

## Wyre Forest Swimming Club

Minutes of the AGM held on Wednesday 5<sup>th</sup> May 2021

Via the virtual Teams platform due to the Covid 19 Pandemic

Present: Becki Rowley, Carole Walters, Martin Brown, Stewart Parker, Brian McGuinness, Andy Colley, Jenson Bloomer, Mike Westwood, Maria Stead

Laura Duffy, Hannah Grover, Neal Darbyshire, Rich Vaux, Richard Stead, Simon Denton, Isabel Vanderheeren, Karen Hayes, Kelle Westwood (names taken from virtual sign in details)

<b>1</b>	<b>Apologies</b>	
	Carl Yates, Jill Price, Emily Hoare	
<b>2</b>	<b>Minutes of AGM 12<sup>th</sup> February 2020</b>	
	The minutes were approved. Proposed JB, Seconded AC	
<b>3</b>	<b>Matters Arising.</b>	
	None not covered within this year's reports.	
<b>4</b>	<b>Life Members:</b>	
	None Proposed	
<b>5</b>	<b>Chairman's Report:</b>	
	<p>Report submitted by MW:</p> <p><i>I felt privileged to be asked to take on the role of Acting Chair, following the previous Chair's resignation in early 2020. The club has gone from strength to strength in recent years. As a parent of three children who swim at the club, I have witnessed success in the pool. I have also been tremendously impressed with the club's response to lockdown, how our coaches have continued to engage swimmers whilst they weren't allowed to swim and how families have returned to the pool, how our whole club has united in the face of extraordinary challenges.</i></p> <p><i>I am pleased to be able to report that since taking on the role of Acting Chair, I have worked hard to gain a deep understanding of the running of our club. With our Acting Welfare Officer's support, we have successfully passed our Swim Mark accreditation. In doing this we have been able to identify our club's strengths as well as our areas for improvement. This means that now, at our AGM, we can set up our team to drive the club forward.</i></p> <p><i>I have also worked with our Regional Advisor, Amanda Swan, to ensure that we are adequately supported as a club.</i></p> <p><i>It has been promising to speak to a range of parents to plan how we move forwards strategically as a club. The club is fortunate to have a large number of swimming members and a talented coaching team. Our swimmers have achieved success in the recent past. Current swimmers will continue to do so. It is our job, as the members of this club, to ensure that we provide the best environment for our current swimmers to continue to progress, for our coaches to be able to support swimmers who haven't achieved success yet to achieve their goals and for all members of the club to feel secure and confident that they will achieve their own personal goals.</i></p> <p><i>We will achieve this by strategically working as a committee to ensure that our finances are fit for purpose, that our membership continues to grow, that we publicise our club positively, that we take advantage of suitable opportunities which arise and that our events continue to have high levels of popularity. The national lockdowns have provided us with challenges. However, we have already risen to these challenges and as restrictions are eased, we will work as a team to ensure that all</i></p>	

swimmers are safe, happy and successful.

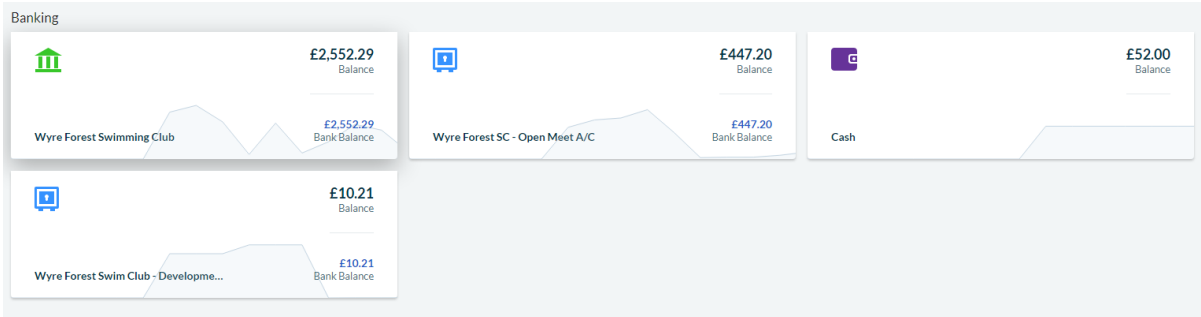
## 6 Finance Report:

The accounts for the year ended 30<sup>th</sup> September 2020 were shared and have been uploaded to the club website. No questions raised from these.

