

**MINUTES OF WINCHESTER CITY PENGUINS SWIMMING CLUB AGM 2021**

Held on Wednesday 27th JANUARY 2021 via Zoom Video Call



**PENGUINS**

**WELCOME AND APOLOGIES**

**Present:** Trustees: Lionel Jones (Chair), Alison Oakley, Delia Baxter, Cullen Whyte, Poppy Morley, Liz Hatfield,

Core Staff: Mike Fisher, Vicky Harrison, Connie Standen, Ollie Purgavie, Alison Crompton, Sarah Standen, Zoe Baker, Thelma Hawkings,

Samara Jones, Mike Vokes, Andrea Menlove, Linda Tan, Marcela Davies, Jacques Du Plessis, Alice Wan, Andy Penhaligon, Darren Whitt, Clara Sanjar, Emma Tilsley, Paula Satchwell, Marie Prince, Anne Badnell, Sue Falconer

**Apologies:** None.

LJ welcomed everyone and outlined the purpose of the meeting and the agenda.

**Voting for new Trustees**

LJ highlighted how voting for Trustees was going to work and the rules; 'an eligible voter is anyone who is a member of WPCSC and SE and aged over 16. Everyone eligible should have received a link to vote, but if not please private message AC through chat facility in Zoom. Link will stay open until 8pm with provisional results at about 8.30pm'.

LJ also stated that questions relating to AGM presentations should be posted in the chat box and he will present them at the end of each section.

**Minutes of previous AGM meeting**

The Chair shared that minutes of previous AGM needed to be agreed as the first agenda item. Not aware of any questions or comments being raised after they were first published but an opportunity to ask within the meeting was provided.

No queries raised - minutes proposed by Cullen Whyte, and seconded by Poppy Morley

**Reports and Accounts**

Chief Executive Officer, Mike Fisher (MF), presented a slide show summary of the Annual Report, starting with a reminder about overall arching ambitions as a club from start of our strategy document.

MF also highlighted that the Annual report is a requirement for charity commission, but also something the club feels is important to put together as a record of what happened during the year.

**Affect of Pandemic**

MF presented that the Pandemic timings are pretty well known - July allowed us to return to the water albeit with a limited number of pools, under strict covid conditions and with risk assessed precautions. Oaklands in particular helped with pool hours. Most swimming clubs returned on partial timetables and some didn't at all, so to a certain extent the club were quite lucky to be able to put practically a full timetable together with the help of Oaklands, Kings and Riverpark.

Volunteer support has been crucial and we couldn't have done it without them, and for a number of pools a mandatory measure.

Swimmers adapted to covid rules quickly and did very well, being very flexible and adhering to the rules set out. Some facilities actually praised us for the way we were managing the swimmers, and how the swimmers were managing themselves.

During lockdown we tried to provide a varied and relevant programme to swimmers during such a difficult period of time, with the hope we would keep as many engaged as we could. The coaching team did a very good job to create a programme, especially during the early months where we had to rotate staff on and off furlough.

Now we are obviously in another lockdown. There has been some more information today about early March being the earliest schools might go back, although we don't have a specific end date. It was a bit easier in November when we had an end date to work with, but this is a bit more difficult. We are expecting to return into a Tier system and there is a big difference between Tier 2 and 3 - main difference adults swimming (over 18), which affects our older elite swimmers and masters but also lessons where we have had to move to parent and child sessions for our younger swimmers.

Following the return of schools our best guess is sport and physical activity will come back quite quickly. In March last year they were quite nervous about bringing it back but we hope it will be in the early phases of re-opening, hopefully soon after schools, but unknown at this point in time.

**Memberships and Lessons**

MF showed the membership trends slide since 2014 and identified that there was an incline up to 2019 primarily due to growth of lessons provision, with other two strands of squads and officials staying steady. Can see impact of pandemic partly to do with timing (end of August we had just opened up pools, ran some summer programmes in lessons in line with covid restrictions meaning we couldn't place all our members back in the pool. Some will have drifted during lockdown period, and some we just couldn't fit back in due to covid restrictions - reduced bather loads and equally couldn't have our in-pool support for our youngest lessons swimmers which really meant we couldn't put any of our stage 1, 2 and 3 back in immediately. There was a drop-off towards end of financial year driven by the covid impact on our lessons programme.

