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**Annual General Meeting - Minutes**

**24th April 2021**

**Meeting via Zoom**

**Present**:

Debs Barden, Dave Barry, Jon Beeby, Mirriam Cottingham, Sadie Cripps, Sam Dolan, Jon Dulieu, Caroline Fogg, Liz Hobden, Jo Read, Lizzie Richards, Vanessa Ring, Rozzie Scarff, Jeanette Simpson, Tracey Shorthouse, Fiona Smith, Craig Steenhoff, Sue Steenhoff, Mia Thomson

No Resolutions were advised prior to the meeting.

The 2019 AGM minutes were approved and agreed to be an accurate representation of the meeting.

**Election of President and Vice President**

Sue Steenhoff was re-elected as President of Hailsham Swimming Club. No vice president was elected.

**Honorary Life Members**

It was agreed to continue with the Honorary Life Members. The list of members is held by Jeanette Simpson.

**Appointment of Independent Examiner**

Jenni Collins was appointed as independent examiner.

**Chairman Report**

The last two years have been incredibly challenging for the Club. Having taken on the responsibility of Holding Chairman in September 2019 after our previous Chairman stepped down from the role, initially the club had to deal with appointing a New Head Coach and providing alternative training arrangements in Winter 2019/2020 as Bede’s Senior School Pool was closed for a full refurbishment. This meant a prolonged period of training in alternative locations and trying to minimise the impact on our members. Inevitably, because of the extended closure, this resulted in an impact to our training programme, but we managed to restart at Bede’s Senior School in early 2020.

This unfortunately was then followed by the unprecedented impacts of the COVID-19 pandemic, which resulted in the closure of all facilities and commencement of a national lockdown in March 2020. The national lockdown meant that the HSC Committee decided to postpone its April 2020 AGM and extend the length of service of its existing members for an additional year. Whilst all committee members agreed to do this, I was incredibly grateful for a number of committee members for supporting the club for an extra year, especially those with children no longer in the club. A number of theses committee members are now stepping down and I would like to thank them all personally for their long and loyal service to the club:

* Vanessa Ring, Liz Hobden, Kelly Widdop and Caili Evershed – for your long service to the club
* Tracey Shorthouse – for undertaking the treasurer role during such challenging times
* Lizzie Richards – for coming in as a co-opted member to help with fundraising activities
* Jackie Baldwin Charles – for her commitment to the Welfare Officer role

The Club simply cannot run without the support and commitment of such members in committee and voluntary roles, and I have been pleased that a number of new members have come forward with nominations for committee members this year. We also have had a number of parents assist in voluntary roles, which I would like to continue and formalise in future years if possible. It is my view that a number of sub-groups can be set up to deliver certain elements of the club’s activities and I hope this approach can eb take forward to attract other parent helpers and volunteers to come forward to help without committing to committee roles.

The Club was very pleased to appoint Phil Osborn as the Club’s Head Coach in early 2020 and he has worked well with the coaching team to provide a strong training programme for all swimmers during some very challenging times. Due to the impact of the pandemic, the Club had to furlough all of its staff in March 2020, and then employ them under part-furlough arrangements when the club was able to restart its swimming sessions in Summer 2020. I would like to thank the support of the Treasurer and our external accountant Jeni Collins in ensuring furlough arrangements were undertaken smoothly and efficiently to support our employed staff. On recommencement of our training and after the phasing back of the national furlough programme in October 2020, the Club had to make the difficult decision to make 3 of our staff members redundant who we had not been able to release from furlough. This was a combination of not having hours for those members of staff to work, or inability to train at Bede’s Senior School and the financial implications for topping up furlough payments for those staff members.

When the Club returned to training the Club, Committee was keen to ensure that session attendance was maximised as much as possible, therefore initially chose to run a registration and pay per session approach to its training fees. It was soon evident that this could not be maintained longer term because of the administrative impacts o the club and as such the Club chose to reinstate monthly training fees in Autumn 2020. Unfortunately, another two national lockdowns have taken place since (November 2020 and December 2020-April 2021) and the Club has only just restarted its swimming training programme on 12 April 2021.

During this time of lockdown, it has been difficult for our coaches as they have been furloughed from work, therefore we have had to rely on the assistance of our volunteers to ensure that members were still engaged and that fitness and social activities could still take place. I would like to personally thank Natalie Weston, our Fitness coach for her support in running several online zoom fitness sessions along with the culinary/nutrition activity. I would also like to thank all of our coaches for their patience and support in the background preparing themselves for a return and undertaking online training.