MB then submitted a report on the financial situation from 1<sup>st</sup> October to present date:

### Finance Report

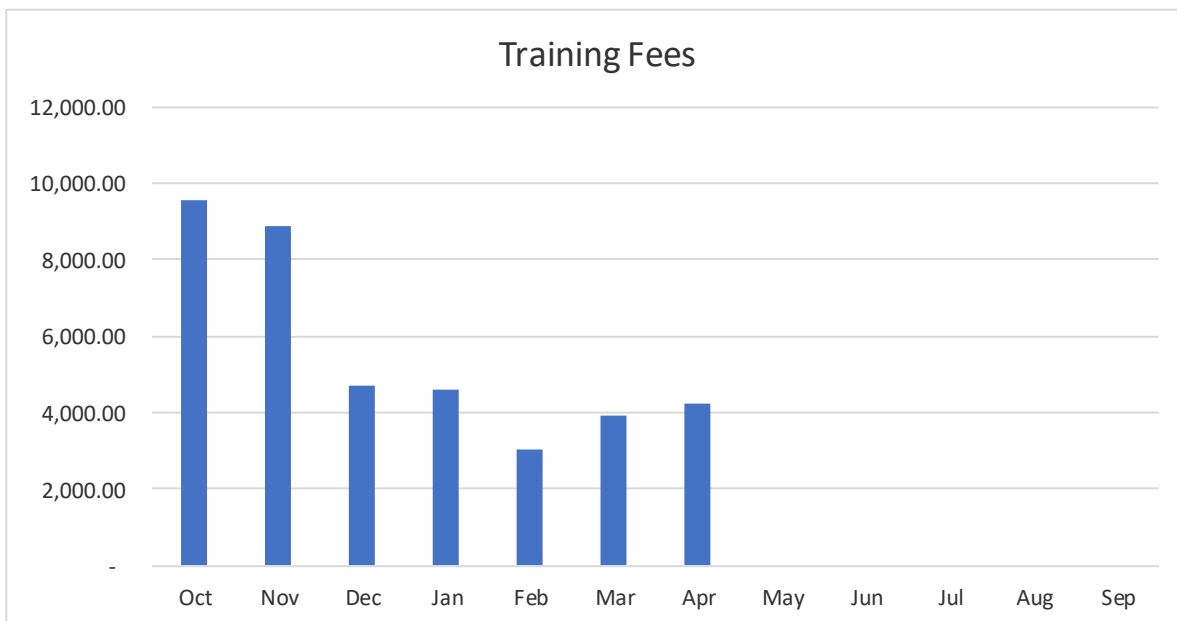
#### Bank Balances



As of 4<sup>th</sup> May, our bank position as shown above is just over £3,000 in total.

We have, during Covid-19 restrictions continued to pay our team of teachers who been covered under Job Retention Scheme / furlough.

We have reduced members payments to the lowest monthly cost to cover our coaches who were not covered by JRS.

