

**MINUTES OF WINCHESTER CITY PENGUINS SWIMMING CLUB AGM 2019
HELD ON SUNDAY 27TH JANUARY 2019, AT WINCHESTER TENNIS CLUB**



PENGUINS

WELCOME AND APOLOGIES

Present: Trustees: Lionel Jones, Liz Hatfield, Sue Falconer, Justin Bradley, Cullen Whyte, Clara Sanjar, Alison Oakley, Sue Falconer
CEO : Mike Fisher
Head of Operations and Finance: Vicky Harrison
Administration Executive: Alison Crompton
16 WCPSC members

Apologies: Martyn Humphrys, Richard Humphrys,
CEO and Trustee Introductions
Lionel Jones Charing AGM

APPROVAL OF PREVIOUS MINUTES

- 1 The minutes were proposed as an accurate reflection of the previous AGM minutes by the Chair, and accepted by members.

REPORTS AND ACCOUNTS

- 1 LJ stated that the Annual Report year ending August 2018 and associated accounts were issued via Swim Club Manager and were also available through the website, and opened up the floor to questions - no questions were asked at this time.

CEO REVIEW

- 1 MF then provided a summary of activities and progress on the year to date, including:-
 - a. Key focus has been on keeping core programme running, ie c1000 swimmers in the water each week
 - b. Hosting a successful Club Champs with a record number of swimmers and swims
 - c. Record membership numbers, with increases in lessons provision
 - d. Restarted Swim for the Future lessons and playschemes (quiet year for community provision within 2017-18 year)
 - e. Have appointed new Head Performance Coach Zoe Baker, joining us beginning of April, or maybe sooner.
 - f. Swim England Swim Mark Essential Accreditation retained - strategy to become accredited Performance Club, and currently looking at criteria to achieve this.
- 2 MF outlined some of the current priorities, highlighting that it isn't an exhaustive list:-
 - a. Manage the core task of keeping c1000 swimmers swimming each week.
 - b. Find stability with coaching team, to enable everyone including management team to carry out their roles more effectively.
 - c. Determine the financial models for new facility and implications of these to the Charity
 - d. Continue working with SALT on overseeing spec and access to new facility. Operator due to be announced in the following week; can then start working with operator.
 - e. Continuing to manage situation around closure of pools, and working with other pool providers to keep pool quality at a standard required.
 - f. Safeguarding lead Pip Varley potentially standing down in the future - looking for new person to take on this role.
 - g. Continue to recognise value of our volunteers and the work they do.

LESSONS MANAGER UPDATE on year to date:-

- 1 Last year 750 swimmers, now 850 swimmers.
- 2 Have had a great year teaching children to swim, but also creating our new squad swimmers.
- 3 We have a unique programme due to our teaching staff - 75% come from competitive programme through our mentoring programme.
- 4 Priority this year to get more training in the pool for staff, and also new activities for swimmers like synchro, rookie lifeguard etc.

AM Do we still have a waiting list?

CS

Yes, but we don't keep the list too long and try to get as many as possible enrolled if we have space, so list not currently that long.

DB Is there a waiting list for swimmer from lessons to move through to competitive?

CS

This is on the radar at the moment. Have trialled Discovery Squad for 6,7,8 stages to gain an extra hour per week of squad experience, and also Primary Challenge for those not wishing to follow the competitive route.

JP Lifesaving Rookie Programme - do we have plans for that to develop as there isn't currently one in Winchester.

CS

Yes we would love to get this, and other projects up and running, but we are restricted by pool time available.

CW How are other swim clubs doing?

CS

Not entirely sure, we are very different to the other swim schools. 4 or 5 in Winchester, one of which closing down and we a taking on some of their swimmers.

- Mike F MF - we want to raise the bar of swimming generally in the area, and to work more closely with other swim schools to do so. We are thinking of hosting conference for swimming teachers in Winchester which WCPSC would set up with the aim of trying to improve the delivery of swim teaching in Winchester.
- SF [There is an Inclusive programme in lessons already, but it would be good to see more of the children with disabilities reaching the competitive programme in the future.](#)
- CS Gateway Funding is something we always look at, and currently looking at 121s on a Saturday evening.
- LB [What do we have in terms of community support for children showing promise who can't afford to take part in lessons?](#)
- Mike F A conversation has been started with the Trustee group and is being worked through to look at the possibilities of this. We already have some policies to try and make swimming more affordable but this is targeted at families at present.
- SM [What is situation with RP staying open until new pool ready?](#)
- CS As far as we know RP is staying open until the new one is finished.
- MF There are emerging pressures on us in terms of numbers that we need to keep accommodating in our membership. Want to retain as many people as possible but limitation to our capacity. Will be looking at solutions however it is challenging as whatever we do we are always restricted by pool space.

