



Non - Confidential Meeting Minutes - 011

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

Meeting Number: 2021#011

Date/ Time: 22/04/21 (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), Vanessa Dickson (SwimMark)

In attendance: (non-voting): Lorraine Robinson (Welfare Officer), Adam Parfitt (Head Coach)

Apologies: Andrew Robinson (Committee member- Governance)

1. Chair Update - M. Candal-Couto

- 1.1. Advanced Swimming Programme proposal reviewed, to be open to all clubs. **All voted in favour.**
- 1.2. All Learn to Swim data transferred to TeamUnify and direct debits being set up. Thank you to the Membership Secretary and Treasurer for doing this.
- 1.3. BH Live have agreed that we don't need a lifeguard if Coach is life guard qualified.
- 1.4. Club Captains - Senior and Junior applications to be invited - **Action - Head Coach**
- 1.5. Reminder that no mobile phones are allowed poolside - **Action Welfare Officer to review personal phone use and photography policies**
- 1.6. List of swimmers that cannot be photographed to be communicated to relevant coaches. **Action - Vice Chair.**

2. Secretary

- 2.1. Minutes from last Committee meeting - **all voted in favour**
- 2.2. **Image storage, permissions and usage** - all updated on permissions, storage and usage guidelines.

3. Vice Chair

- 3.1. **Coaches expense claim limits** - to be reviewed in line with HMRC guidance. **Action Vice Chair**
- 3.2. **Coaches swimming discounts** - to be reviewed to ensure consistent and fair. **Action Vice Chair**

4. Swimmark

- Documents required by 1 May - **Action Chair, Vice-Chair and Treasurer to complete relevant documentation by 1 May**



5. Welfare Officer

- 5.1. Reminder to be aware of your own welfare and of all those in the Committee.

6. Finance - Treasurer

6.1. Financial update

- 6.1.1. Last month incurred a loss of £6,000, final Warm Weather Camp refund made.
- 6.1.2. Nearly all members now signed up to Go Cardless
- 6.1.3. 70% of Learn to Swim now signed up to Go Cardless
- 6.1.4. Budgets - **Action - need input from all Committee members**

6.2. GDPR

- 6.2.1. Reminder that 'data' means photos, emails and all stored data
- 6.2.2. Noted that great care to be taken with all data and especially sensitive or confidential data
- 6.2.3. Accidental and any data breaches need to be reported within 72 hours
- 6.2.4. Dataprivacy@pnc.org.uk email set up and on website
- 6.2.5. In the instance of any Subject Access Requests - access required to all PNC email addresses, 30 days to act on a request. **Action - Policies to be put in place for Data management and Subject Access Requests - Chair, Vice Chair & Treasurer**

7. Membership

- 7.1.1. PNC landline - **Action - research a phone line service that can be accessed remotely - Membership Secretary**
- 7.1.2. Latest membership numbers presented
- 7.1.3. Learn to Swim - 20 new joined, BHL agreed to continue to be a feeder to club
- 7.1.4. Squad Capacities - **Action - Head Coach and Treasurer to agree capacities.**

8. Competitions

- 8.1.1. Level X - draft timetable completed
- 8.1.2. Club Champs - Level 4 Licenced Meet, risk assessment under way to meet new COVID conditions, additional space will need to be found, BHL will have the final say
- 8.1.3. Meets & Officials Officer to attend return to competition webinar

9. Fundraising

- 9.1.1. Sport England grant application pending



- 9.1.2. £22,100 Crowdfunder closed and funds will be transferred to club in next 7 days
- 9.1.3. Limited Edition T-shirt and caps to be ordered
- 9.1.4. Underwater & Coach 1-2-1 sessions to be arranged

10. AOB

- 10.1.1. Next date: 20th May 2021 1930 via Zoom.