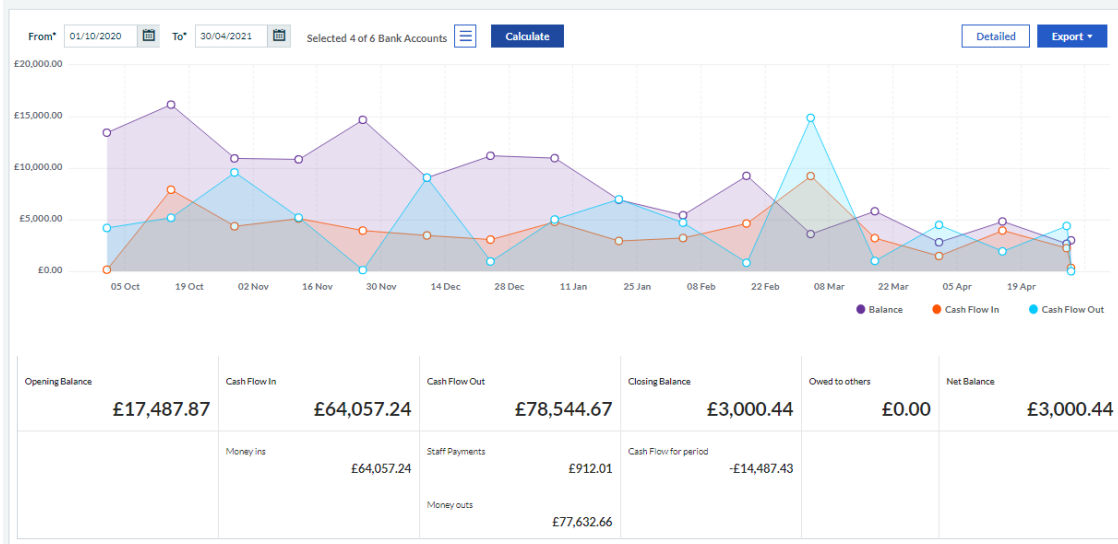


As can be seen from the above how much the training fees have been impacted during the first 7 months of the financial year.

There have been some significant payments which have not been covered by the reduced fees, notably the annual insurance and the Swim England annual membership fees which have had a significant impact on our cash reserves.

### Cash Flow Statement Report

Analyse your current financial position by viewing cash flow into and out of selected bank accounts for a specified date range. View the detailed breakdown to see all entries affecting the selected banks in that period.



Finally, the above chart shows the trend of our bank balance during the last 7 months.

I take the opportunity to remind parents to sign up for the Gift Aid on their Swim Manager accounts to enable the club to get tax refund, which becomes an important source of income without any hard work, apart from the person who needs to process it.

This being my last financial report, I wish my fellow committee members and new appointees, the very best for the future.

MB confirmed he would be supporting the incoming Treasurer in the handover.

### 7 Head Coaches Report:

Report submitted by BMC:

*After a fantastic start to 2020 with a phenomenal Counties, we followed this up with a great trip to Swansea with some standard setting long course performances, before our own Spring Splash was completed just before the first Covid Lockdown.*

*All this led to Rob Darbyshire, Lillie Grover & Ryan Bloomer being selected for England Programmes which is a tremendous achievement – more will follow them I'm sure.*

*The resilience of our swimmers & staff shone through when we again backed up the commitment shown out of the pool by having great Level X results with Lillie & Rob winning national medals for their respective events including gold. Martha Stead & Ella Tilley were close to podium places too and at both regional & County Level we were a top performing Club.*

*So I must take my hat off to our coaches for keeping the swimmers committed & achieving through three lockdown periods which was far from an easy task. Ruth & Emma did a great job and I found myself going through one of the most challenging periods of my coaching career as we tried to keep daily tasks challenging and stimulating, regular zoom sessions, then gym sessions incorporating the swimbench (including Lillie Grover breaking the rope not once but twice and Marieke getting said rope caught in her teeth ..... Don't ask!). The summer was relatively easy given the weather however this last period has been extremely difficult and we have done very, very well to come out as we have – onwards & upwards.*

So, thanks:

- To the Elwell's for the use of a garage for the swimbench based sessions
- Staff at Holy Trinity School for getting us back in the water at the earliest opportunity; allowing us

