



Non - Confidential Meeting Minutes - 010

Meeting Title: Portsmouth Northsea Swimming Club (PNSC) Committee Meeting

Meeting Number: 2021#010

Date/ Time: 18/03/21 (19:30)

Venue: Zoom

Present: Marieta Candal-Couto (Chair), Emma Kettle (Secretary), Ryan Clay (Vice Chair), Laura Bradley (Treasurer), 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), Adam Parfitt (Head Coach)

1. Chair Update - M. Candal-Couto

1.1. Learn To Swim swimmers details (approx. 200) all need to be added to TU system in order to manage members' data and invoice them via Direct Debit (GoCardless).

Action - Membership Secretary to divide up inputting amongst Committee

1.2. Business Bank Account Card - **Vote** - all agreed PNSC should apply for a business bank account card. **Action: Chair/Treasurer to apply and create a financial process for approvals.**

1.3. Equality Policy - **Vote** - **all read and agreed with Equality Policy document Action: Upload to Website - Secretary**

1.4. Work continues with Portsmouth City Council and BH Live regarding long-course configuration. Maintenance company scheduled to come down to MBC early April and assess the possibility of just lowering the boom. Action: Chair and AP to work with BH live on the risk assessments.

2. Finance Update - Treasurer

2.1. February income figures presented, loss incurred due to lowered membership fees, hot weather camp refunds and lack of events.

2.2. Warm Weather Camp - only one remaining refund to make and camp deposit moved to October half term 2022.

2.3. Financial forecast started to cover period to August 2021

2.4. Coaches furlough re-calculated and updated - Vice Chair

2.5. Learn To Swim - will be charged as a term of lessons over 12 weeks.

2.6. Applying for grants and fundraising now essential, alongside a membership drive.

2.7. GoCardless implemented and 230 emails sent to members to process their fees by GoCardless, 70 have actioned requested so far.



2.8. 20 x members have not renewed their ASA.

3. Governance - A. Robinson

Ongoing review to consider if PNSC should aim to gain charitable status - subject to membership vote later in the year:

- 3.1. Confirmed that Portsmouth Northsea Swimming Trust (Charity) was formed in 1992 and has kept its submissions up to date.
- 3.2. Working with the existing Trustee(s) of the Portsmouth Northsea Swimming Trust and the recommended next steps are:
 - 3.2.1. 3 members of the Committee to be appointed as Trustees of the Trust allowing the existing trustee to resign.
 - 3.2.2. Register the new members with the Charity Commission.
 - 3.2.3. Get the new memorandum and articles of association approved by the PNSC members (target July 2021) and then submit to the Charity Commission to amend our existing charity.
- 3.3. This should avoid us having to apply to create a new charity (subject to the Charity Commission agreement). At the same time as we change the memorandum and articles with the Charity Commission, we will need to register the Company Limited by Guarantee with Companies House.
- 3.4. On completion we will also need to sort out our registration with our bank (move it to Charity) etc.
- 3.5. Completed the draft memorandum and articles of association. These would establish PNSC as a Company Limited by Guarantee and establish the company as a charity. **Action: Committee to review.**
- 3.6. **Decision Required and Vote** - three volunteers required from the Committee to be Trustees of the existing charity. A. Robinson, L. Bradley and E. Kettle all volunteered and all committee members agreed. **Action - collate required paperwork and start the process with the existing trustee(s) to get the handover completed - A. Robinson.**
Action: Host a Q&A meeting for all PNSC members to discuss proposal of becoming a Charity (target July 2021)- A. Robinson

4. Welfare - L. Robinson

- 4.1. All DBS checks in date.
- 4.2. Safeguarding course completed by all Committee members.
- 4.3. Aimee Wilmott - girls puberty talk delivered, good feedback received.



- 4.4. Codes of conducts, waivers and consent forms to be signed by members **Action** - Chair / Membership Secretary to agree on best format and timings.
5. **Data security - Action: Vice Chair to review current procedures**
6. **Coaching update - A.Parfitt**
 - 6.1. Timetable for return to swimming in progress
 - 6.2. Life Members Viv Firman voted onto Hampshire County ASA Committee
7. **Swim Mark - V Dickson**
 - 7.1. Paperwork to collate - need hard copies
Action: Collect required paperwork from Committee Members - V.Dickson
8. **Fundraising - E. Kettle**
 - 8.1. Crowdfunder underway, great response so far, aim to get to over £5,000 in order to apply for Sport England Top up and then aim to make it to £20,000 target. Financial and Community benefits are both very important.
 - 8.2. Limited Edition t-shirts and swim caps to be launched to support fundraising
9. **AOB**
 - 9.1. Committee meetings to be held monthly
 - 9.2. Next date: 22nd April 2021 1930