Due to the 3 lockdown periods and our inability to train in facilities with a full competitive swimming environment it has been difficult to run any internal swimming competitions. The Club was just gearing up in its preparations to run Level X competition when the second lockdown hit us, and then shortly after the third lockdown. With a return to training and light at the end of tunnel in a return the Bede’s Senior School pool soon we are now gearing up in conversations with the coaching staff at the most appropriate time to undertake Level X competitions. We will also be having conversations with local clubs about running joint Level 4 competitions in the competitions as nationally, Swim England look to support a competitive swimming environment for the club within the covid restrictions and limitations to the number of participants.

**Treasurer Report(s)**

**Treasurers Report 2019/2020**

This has been both an exciting and challenging year for the Club.

**Membership –**

Membership numbers have fluctuated having lost several of our older, higher fee-paying swimmers during the year. A club re-structure in January 2020 and new criteria saw younger swimmers both moving into and up within the higher paying Performance groups from Hornets. As part of this restructure, we lost Streamline to focus on the more regular and effective Stroke 1 teaching and above. We continue to run regular swim assessments for new members, which have provided a steady supply of predominately Hornets swimmers. On 1st February we opened the books for our new venture, the Learn to Swim element of Hailsham Swimming Club. We approached the previous members of the defunct Bede’s Swim School and continue to embed the teachers with the ASA Stage swimming; we currently have around 75 swimmers. We shall be advertising via parents, schools and social media in the near future to boost numbers further and this will be an asset in terms of income for the club as a whole.

**Staff, Pool hire & costs –**

We continue to have monthly management accounts, provided by our accountant, Jeni Collins (swim parent) and these are regularly discussed at our committee meetings, both for transparency and to aid relevant decision making. Jeni continues to provide our payroll services including monthly payslips, P60s and pension contributions etc.

Staff costs have maintained this year, we spent a period without a head coach last summer and again towards the end of the year; existing coaches and teachers stepped up to ensure our swimmers were not disadvantaged and this hiatus meant our costs were slightly less than the previous year.

Bede’s have changed the agreement for pool hire which has increased our out-goings considerably, however having researched local pool hire costs during the recent pool closure at Bede’s, it is still relatively good value by comparison. We will consider the on-going use of an evening training session for Club Champs to save money and likewise will hold competitions for invited clubs as a revenue stream.

We continue to invest in up-skilling our coaching staff and have provided small bursaries, by application, to encourage our in-house young adult swimmers to become qualified swim teachers and lifeguards. We fund on-going obligatory courses for officials training, licensing updates and safeguarding and have seen an encouraging number of parents apply for Team Manager courses to support swimmers poolside at competitions. We have made good use of both Sussex ASA and Swim England SE bursaries to partially offset training costs.

Jeanette Simpson our long-standing Club secretary (swim grandparent), Jeni and I work closely together to ensure Club commitments are met; both Jeanette and Jeni have access to monitor our bank accounts, again for transparency. We wrote off £77 of debt from swimmers who left the Club without paying fees due. Liz Richards (swim parent) has kindly agreed to join us as assistant treasurer.

Badges and Kit stock held by HSC has been moved to the Fundraising account for admin purposes, there is very or little income from these, however the current account with swim fees, ASA, club fees and LTS of the same means the current account is now more focused. The badge stock will be run down, as there are plans by Swim England in the future to change systems and parents are therefore encouraged to purchase existing stock asap to avoid disappointment.

The Team Unify package continues to give us superb website design, push notifications for important messages and event management, including card payments. We have paid our annual fee for this facility and the license for the coaching facilities in the next financial year. Our new head coach is conversant with Team Unify and with the Fundraising purchase of both an iPad and Go-Pro (with water resistant accessories) the future of coaching tools for the benefit of swimmers is exciting.

**Reserve Account** –

We maintained £25k in the reserve account this year. It is hoped when the Learn to Swim programme is fully optimised this will increase, as well as provide funding for resources and training for the Club’s future. Fundraising Account – We finished the year with £2,647.59 in the Fundraising account. Thank you to Liz Hobden and the team for equipping our coaches with new technology and organising social events.

**Conclusion** – It has been a position neutral year financially for Hailsham Swimming Club due to head coach changes, pool closures/replacement pools, Learn to Swim set up and the forced COVID 19 closure of the Club on 21st March 2020. We have not seen these times before, going into the next financial year is uncertain, but I know we have a committed and positive team at HSC, who will all do their very best to get our swimmers back in the water as soon as possible.

Tracey Shorthouse (parent)

HSC Treasurer

**HAILSHAM SWIMMING CLUB – FUNDRAISING REPORT 2019-2020**

Fundraising has continued to play an important part in the successful running of our Club again throughout this financial year and as always, we would like to thank our members and their families for their continued support of our various fundraising efforts.