	<p><i>to have Rob, Jaz &amp; myself on BBC Radio &amp; Television</i></p> <ul style="list-style-type: none"> <li>• <i>Jenson for his diligence on the Covid protocols &amp; risk assessments</i></li> <li>• <i>Isabel Parker &amp; Hannah Grover for their social &amp; fundraising work</i></li> <li>• <i>To those on the Committee who ensured the Club survived this horrendous set of circumstances</i></li> <li>• <i>To Emmy Campbell of YSN, our Captains Jazz, Martha, Rob &amp; Nathaniel, to Amy &amp; Joe for their zoom &amp; swim sessions, to Kim Mortimer &amp; of course Chad &amp; Bert Le Clos checking in from Durban, South Africa, for all their stimulating &amp; thought provoking talks.</i></li> <li>• <i>To the swimmers for sticking with us through these toughest of times. There have been a number of crises of conscience &amp; confidence has taken a knock due to this virus, but you are all good swimmers, in a good club with a top programme and of course, excellent coaches. Stay positive &amp; you'll come good.</i></li> <li>• <i>To all you parents for your continued faith in what we do and how we do it.</i></li> </ul> <p><i>We've come through as a Team, a respected Team which respects individuals within the collective. No one person is more important than any other and we must all remember that. I think we are in an excellent place to move forward and build upon our success and I look forward to doing so with new &amp; invigorated Committee members whilst saying thank you to those who have chosen to step aside. Wyre Forest – a Team Above All, but above all a Team!</i></p> <p>BMc confirmed he is looking forward to competitions beginning and the camp in October. Hopefully be in the position to look at a foreign camp next year. Ruth and Emma have done great work on Nuneaton Junior League plans and thanks to CW for registering the swimmers. There will be a Level X competition week taking place for practice racing for hopefully some form of county event in July if it goes ahead. Rob is hopefully going to Glasgow in June to race for selection for European Juniors.</p> <p>MW extended his thanks to the whole coaching team led by BMc</p>	
<b>8</b>	<b>Membership Report:</b>	
	<p>Report submitted by CW:</p> <p><i>Current total membership is 240, obviously lower than last year. However, LTS has really taken off since lockdown ended so this is good news. LTS numbers stand at 122 with some stages now full. Hopefully all membership will increase in the same way going forward. For comparison purposes, club membership in February 2020 was 261</i></p> <p>IV enquired where is the movement in membership and where are the areas to promote. CW explained that spaces were few and far between in learn to swim, main gaps in stages 3 &amp; 4. The coaches were better placed to identify gaps in the squads, although the academy squads appeared quite full.</p> <p>BMc explained that we will be able to expand groups in Learn to Swim as we move out of lockdown restrictions, same scenario around squads as for example we are only allowed 36 swimmers at WFLC. We do need to look at members, Nigel Elwell always quoted that the club needed 300 members, but we need to look at this strategically, which hasn't happened to date. We need to publicise our club and ruthlessly advertise it.</p> <p>MW – Following on from BMc we will be developing publicity and promotions strategically. Learn to Swim needs to be a development ground and we need to then promote swimmers through to academy. I am working with SP next week to develop a promotional video of the club and carefully promote the club. I am looking forward to meeting the new committee and members to discuss this.</p>	
<b>9</b>	<b>PSA Report:</b>	
	<p>Report submitted by IV:</p> <p><i>There were two PSA meetings in 20/21</i></p> <p><i>Fund raising/finance overview</i></p> <p><i>Over the last 12 month there has been limited fundraising due to the panedemic. The PSA has raised following:</i></p>	