SUE FALCONER

- 1 Sue Falconer is standing down as Trustee this year.
- 2 Sue joined the club in 2008 when her daughter was swimming in squad and Chaired until 2013 when club became CIO. Sue stepped in as Interim CEO, and has since then continued as Trustee up to this year.
- 3 Sue shared a statement with the attending members that can be summarised as follows; I believe the club to be in an outstanding position in comparison to other sports and swimming clubs. The governance structure and operations are established, and I'm sure the club will go from strength to strength with the current strategy. Whilst there are always additional opportunities and challenges, I'm now very happy to leave the club in the hands of the current CEO and Board. I am obviously passionate that the club get the 50m pool and good access (this will be an amazing achievement).
- 4 Sue will continue to be a member of the club and work with the club through her involvement in Winchester Sport and Leisure Trust.
- 5 WCPSC will be giving Sue Honorary Club membership in recognition of all she has done.

REPORT ON FINANCES BY KNIGHT GOODHEAD ACCOUNTANTS

MF presented a report from Chris Goodhead from the Charity's accountants Knight Goodhead, regarding the Annual Accounts produced which will go to the Charities Commission on public record.

- 1 As independent examiner I'm pleased to report another successful year in terms of
 - a. Financial surplus
 - b. Orderly upkeep of the accounting records
- 2 Income for y/e 31 August 2018 up on previous year by £32k to over £600k (increase 5.6% overall and 6.4% unrestricted income)
- 3 Surplus £44k, of which £38k unrestricted, giving general reserves of £131k
- 4 Turning to the balance sheet, no value carried for fixed assets (equipment) or stocks of saleable items
- 5 Bank balances of £255k... but half of this is money received in advance for the Autumn terms lessons etc
- 6 So net assets are £137k, being cash plus debtors minus creditors
- 7 Of this £6,703 is restricted money, ie for specified purposes such as the Round Table sponsorship, gala and project fundraising
- 8 Leaves the £131k "free reserves" which represents 2.8 months' worth of expenditure. This has built up successfully over last 2 years, now a more comfortable position to be in and able to deal with financial challenges as they arise (positive or negative)
- 9 Ongoing consideration of appropriate level of reserves for the charity. Quite a common range for target reserves is 3-6 months' worth of expenditure
- 10 A clean Income and Expenditure report

There were no questions raised regarding the Annual Accounts.

ELECTION OF TRUSTEES

- 1 Constitution - trustees are rotated on 1/3rd as set out in the constitution.
- 2 Election of new trustees - Liz Hatfield, Delia Baxter and Poppy Morley have been formally proposed and seconded. Votes taken electronically through Swim Club Manager and at the meeting, and verified by club officials, gave a result that all surpassed the majority of votes required for election onto the Board of Trustees.
- 3 No objections were received, and all were formally elected.

UPDATED CONSTITUTION

- 1 New Constitution was passed by a majority exceeding 75% in favour.

APPOINTMENT OF EXTERNAL EXAMINERS:

- 1 Re-appointed Knight Goodhead for a further year as external examiners.

AOB

- Mike F Policy for reserves currently £150k, but will be talking with new operator at new facility to negotiate for best spec of equipment so may then need to have some income available to negotiate for the standard of equipment we are after which could come from reserves or from other resources.
- MP [Do we need more staff? Is it something we should genuinely look at?](#)

Mike F Always a fine line between managing the finances and moving toward our eserves policy figure and ensuring we can run the Charity effectively . We are light administratively and we will look at this with the Trustees..

SM [Jacob leaving for Marines - is there a plan for when he leaves.](#)

Mike F Zoe will be the one leading up performance squads and we will re-look at how we then backfill any gaps. Will be looking at how we expand the team again with Jacob moving on.

MP [Potential pool shortfall very soon - it's great we have lots of money and reserves, but need a fairly big idea to sort problem out in the short term.](#)

Mike F It is already being looked at. We are also starting conversations over collaborative time with other clubs working similar squads together. Will go back to RP, Kings, ATR for more time as well as looking into regular long-course opporutnities, and will spread our net a bit wider to ask surrounding pools if they have any availability.

JP [What is plan with ATR?](#)

Mike F Official position is that it will close at the start of 2021. They haven't declared what they are doing with the pool yet. We have a Swim England contact who has already started a conversation with ATR.

Meeting Ended 16:33