



Non-Confidential - Meeting Minutes - 008

Meeting Title: PNSC Committee Meeting

Meeting Number: 2021#008

Date/ Time: 05/01/21 (19:00)

Venue: Zoom

Present: Marieta Candal-Couto (Chair), Emma Kettle (Secretary), Ryan Clay (Vice Chair), Cathy Hawkes (Meets and Officials Officer), , Gemma Clinton (Membership Secretary), Andrew Robinson (Committee member- Governance), Vanessa Dickson (SwimMark)

In attendance: (non-voting): Lorraine Robinson (Welfare Officer), Laura Bradley (Deputy Treasurer)

Apols: Lee Baldwin (Senior Lead Coach) - furloughed

1. **Welcome and Chair update- M. Candal** (AGM, Warm Weather Camp updates)
2. **Minutes of Committee meeting 007** - all to review
3. **Vice Chair update - R. Clay**
Head coach recruitment - agreed start date 11 Jan 2021
Plans to flexi-furlough some coaches - to work with new Head Coach in new coaches leadership team (AP, LB, SR, JW), coaches to work through squad moves, communications to be drafted for membership prior to head coach start date.
4. **Secretary update – E. Kettle**
AGM - notice sent and posted on website - post update on social media.
Logistics of AGM - 19 responses so far (send Zoom link 24 hours before), all members wishing to attend AGM need to have ASA numbers.
Presentation slides to be coordinated by E. Kettle
Run thorough presentation week prior to AGM.
Presentation to be shared to members post AGM.
Arrange polling for voting. Review last AGM notes.



Warm Weather Camp update

Having reviewed all the information discussed the various options and insurance.

Actions: Check with Swim England re ASA insurance - Chair
Collect receipt books in office to check any cash payments for Warm Weather Camp - Secretary / Treasurer

Other income streams discussed:

- Weekend swim sessions
- Skills sessions

5. **Coaches update**

3x 1-2-1 sessions to be arranged.

6. **Finance - L. Bradley**

Deferment of presentation of accounts
Full access to bank accounts
Cost review on-going

7. **Membership - G. Clinton**

ASA - approx 140 responses. 400 to collect in total.
Some members asked to be removed - actioned by G.Clinton.
ASA deadline mid-Feb - need further communication pushes, including squad by squad reminders.

8. **Officials - C. Hawkes**

Scanned all officials qualifications.
Batteries out of stopwatches and labelled (waterproof label printer).
Meets subcommittee to be formed.

9. **Swim Mark - V. Dickson**

Swim Mark course completed today.
Scheme will be changing in the next few months, reporting to be updated.
Nothing required until June on SwimMark.
Discount offered if 12-16 people do welfare training etc.



Action - find out what officials courses online / costs and promote to membership - C. Hawkes, L. Robinson, G. Clinton

10. **Welfare - L. Robinson**

GDPR for all swimmers to be updated
Safeguarding training to be undertaken

11. **Governance - A. Robinson**

All to review draft AGM slides.

12. **Communications - R. Clay, G. Clinton, E. Kettle**

The News - E. Kettle
Communications to squads - newsletters - Head Coach to lead
Social media plan - E. Kettle

13. **Stakeholder engagement – All**

PCC meeting - 29 Jan - Chair

14. **Any other business**

Trophies - yes all agreed selected broken, non-valuable, non-historical and damaged non-silver cups to be disposed - V. Dickson
Coaches payroll updated - R. Clay
Coach contracts and hours updated - R. Clay

15. **Date, time and venue of the next meetings - E. Kettle**

1930, 21 January 2021 - agenda - AGM presentation and any urgent matters, Head Coach to be invited.
1930, 26 January AGM run through
1800, 28 January AGM

Meeting closure - M. Candal- Chair