



## Meeting Minutes - 004 (Non-Confidential Version)

**Meeting Title:** PNSC Committee Meeting

**Meeting Number:** 2020#004

**Date/ Time:** Wednesday 26/11/20 (19:00)

**Venue:** Zoom

**Present:** Marieta Candal-Couto (Chair), Emma Kettle (Secretary), Gemma Clinton (Membership Secretary), Ryan Clay (Vice Chair), Lorraine Robinson (Welfare Officer), Andrew Robinson (Committee member- Governance, Lee Baldwin (Senior Lead Coach)

**Apologies:** Shaun Wright (Treasurer), Cathy Hawkes (Meets and Officials Officer), Vanessa Dickson (SwimMark)

### 1. Welcome.

Chair welcomed the PNSC Committee.

### 2. Minutes of Committee meetings 003 - approved and endorsed by all.

- Action 01** - Share Committee meeting minutes 001, 002 & 003 to membership via link on TeamUnify. Membership to be emailed with link to Minutes page - Secretary, Vice Chair - asap.

### 3. Review of previous meetings actions - completed and outstanding actions noted.

### 4. Handover Actions

- 4.1 Chair has been in touch with the club email provider - IONOS to find out why coaches emails no longer function, the reason given was that direct debit was cancelled. Chair has paid the outstanding amount to keep the email system running.



4.2 Secretary in communications with previous Secretary Jane Millar and will meet w/c 30 November to receive handover items.

- ❑ **Action 02:** Emails to be reinstated
- ❑ **Action 03:** Secretary to meet previous Secretary and record items received

## 5. Immediate Lock Down Measures

5.1 Furlough of the coaching team completed.

5.2 HMST will close over Christmas so may not reopen prior to Christmas - Lee to phone

- ❑ **Action 04:** Contact HMST and MBC to ask when opening and then create new timetable - Lee, B by 26 Nov

5.3 Un-furloughing of coaches plan - approved by all

## 6. Finances

6.1 Chair proposed and Vice Chair seconded Laura Bradley to take on the role of Deputy Treasurer role. All voted in agreement .

- ❑ **Action 05:** Chair to add Laura B to emails, Google Drive, banking.
- ❑ **Action 06:** Confidential

## 7. Membership

7.1 Membership overview and fee payments for the year to date reviewed. Club currently in arrears by approx £3500 from non or less payment of fees, mainly due to a manual system that relies on members adjusting standing orders.

7.2 A number of members have asked if fees will be reduced due to the second lockdown period. All agreed to reduce December 2020 fees by 50% if all fees paid up to that point.



7.3 Team Unify membership system - charge 2.0% and 20p per transaction to process membership fees, therefore current level of fee transaction would cost approx £6k per month.

Go cardless system - used by Winchester and Southampton charge 1% per transaction and 20p transaction. Membership fee direct debits could be run through either systems.

7.4 Membership system needs to be automated and handle direct debits. All agreed.

- ❑ **Action 07:** email members with 50% December reduction and include note on financial hardship - Membership Secretary, Chair, Vice Chair
- Action 08:** remind members ASA fees will be due at the end of year. - Membership Secretary.
- ❑ **Action 09:** ask Team Unify to match GoCardless commissions and if systems can handle meet fees - Membership Secretary/ Secretary
- ❑ **Action 10:** install and have running new automated membership fees system from January 2021 - Membership Secretary / Deputy Treasurer

**7. Officials** - absent

**8. Swim Mark** - absent

### **9. Welfare**

List to be updated and maintained for DBS and safeguarding training for staff, volunteers and coaches. All agreed Committee should all undergo safeguarding training and DBS, some training currently available online.

Welfare Officer suggested fun elements to be included in training during the run up to Christmas.

- ❑ **Action 12:** Send links to training to Committee - Welfare Officer
- ❑ **Action 13:** Confidential



## 10. Governance

Andrew R has started research to consider the club becoming a charity. Key would be changes to the constitution including the need to do charitable work. Charitable status could contribute 22% more income through gift aid but means the club would become more heavily regulated, accounts need to be audited, all meetings properly recorded and property of the club to belong to charity not members. All agreed this is worth further research.

- ❑ **Action 14** - Continue with research, review other club constitutions who are charities - Andrew R.

## 11. Communications

### 11.1 Membership communications

All agreed email communications need to be as succinct as possible.

- ❑ **Action 15:** fees communication & return to swimming plan to be sent this weekend.
- ❑ **Action 16:** squad reps to arrange COVID reps for return to swimming

### 11.2 Social media and Website

All agreed to wait one more week and see if administration passwords included in handover documents. If not all agreed to start again in this area.

## 12. Fundraising

- ❑ **Action 17: Made by Sport** - review their latest competition and start to look at other fundraising grants etc. - Secretary

## 13. Stakeholder Engagements

All providers have been contacted, no response from St Edmunds or HMST

- ❑ **Action: 18:** PCC meeting to be arranged - Vice Chair and/or Andrew R to join

## 14. AOB

**14.1 Head coach recruitment update:** 9 applications received, deadline 27 Nov midnight, Lindsay Trimmings Swim England to help with shortlist process, Zoom



interviews to be held from Monday 30 November, then shortlisted to be invited to host a session and final selection to be made. Chair/Vice Chair

**14.2 Swim England Young Volunteers 13-17 years online courses:** closing date Monday - communication to be sent to members. Welfare Officer.

❑ **Action 19:** info to be emailed to membership

**14.3** First safeguarding training has to be done face to face first - then the next time can be done online.

**14.4** Noted that the Chair received a phone call from Russ Barber, Sheffield - he has done his time coaching, now setting up a consultancy business, if required he offered that he could fill the head coach gap and mentor coaches.

**14.5** Meeting to be arranged 1 Dec with coaches, refresher on Covid policies - Lee B, Chair or Vice Chair.

**14.6** Christmas shutdown period - Friday / Sat/ Sun /Monday of Christmas and New Years day.

**Meeting Closed**