



NON- CONFIDENTIAL PNSC Committee Meeting Minutes

Meeting Number: 2021#13
Date/ Time: 24 June 21 (1930)
Venue: Zoom

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

Apologies: None

1. Chair

Strategy, vision – update

Strategic direction to be further defined. **Action: Chair**

2. Finance:

- Financial control - double authorisation for bank payments implemented (Chair, Vice-Chair and/or Treasurer) - all agreed.
- Overview of income and expenditure without meets presented.
- Concern noted over meets income with CV-19 limitations.

3. Governance: charity status update:

- Portsmouth Northsea Swimming Trust (PNST) – Club Sec (EK,) Treasurer (LB), Governance Officer (AR) are all now trustees.
- Previous trustee is very co-operative and has submitted previous annual accounts. Club very grateful, as this will be a significant saving in becoming a charity.
- Hand over PNST Bank account details - pending
- Draft memorandum and articles of assoc prepared- ready for review
- **Next Actions- Governance:**
 - File annual accounts (Sept 21)
 - Trustees to meet to vote rest of the Committee (Oct 21)
 - Review Draft memorandum and articles of assoc (Oct 21)

4. Coaching update:

- Following Jnr Arena League results, the Coaching Leadership Team has proposed a development plan to be delivered with the support of Steve Greenfield. Swimmer pathways reviewed to feed into squad moves, age groups aligned, club awards reviewed – now working with coaches to improve junior results.

5. Meets update: Level 4, Festival of Swimming, Fareham Level 3 meet

Level 4 – numbers are below 120 swimmers per swimmer risk assessment. Condensed programme has been proposed to run the day quicker – ask the region tomorrow to amend the sessions.

Action: Sec and Head Coach to social push the meets.



Festival of swimming – can use Level X, L4 times. Meet to be entered into TU.

6. Club Captains - CLT proposal

Senior - Ollie K, Freya MW, Juniors – Madeleine F, Holly S. Role is to represent Club at meets, Arena League responsibility. Write to individuals to confirm acceptance and thank all others for applying. **Action: Head Coach Adam**

7. Mounbatten centre- 50-metre configuration update

BHL to Basildon 2 July site visit, concern about repair this summer. Regular discussions continue with BHLive and PCC to ensure a solution is identified ASAP.

8. Other: Invite local MPs to visit the pool and discuss club challenges. Secretary to organise.

8. Meets

8.1 Level 4 planning and Official's training – email to potential 18 timekeepers, need to chase them up before Level X. Some officials concerned might be a bit rusty after so long off. **Action: Send refresher videos to all. Meets Officer**

8.2 All licences extended by a year. Need J1's as well as time keepers.

8.3 Equipment survey – large amount that needs repairs - £4 – 7.5k repair bill. **Action: Applied for grant to cover this cost – Chair.**

9. Finance

Sibling discount to be considered – LTS 3 or more swimmers from the same family entitled to 3rd swimmer receiving a 50% discount. Moves to Dolphins – cap to max discount £25. **All agreed. RC abstained.**

10. Membership

Numbers shared by membership secretary– positive increases across squads.

11. Secretary

Rewards from Crowdfunding:

- 1-2-1's all happened
- Underwaters to be organised
- Few t-shirts to be ordered, including Club Captain t-shirts.

12. AOB

- Summer course W/C 9 August tbc
- 2 – Week shut down period 16 – 30 August
- Notice Boards – need updating
- New banner – Membership Sec
- Banner – removed - Head Coach to find it
- Club Awards to be promoted later in the year.
- Dates for to notify LTS, Masters when pool closed – Membership Sec

Date of next meeting 29 July 2021