



## Non-Confidential PNSC Committee Meeting

Meeting Number: 2021 #15  
Date/ Time: 30 Sept 2021 (1930)  
Venue: Zoom

Attendees: Laura Bradley (Treasurer), Gemma Clinton (Membership Secretary), Ryan Clay (Vice-chair), Marieta Candal-Couto (Chair), Emma Kettle (Secretary), Lorraine Robinson (Welfare), Andrew Robinson (Governance), and Adam Parfitt (Head Coach).

Apologies: Meets

### 1. Chair/ Head Coach

- 1.1. BH Live update – boom fix solution still ongoing could be a 4 day shut down
- 1.2. Meets – all licences granted for 2021, no license yet for 2022, paperwork submitted for October meet – 4 or 5 different clubs to be invited
- 1.3. No referees yet Emma R to chase volunteers, BHL have confirmed we have can sell some cupcakes for fundraising, plan to engage really young squads,
- 1.4. CONFIDENTIAL item
- 1.5. CONFIDENTIAL item
- 1.6. Head Coach – made many changes in the summer and implemented them in September and all seems to have worked really well.
- 1.7. Poolside office needs to be freed up for coaches to work in.
- 1.8. Half Term camp – 30 swimmers attending.

### 2. Club Secretary

- 2.1. All to review minutes
- 2.2. BBC South and the News invite

### 3. Membership

- 3.1. Membership numbers presented.

### 4. Treasurer

- 4.1. Income started to rise, showing a small surplus. Learn to Swim very important to income. Hard work is starting to pay off.
- 4.2. Plan to formalise a staff discount for staff children to swim. 50% discount for all children up to the value of £25 per child. **All agreed.**

### 5. Vice Chair

- 5.1. Confidential item
- 5.2. University pool – not up and running yet, opening in January.
- 5.3. Kit – need new kit, some basic research down on what is out there. Team kit includes hat, t-shirt, hoodie, needs to be affordable but quality. Temporary solution - start with t-shirts.
- 5.4. Other clubs have an admin paid post – that helps run the club. Time to start thinking about having an admin person as we have over 700 members. 3 hours per day, this would need a change in constitution.  
**Action:** create job spec at end Oct, following Oct meet.

### 6. Governance



- 6.1. Charity update – after this meeting – PNST AGM will take place, 3 x directors Emma, Laura and Andrew. Trust was kept going and all assets have been transferred. Now we need to submit accounts, then we need to expand the directors to mirror the committee. Going forwards could convert PNC to PNST and be more financially advantageous. Need to get some activity through the trust and we still need to get access to PNST bank accounts.
  - 6.2. Chair, Vice Chair, Treasure and Governance Officer need to review proposed memorandum and articles and finalise draft. Write a timeline for charity and we would need admin support to become a charity.
  - 6.3. January 2022 AGM – need to agree what we need in place. Could be ways to run PNC and PNST in tandem and start to get Gift Aid, requirement to register the charity for Gift Aid.
  - 6.4. Swim fees need to be paid in PNST to claim gift aid. Membership will be asked to vote on Charitable Status in January.
7. **Swim Mark**
- 7.1. No further updates until March
  - 7.2. Supporting details of all Learn to Swim enquiries, 105 waiting list.
8. **Welfare**
- 8.1. Regular email to Chair/Head Coach on updates
  - 8.2. DBS taking ages and specific rules on who can be a DBS, promotion of team managers and junior squad poolside helpers to DBS
  - 8.3. Mental health training in the pipeline
  - 8.4. More talks like during lock down
  - 8.5. Opportunity to train volunteers and young volunteers.
9. **AOB**
- 9.1. Review next communications to go out
  - 9.2. Christmas – coach and party

**Next Committee Meeting 28 October 2021**