



Meeting Minutes - 006 - Non Confidential Version

Meeting Title: PNSC Committee Meeting

Meeting Number: 2020#006

Date/ Time: Wednesday 10/12/20 (19:30)

Venue: Zoom

Present: Marieta Candal-Couto (Chair), Emma Kettle (Secretary), Gemma Clinton (Membership Secretary), Ryan Clay (Vice Chair), Lorraine Robinson (Welfare Officer), Lee Baldwin (Senior Lead Coach), Cathy Hawkes (Meets and Officials Officer), Vanessa Dickson (SwimMark). Laura Bradley (Deputy Treasurer)

Apologies: Shaun Wright (Treasurer), Andrew Robinson (Committee member-Governance)

1. Welcome and Chair update- M. Candal

Chair welcomed the PNSC Committee.

2. Minutes of last Committee meeting 005 (Vote) - All

- Action 1** - 005 minutes to be reviewed by all prior to the next meeting.

3. Vice Chair update - R. Clay

Two candidates shortlisted for the position of Head Coach.

PNSC emails up and running. IONOS email system is a comprehensive package including emails, hosting and WordPress.

PayPal emails incoming but still no access to PayPal.

4. Secretary update - E.Kettle

No further handover items received.

- Action 2:** Confidential
- Action 3** - arrange next AGM - end January 2021



5. Coaches Update - L. Baldwin

- ❑ **Action 4:** review BHLive lifeguarding arrangement –M.Candal/Lee B
- Action 5:** arrange a lifeguarding course for coaches, this will eradicate need for lifeguards – January or Feb 2021 - M.Candal/Lee B

6. Finance - Deputy Treasurer - L. Bradley

Quick Books procured, which can link to the GoCardless system.

- ❑ **Action 6.** Squad moves should take place in January (after Head Coach is appointed), send communications to membership on this – M.Candal

7. Membership - G. Clinton

Enquiries received for trials and masters.

Fees policy needs updating as fees paid show anomalies.

Current (COVID) squad capacity is a maximum of 6 swimmers per lane / 4 lanes per squad = 24. Masters can have a higher capacity

- ❑ **Action 7.** Finalise fees policy to include dual club swimmers, hardship policy and squad capacities before Jan 2021- G Clinton

8. Meets & Officials - C. Hawkes

Swim England is currently working on publishing soon a set of guidelines on how to go back to competitions safely in 2021. BH Live is very keen to pencil in meets for 2021. Chair to send details to C. Hawkes.

Trials for new swimmers to take place in the new year, all agreed need push for new members.

- ❑ **Action 8:** Confidential
- ❑ **Action 9:** Start recruitment campaign for new members - E. Kettle / G. Clinton

9. Swim Mark - V.Dickson

20 words still required from all committee members for Swim Mark documentation. Club policies need review and updating.

- ❑ **Action 10:** All committee members to submit 20 words on their role by 21 December 2020 - V. Dickson



- Action 11:** Policy review and updating, to include data privacy policy- L. Bradley
- Action 12:** New member - application form - G.Clinton
- Action 13:** Confidential

10. Welfare - L. Robinson

All coaches DBS now renewed.

- Action 14:** apply for outstanding Committee member DBS - L.Robinson

11. Communications - R.Clay

Email addresses for PNSC reviewed and refined.

AOB

MBC Risk Assessment has now been updated as per discussions with BH Live.

- Action 14.** Coaches need keys to changing rooms – BH live to give us master key - Lee.

Next meeting

Monday 21 December 1930 by Zoom

Meeting Closed