

Patrons: Sharron Davies MBE, Stephanie Millward MBE  
Director of Coaching: Graeme Antwhistle

#### Committee Members:

**Chair:** Chris Chudleigh (CC), **Vice-Chair:** Sarah Gillet (SG), **Secretary:** Kate Watts (KW), **Treasurer:** Mark Kelly (MK), **Head Coach:** Chris Alderton (CA), **Workforce:** Nicola Butcher (NB), **Fundraising:** Vacant, **Communications:** Vacant, **Competition Secretary:** Vacant, **Deputy Competition Secretary:** Helen Ward (HW) **Membership:** Suzanne Prichard (SP), **Welfare Officer:** Jim Durrant (JD), **Open Meet Manager:** Dave Crawford (DC), **SwimMark Co-ordinator:** Steve Jackson (SJ), **Academy Co-ordinator:** Vacant

#### Committee meeting minutes

20<sup>th</sup> September 2020 at 6:30pm – online call

**Apologies for absence:** Jim Durrant, Sarah Gillet. It is noted that Tess Gibson (TG) attended the meeting as Deputy Welfare Officer.

**Review of minutes from previous meeting:** - The minutes from the committee meeting on 10<sup>th</sup> August 2020 were approved as correct.

**Section reports:** - The Treasurer's report was issued to committee members prior to the committee meeting.

#### **Other items:**

- CC provided a verbal report to the committee members in attendance. He is continuing to look at options for Monkton and another meeting is to be arranged (by Jonathan Blake) with the Headmaster. Jonathan Blake is assisting with this as he has a relationship with Monkton School as a parent.
- MK referred to his report (distributed prior to the meeting) and also reported that a payment to Millfield for the March meet is still outstanding. MK also advised that he is not aware of anyone that hasn't increased their fee payment back to 100%.
- CA provided a verbal report to the committee members in attendance. Items covered included: -
  - CA had shared details of the proposed timetable for all squads from 28<sup>th</sup> September 2020 onwards prior to the committee meeting. This gives each group approx. 75/80% or pre-lockdown pool time. The Thursday evening / Friday morning sessions for the Youth Performance squad will be alternate weeks (ie: Thursday evening one week and Friday morning for one group, and vice-versa for the other half of the squad). [**Action:** MK to provide an updated budget to CA by 22<sup>nd</sup> September 2020 so the timetable can be reviewed to ensure it is financially viable for the club]
  - The updated budget will need to take account of proposed squad movements. The Transition squad will not be as full as the other squads once the moves have taken place, but CA expects this to be filled by Christmas.

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- There was a discussion regarding payment for the testing carried out by Eva for the Youth Performance squad. This costs £5 per swimmer per test and there are scheduled to be 8 tests per year for approx. 30 swimmers. One option would be to include this cost in the fee already being paid by swimmers, but it was agreed that as this has been paid previously, parents should be asked to pay this as an additional cost. **[Action: CA to advise Eva to invoice TBAS for the September testing (£140) and parents to be asked to transfer £5 per swimmer].** It was also agreed that it would be worth applying for a grant from Somerset ASA to help with any or all of the cost of this going forward **[Action: KW to forward grant application form to CA]**
- A contingency plan for lockdown was discussed. It was agreed that this should be kept simple and that if there was another lockdown that affected the club, all training would revert to online as last time and a decision would be made at the time regarding fees. HW raised the question whether it may be possible to have any pool time at Monkton if the STV had to close, and this is something that could be asked at the meeting to be scheduled. **[Action: CA to draft a contingency plan document and issue to the committee for review]**
- NB provided a verbal report to the committee members in attendance. Items covered included: -
  - Online Safeguarding and Team Manager courses are available for volunteers to 'attend'
  - A few people have asked NB if the Covid Liaison hours count as volunteer hours. She has suggested they record them in the usual way (by completing the form and returning to the TBAS Volunteer Co-ordinator). See AOB for details of discussion regarding the volunteer hours.
  - NB advised that Eva did not attend the Level 2 Coaching Course. Jess Rogers did attend but feedback was that she found it to be very basic. **[Action: NB to look into this further as unsure if entire course has been completed or not]**
- SP provided a verbal report to the committee members in attendance. Items covered included: -
  - The date for the next Academy taster session was agreed as 3<sup>rd</sup> October 2020. Currently there are approx. 10 swimmers attending and this will be held in the 2-3pm session using 2 short course lanes. SP confirmed that swimmers attending the taster session are asked to complete the health survey form and athlete declaration form prior to the session and they are sent a video (recorded by CA) explaining the Covid-19 procedures at the STV.
  - SP is currently unable to access the OMS as there is a payment outstanding **[Action: MK to check if this payment has been made and if not, ensure it is cleared as soon as possible]** **[Action: SP to contact the ASA to ask about providing monthly statements]**
  - It has been noted that a number of TBAS swimmers are experiencing difficulties when using their cards to access the facilities. An up-to-date membership list has been provided to the STV by SP, but it has been reported that the issues are continuing **[Action: SP to contact the STV tomorrow to try to resolve as it was noted that it is not possible to contact Reception directly via email]**
- DC advised that there are no meets currently booked at Millfield for 2021.

