tournaments. PG explained that, as per AGB regulations regarding the overshoot areas both behind and to the side, we cannot do anything about this. It was suggested that for those wanting to achieve longer distances, arrangements with neighbouring clubs could be looked into.	
12.3	An email enquiry had been made about private lessons for some non member young archers. JB queried what our policy was on that, the current answer being that we don’t have a policy as it’s not something that has come up before. However, it would be possible to arrange with those coaches who are correctly qualified to run private sessions (club coaches are not and would not be insured), but that the range would have to be closed to members during any such lessons, as it is during Beginners Courses. As this is not something we have offered before, we do not have a pricing structure in place for it.	
12.4	MP asked if we still intend to run Taster Sessions during Start Archery Week in May. JB confirmed he would be running Young Archer Taster Sessions on the afternoon of Saturday 16 th May. MP reported May 9 th or 10 th had been suggested for senior taster session during the most recent coaches meeting. SP is now fully in charge of the Beginners Courses, and it was	PR to liaise with SP/SM over running the sessions, advertising etc.

	agreed in her absence that it was logical that she also be in charge of the taster sessions. SM will have a session template, so if SP is happy to run them, this needs to be actioned very quickly as time is already short for this.	
12.5	MP is running a coaching session for some coaches from Minehead on Sunday 12 th April – any WCA coaches are welcome to come along for further mentoring. The indoor range will be closed for this session	
12.6	MR reported that pretty much everyone is now using Golden Records for their scores now, making the blue folder probably obsolete. It will be left in play for a little longer however just in case. The Young Archers still use paper sheets. JB agreed to encourage the YA to be more diligent in filling them/filing them correctly.	
12.7	The revised 252 score proposal has been delayed – it will be ready by the end of April	MR
12.8	MR and PR have met with the new Events Manager at the Bishop's Palace regarding the Maria Eden to confirm arrangements. They are awaiting confirmation regarding setup as there is a wedding at the Palace the day before so it is not clear whether we can deliver to site the evening before.	
12.9	MB reported that the Tennis Club are holding an open day, ALL day, on Saturday 25 th April, and that therefore the car park will probably unusable.	
18	Date of Next Meeting	
	Weds 3 rd June, 6.30pm	
	General Meeting: Monday 20 th April, 7pm	
	Meeting ended at 20:14	