



## **PNSC Committee Meeting**

Meeting Number: 2022#18

Date/ Time: 20 January 2022 (1920)

Venue: Zoom

Attendees: Laura Bradley (Treasurer), Gemma Clinton (Club Manager), Ryan Clay (Vice-chair/Membership), Marieta Candal-Couto (Chair), Georgina Scriven (Secretary/Swimmark), Lorraine Robinson (Welfare), Edith Casey (Officials – Meets) and Adam Parfitt (Head Coach).

Apologies received: Andrew Robinson (Governance)

### **1. AGM Presentation walk through - Marieta**

- 1.1. The presentation for the AGM will be in the same format as last year. This will be sent out for review by the committee as soon as it is ready.
- 1.2. **CONFIDENTIAL item**

### **2. February Party - Georgina**

- 2.1. Unfortunately, due to COVID the decision has been made that February is not the right time for an awards party. The Royal Maritime Club has no capacity in May, June or July.
- 2.2. Action to look at running a Social Awards Party in some format in May/June. Need to look at format and decide where, how it will run and how much it will cost/we will charge.
- 2.3. Mention at AGM change of plan

### **3. Update of club kit – Marieta**

- 3.1. Finis, Speedo and TYR contacted – all brands will require the club to distribution, orders and returns - all agreed this is too much to take on.
- 3.2. Kit Kabin has produced County T-Shirts. In house printing to order, delivery directly to homes, they will also produce ancillary items e.g., towels/hats/bottles/caps etc.
- 3.3. Proposal to engage with KitKabin to get designs for new kit properly formalised - Agreed by full committee
- 3.4. 10% Commission to the club, commission to be used to update Coaches kit.

### **4. Finance update - Laura**



- 4.1. Current Financial Year – Slight loss September, Profit October, Profit Nov, Loss Dec. Due to invoicing times of meets. January and February not as positive due to reduction in swimmer numbers.
- 4.2. Actions in place to increase numbers: Trials on Sat 22<sup>nd</sup> Jan and February. Half term workshops.
5. **LTS update – Ryan**
  - 5.1. Currently looking at how LTS operates and the teachers' pay.
  - 5.2. **Confidential Item.**
  - 5.3. Timescale – ready by Summer Term, use Spring Term to get everything ready.
  - 5.4. Currently there is extra time available at St Edmunds on a Wednesday, 2 teaching assistants have been recruited, swimmers are being recruited. Start date after February Half Term.
  - 5.5. **Confidential Item.**
6. **Membership updates**
  - 6.1. Slight drop in numbers, some due to natural cycle. Heading towards a pinch point for GCSE and A Level students with exams.
  - 6.2. **Confidential Item**
  - 6.3. Mitigation – adverts on social media, talent lanes, trial sessions
  - 6.4. Following counties we will do a big PR push, contact already made with The News.
7. **Strategy Day – Next Step**
  - 7.1. Main action – roles and responsibilities for committee members
  - 7.2. Proposed – small working party MCC/Richard Sawle/AR with external support to come up with plan of what charity committee and organisation will look like. Plan to be brought back to full committee for review and agreement.
  - 7.3. Richard Sawle has produced a one-page Mission and Values statement based on committee strategy day. Committee members to review. To be presented at AGM.
8. **Charity Status**
  - 8.1. Next steps to be presented at AGM
9. **AOB**
  - 9.1. Officials – Received a request to volunteer at the Level 4 invitational from Bournemouth Club. EC requested information on which clubs had



been invited to the meet, so she can go out to the clubs to ask for officials. Action – GC and EC to be added to the Meets WhatsApp group.

- 9.2. Officials – Informed Committee that the Backstroke Ledges need calibrating this week ready for Counties on 29/30<sup>th</sup> January.
- 9.3. Coaches meeting on Sunday – RC will be updating coaches on charity plans.
- 9.4. Treasurer – Queens Platinum Jubilee Grant available – focusing on being inclusive. Need to organise inclusivity plan to enable us to apply.
- 9.5. Welfare – LR had a welfare update – LR to work with MCC and AP to work on code of conduct and welfare role, what role actually is and how it fits in the club. Meeting to take place after counties.
- 9.6. Confidential Item**
- 9.7. Richard Sawle has presented an idea to the club to aid inclusivity – contacting local businesses to see if they will sponsor and individual child for a year through LTS, approx. cost to company £250. Aids companies in their charitable responsibilities and helps deprived children Learn to Swim.
- 9.8. Vice-Chair – 3 new employees started this month. Gemma Clinton – Club Manager; Richard Pointer – Senior Performance Coach; Mikey Redpath – Junior Bronze Coach.
- 9.9. Welfare – Need to produce mobile phone policy, to include specific mention that swimmers, coaches and committee are not to use their mobile phones in changing rooms.

**Date of Next meeting 17 February 2022 @ 19.20.**