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- TG attended a Welfare Officer webinar on 16<sup>th</sup> September 2020. Points raised by TG in the meeting were: -
  - It was suggested that there is a clear 'Welfare' page on the TBAS website which includes contact details for the Welfare Officer and Deputy Welfare Officer. [**Action:** KW to work with the TBAS webmaster to add this to the website]
  - Swim England are going to be running their own specific Safeguarding Course [**Action:** NB to look out for this becoming available to book]
  - The updated Codes of Conduct need to be signed ASAP and TG needs to know who has and hasn't signed them so those that haven't can be chased up [**Action:** KW and TG to work together to publish these and issue an email out to all members to ask for them to be completed and returned]

#### AOB:

- Volunteer hours scheme. The list of volunteer hours completed between September 2019 and March 2020 has not yet been provided by the TBAS Volunteer Co-ordinator [**Action:** KW to chase this]. A number of proposals were raised including scrapping the scheme, offering a discount on fees to those that volunteer, offering a discount on swims at TBAS open meets or increasing fees for those that don't volunteer and leave as they currently are for those that don't. It was acknowledged that the 2019/2020 season was cut short due to Covid-19 and currently there are no meets scheduled for 2020/2021 season.
  - Team Bath AS AGM. This was discussed as it must be held in October or November and it was agreed to arrange this for 9<sup>th</sup> November 2020 at 8:30pm. It will be held via Zoom due to Covid-19 restrictions. [**Action:** KW to prepare papers for AGM and issue to committee members for review prior to issuing to members]
  - Independent review of TBAS year-end accounts. This was discussed as the end of year accounts need to be completed and independently reviewed prior to the AGM. [**Action:** MK to find an independent person to review the accounts and MK will ensure these are available at least a week prior to the AGM date]
  - Committee minutes on TBAS website. It was agreed that the committee minutes should be available on the TBAS website but on the members only section rather than open to all to view [**Action:** KW to work with the TBAS webmaster to move the minutes and to add the recent minutes (once they have been reviewed and redactions made where necessary)]
  - Retaining swimmers going to university. This was raised by HW as she suggested TBAS could maybe offer a fee to swimmers that would like to train with TBAS during the holidays so could pay a retainer fee or similar. This will be discussed again at the next committee meeting.
- **Next meeting:** Monday 5<sup>th</sup> October 2020

#### Remaining meeting dates for 2020: -

- 2<sup>nd</sup> November 2020
- 7<sup>th</sup> December 2020

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### **Treasurer's Report - Committee Meeting August 2020**

I have attached the Profit & Loss Report and Balance Sheet as of 31.8.20.

The accounts show a profit for the month of August 2020 of £3951.25 and a year-end profit of £6287.35 although there is some expenditure from the Millfield open meet still to be paid to Millfield.

The attached Balance Sheet shows as of the 31.8.2020 we had £46,524.72 in the bank.

The members have been very supportive during lockdown with minimal reduction in the club's bank account with their support of reduced fees.

I am in the process of preparing the year ending 31.8.2020 and will provide draft documents as soon as available.

Mark Kelly  
10.9.2020