Funds for this financial year have come from a variety of sources:

• Annual BBQ   
• Sponsored events such as the Cowbeech Bonfire Society Sponsored Walk (£179.00 raised) and the Eastbourne Lions Swimathon (£193.87 raised)   
• A generous £400 donation from Cowbeech Bonfire Society Charitable Trust (used to purchase an iPad to assist coaches with admin etc)   
• Trophy sponsorship for our Annual Presentation Evening   
• The sale of sweets and refreshments at club events   
• Raffles held at Club Champs, HSC meets at Bedes “Barrow of Booze” raffle which we run at the Annual BBQ – this year we raised £173.00 from this raffle alone! Raffle at the Annual Presentation Evening raised £101.00   
• The sale of secondhand swimwear and Swimzi hoodies and hats (thanks to Kelly Widdop for sourcing)   
• Easy Fundraising (Club benefits when members use the link whilst online shopping across a large number of sites)   
• ProSwimwear (Club benefits when members purchase swimwear/accessories from ProSwimwear using the link on our Team Unify site)

We once again sought funding from Cowbeech Bonfire Society Charitable Trust and am pleased to report that the £400.00 that we applied for (in order to buy a new GoPro Camera with stand and memory card) was granted. Unfortunately, due to the COVID-19 situation, the presentation evening due to be held on 6th April 2020 at the Merrie Harriers pub in Cowbeech had to be cancelled, however the Trust kindly transferred the funds to our fundraising account. So many thanks to them for their generous support of our Club.

Unfortunately, we were unable to run two of our popular events this year:

• Annual Quiz – it was a great shame that this event did not go ahead in October 2019 as planned due to a lack of interest and support from parents. It may have been that the timing of the event was not popular as we usually hold the quiz earlier in the year. Although this event is not targeted as a fundraising event but more of a social evening, it has always made a healthy profit for the Club   
• The Christmas Cracker Fun Gala which was planned for December 2019 had to be cancelled due to the closure of Bede’s pool for refurbishment. This is not only a fun event for our members but the Chocolate Raffle that we hold always raises impressive funds for the Club. Hopefully these two fun events will be back on the Fundraising calendar before too long.

Once again, many thanks for all your support.

LIZ HOBDEN and the Fundraising Team

**Treasurers Report 2020/2021**

Due to COVID-19, this year’s training has been very disrupted, with months away from the pool. This has been challenging administratively and financially for us, with increased pool hire fees at alternative venues, in the periods we were able to swim.

**Membership** –

Membership numbers unsurprisingly fell over the last year, people sought alternative fitness methods and family budgets tightened. We were fortunate to have a core of HSC/LTS members who donated regularly during the periods of closure, and this generosity meant we did not touch our reserve. When the COVID-19 situation is more stable, and our timetable is embedded, we intend to organise a recruitment campaign for new and returning members to bolster our groups. We are in discussion with Bede’s regarding our LTS and hope to have some exciting news very soon.

**Staff, Pool hire & Costs** –

Swim England, Swim England South East and Sussex ASA kept their fees at 2020 prices, and this annual fee, which is added together and paid by each swimmer, goes directly to the body concerned. The annual HSC/LTS Club fee also remained the same this year.

Monthly management accounts, provided by our accountant Jeni Collins, continued throughout the year and were an invaluable resource when deciding expenditure and fee setting. Jeni continued to provide payroll services including monthly payslips, P60s and pension contributions, furlough payment submissions etc.

Coaching and Teaching staff costs were less this year due to periods of furlough, with access to the Government funded job retention scheme. The National Living Wage increased on 1/4/20 to £8.72 and will increase again on 1/4/21 to £8.91.

Bede’s closed their pool in March 2020 and opened to us for 1 week in August, following the first lockdown; we did not use Bede’s pool again in this financial year. Work is being carried out behind the scenes to finalise plans for a return to Bede’s, with a different timetable and pool tariff - more information will be available soon.

We were fortunate to source alternative pool provision at the Freedom Leisure Hailsham and Uckfield sites, Battle Abbey Prep School and a private pool for the younger LTS swimmers. These venues were significantly more expensive than the previous arrangement with Bede’s, although each offered a small discount for block bookings.

The committee initially agreed to charge ‘pay per swim’ fees for HSC swimmers from August, which seemed appropriate having spent so many months in lockdown, however by September/October 2 and the return to school, swimmer numbers declined, meaning the income no longer covered the pool hire and staff costs. The decision was made to return to fixed monthly fees from November, to ensure costs were covered, however another local lockdown meant this was not fully implemented until December. Lockdown 3 from Christmas meant staff were again furloughed and we relied on donations to cover the smaller monthly running costs. We hope to be returning to the water again on 12th April 2021.