	<p><i>£150 police tuck shop donation</i>  <i>£20.1 through Amazon Smile</i>  <i>£183.48 pending through easy fundraising</i>  <i>£100 winnings through easy fundraising competition entered by Hannah Grover (not yet paid in the account)</i></p> <p><i>In the last 12 months the PSA has paid</i>  - £1,300 to the committee to help cover cost during COVID  - £267.48 for the purchase of a new Clock  - £300 deposit for the annual presentation night.</p> <p><i>The PSA had a bank balance of: £2937 at the end of April 2021</i></p> <p><i>The PSA agreed following funding priorities:</i>  - Further consideration to helping club coming out of Lockdown. Need clarification how much  - Printer needed for meets – as meet organisers are having to use their own equipment at the moment  - Team managers need tablets to ensure information to support swimmers during meets and away activities can be stored securely and is easily accessible.  <i>Fund raising activities going forward</i>  - Agreed to promote easy fundraising – especially if going abroad is possible this year as this may give significant income for the club  - Agreed to do a 30 day back to the pool challenge and fundraiser. This would start on the 12th March and was completed on the 4th May – fundraising still open (currently £160 donations)</p> <p><i>Activities</i>  The PSA was not able to organise any activities during the last 12months due to the pandemic.</p> <p><i>We have been able to transfer the booking for our annual presentation night from January 21 to 8th January 2022 and a deposit of £300 covering full hire of the venue has been paid for this. We have also provisionally booked the Pavilion at Far Forrest for our annual summer get together 24th July 2021</i></p> <p><i>Term of reference</i>  The PSA identified a need to review its Terms of Reference and is keen, within this, to clarify its relationship with the Committee.</p> <p><i>Once the TOR have been reviewed, the PSA will recruit new members.</i></p> <p>IVH also explained that the PSA had received matched funding from RV from his employer. This is something to look at as other parent’s employers may offer a similar programme.</p> <p>MW thanked IV and other PSA members both in attendance and not. Also, members of PSA who have highlighted funding opportunities. He has talked to parents who are enthusiastic to help but concerned as to whether they have the right skill sets. PSA is a good introduction to becoming involved. Have introduced a Parent Liaison Officer role to the committee to support club and PSA interaction moving forward.</p>	
10	<b>Election of Club President:</b>	
	<p>No nominations for club president. BR explained we had not had a club president for several years. This tended to be a figurehead position, either someone with longstanding experience in the Swimming world or public office figure.</p>	

<b>11</b>	<b>Election of Club Officers and Committee Members:</b>	
	<p>There have been nominations for some of the vacant positions:</p> <p>The following are continuing in post:  Secretary: Becki Rowley  Membership Secretary: Carole Walters  Competitions Officer: Andy Colley</p> <p>The following have been nominated with no other nominations:  Chairman: Mike Westwood  Finance Officer: Simon Denton  Welfare: Maria Stead  Officials Co-Ordinator: Jenson Bloomer  Covid Officer: Jenson Bloomer  Parent Liaison Officer: Isabel Vanderheeren</p> <p>Positions Proposed by MB Seconded by AC</p> <p>Currently vacant are the roles of Volunteers Co-Ordinator and Swim Mark Co-Ordinator.</p> <p>Queries were raised on whether we needed the volunteer co-ordinator role filled? MW and AC confirmed we had many volunteers in the sub teams.  Queries were raised over Job Descriptions for the roles, MW confirmed that he had all the Swim England job descriptions to share. SP could put them on the website  It was enquired whether a member who formerly carried out the task was interested, BMc confirmed he thought she was waiting to be approached. MW confirmed he is happy to speak to people and get them involved. BMC stated it has been difficult to speak to people one to one under the Covid restrictions, we are close to being in a position to have those conversations.  SD raised issue of Swimmark compliance without that post being filled, MW said that it wasn't necessary for the completion and holding of Swimmark, but someone had indicated that they were interested in the role and he would approach them.</p> <p>There has also been a push to implement sub teams to assist the main committee members with the responsibilities:  The following wish to become members of those sub teams:  Hannah Grover – Finance  Stewart Parker – Communications &amp; IT  Competitions: Jill Price, Emma Higgs, Laura Colley, Kelle &amp; Leon Westwood. AC indicated there are also others who would support.</p>	<p>SP</p> <p>MW</p> <p>MW</p>
<b>12</b>	<b>Election of Examiners of Accounts:</b>	
	Heaven and Co = proposed MB Seconded SD	
<b>13</b>	<b>Any Other Business:</b>	
	None	
	MW stated it had been a productive meeting. Looking forward to moving forward, Asked BR if anything else. BR confirmed nothing else for AGM, just thanks to everyone for attending	
	<b>Meeting closed at 9.04pm</b>	