**Reserve Account** –

We are extremely fortunate to have £27,050.02 in our reserve account (balance at 31.3.20 £25,036.35), despite the lockdowns and increased pool hire charges, when open. This will be able to subsidise our more expensive costs in the short term, until we return to regular sessions (particularly at Bede’s) and bolster membership.

**Fundraising Account** –

We finished the year with £3,139.01 in the Fundraising account, nearly £500 up on last year. Special thanks to Lizzie Richards who took on the stand-alone Crowd Funding project and to the sponsors who offered goods and services as prizes; with the Swim England match funding, this project raised £2,137.00 towards getting us back in the water, including personal protective equipment, thermometers etc. Thanks also to Craig Steenhoff for organising the 25 Days of Christmas Challenge and arranging a free mentoring session with Chris Cook; this venture raised £335.00.

**Conclusion** –

HSC have weathered a tough year, no one could have seen how the COVID-19 virus would impact our lives, but we are still here and very keen to get back to training and future competitions. We are no worse off financially than this time last year, and we will continue to budget effectively to ensure we remain so for coming years. On a personal note, having held the treasurer post for 3 years, and before that a welfare role for a year, plus 2 years fundraising, I am stepping down from the committee due to family illness and increased caring responsibilities. It has been a privilege to work alongside dedicated swimmers and parents as part of Team Hailsham, we have operated behind the scenes to source pool time and be COVID ready to start back as soon as possible, each and every time. I would like to thank all the volunteers who have given their time and energy to get us back, and to those who have ensured we have done so safely – we would not be here without you!

Tracey Shorthouse

HSC Treasurer

**Head Coach Report**

Having taken up head coach of performance squads and primarily responsible for Gold squad, I inherited roughly 20 swimmers of variable talents and standards.  
  
With a fantastic set up at Bede’s school, with excellent training times, my aim was, and still is, to make Hailsham swim club a top club within Sussex and to bring swimmers on to progress to achieving county, regional and national qualifying times.  
  
To date, my only competition has been the Sussex county championships in early 2020. The club had a moderate success with a handful of medals, including gold, silver, and bronze performances with a lot of finalists. We also had a couple swimmers with national ranked times - a great base to start from as I saw lots of potential to progress as a future successful club; a successful club will attract more members and push up the calibre.  
  
Then as you all know COVID-19 stopped the world. Clubs throughout the country and world were all in the same boat.  
  
As all competition was cancelled, Here at Hailsham I’d like to thank those responsible for the ways that kept the swimmers engaged in the program by way of zoom calls, dry land workouts, well-being calls etc.  
  
A return to the pool in July ‘20 didn’t last and now we find ourselves in a situation whereby Bede’s are being very cautious about our return to train there. I know there is ongoing dialogue between the 2 of us and I hope we can soon be back using Bede’s in some capacity ASAP. In my opinion we need to keep on that or try to source other long-term options.

So, for now we use Freedom leisure pools at Uckfield and Hailsham, together with Bexhill college pool on Sundays. We’ve lost hours and sessions are now one and half hours instead of 2 - whilst this isn’t great, Uckfield and Hailsham being 4 lane pools and 2 lanes being applied to each squad, we work with what we have under the protocols of swim England.  
  
It’s difficult individualising workouts for what swimmers need, so, a general workout is applied to the whole squad, it’s based on a good level of gaining fitness , hopefully to be ready, as and when Sussex county start to put competitions back on for all clubs start to competing again.  
  
**Goals**  
This is the most important part of my report.  
  
I am passionate about swimming and deliver an open and enjoyable environment, encouraging the swimmer to be the best they can be. It’s a disciplined sport, I aim for a culture of achievement and any swimmer attached to a performance squad, needs to understand its hard work, focus and effort in and out the pool that brings success and positive results.  
  
For those members retiring from committee positions I wish the best of luck and for those joining, I’m sure you’ll be great and work for the well-being of the club.  
  
Philip Osborn  
Head Coach

**Appointment of Officers**

Ten nominations were received prior to the AGM, and all nomination forms were available to view by the committee.

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| --- | --- |
| Craig Steenhoff | Chairman |
| Jeanette Simpson | Secretary |
| David Berry | Treasurer |
| Jon Dulieu | Vice-Chairman/Officials Coordinator |
| Jon Beeby | Covid Lead Officer |
| Mark Fenn | Welfare Officer |
| Debs Barden | Gala Secretary/Minutes Secretary |
| Fiona Smith | Gala Secretary/Fundraising Officer |
| Susan Steenhoff | Committee Member |
| Sadie Cripps | Committee Member |

Unanimous approval by the committee of all nominations.

Additional members can be co-opted onto the committee throughout the year, if required.

**Signed off By Chairman: CRAIG STEENHOFF**

**C.Steenhoff** A picture containing text

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**10/05/2021**