	MF flagged however that there has been a bounce back in our membership numbers since the start of the financial year. Connie Standen and the lessons team have done tremendous job in being reactive, working with pool providers to negotiate flexibility to get more people back in the pool, and also looking at new possibilities - Bishops Waltham was meant to be starting this term. Great credit to CS and lessons team for how we have managed to bounce back from a very difficult period coming out of initial lockdown.	
Question	Any view as to why squad numbers gradually been dropping since 2017?	
MF	No significant fluctuation. Those numbers fluctuate a bit up and down for different reasons depending on the time of year. Nothing huge has jumped out to me as why it moves down from 2017. Been a bit cautious in refreshing and adding people to squads as primarily we don't know where we will be with new pool, so had to put a hold on adding to certain parts of the pool programme until we are sure of squad sizes. No particular reasons other than natural drop off.	
SS	Loosing Winchester College, ATR and St Swithuns on a Saturday morning has had an affect on pool space and where we can fit swimmers in.	
MF	Probably as we have tried to accommodate the various changes we have had to accommodate some programmes may not feel as good as they were so you get some people falling away as a result of that.	
	<b>Squad activity</b>	
	MF shared that what Zoe Baker and Sarah Standen, as Head Coaches, have managed to run during the first few months of year Sept-March has been tremendous in ensuring we have a successful and positive programme.	
	Club Champs biggest attendance for a number of years. Different type of event but very enjoyable and included some new club records.	
	Secured Arena League promotion at the final evening in December in Bournemouth, and will be in the Premier Division South for the forthcoming season.	
	Hampshire Counties was another successful outing with approx 70 swimmers in 2020 which was highest number attending for the club, with good success and most amount of golds and medals generally in club history. Great credit to ZB and SS for making sure we have success in terms of numbers, strength, and success within the programme.	
	In terms of major events we went to these were the main ones, and unfortunately the other events couldn't happen. However, within that period we had a significant number of our swimmers make it onto various representative teams and programmes outside the club which are all listed in the Annual Report, and include 6 swimmers due to attend Olympic trials.	
	MF highlighted that the club did manage to deliver two Novice Galas, but all other community events were decimated by Covid, including Schools Gala, Swim for the Future, Inclusive Galas etc. Certainly looking forward to getting back and putting some of those events on as soon as opportunity arises.	
	<b>Facilities</b>	
	MF told those present that the pools currently available to the club are Oaklands, River Park and Kings School.	
	ATR understandably doing what is necessary to keep their recruits safe on site and have repurposed most of their sports facilities as teaching facilities so they can appropriately distance. In regular contact with them and every intention to go back as soon as available again.	
	ATR site was originally due to close but there are delays with that due to other site they were moving to, Purbright, being behind schedule - looks like it will remain a training venue for next 2-4 years and then there are now plans for that site to be developed with the sports facilities remaining.	
	Winchester College due to open Aut 2022 - there will be a 25m high spec pool. It is our intention to have a real presence there. Have been in touch with Winchester College about strating a broader relationship with them on the academic side as well as a user of the sports facilities and will be restarting those conversations as soon as we can.	
	New facilities at Bar End site coming progressing quickly. Construction continued right through shutdown - lost only 1 week for every month during lockdown. Spring at the moment is as much of a commitment as we can get (sometime between Mar-June) but now we are back in a lockdown our best guess is May. We are in conversations at the moment about what our timetable access looks like. Had a meeting today with some good conversations particularly around competitions. Not been able to do it any earlier as neither Everyone Active or ourselves have had a clear view on our own financial situation. It is the intention to conclude conversations over the few weeks so we can continue our planning.	
	We plan to maintain a heavy presence at Kings with our lessons provision and some squads.	
Question	Are there plans for office at new facility	
MF	Would have loved that, and one thing we spoke to them about was working with a number of clubs to utilise office space. Everyone Active are struggling to even place their own staff yet alone anyone else at present. Last couple of conversations have talked about giving access to swimming officials room, which they will make into some office space after 5pm, but not a permanent base and not exactly what we would have hoped for but in terms of the space they have for staffing for us and other sports clubs.	
Question	Has Everyone Active said a definite no to lessons in new pool?	
MF	Yes, a number of months back. We strongly fought against this position at the time as we have a large operation at River Park at the moment. Background to that is with quite an expensive facility to build, in trying to secure an operator Winchester City Council felt they had to remove protected bookings for all clubs, including ours. Everyone Active are adamant that our lessons provision can't run there. The big two areas a facility will make money is in their own lessons provision and gym memberships and they don't want anyone compromising those.	
	<b>Strategy</b>	
	MF shared that the purpose if the current strategy was, in simple terms, to get us into new pool in a healthy place, and improve everything we do from a swimming perspective.	

	Current strategy ends 2021 so need to review and revise and update the strategy this year. Timings are yet to be agreed with Trustees but will be one of the big things on agenda. Will want it to be a member-led activity with good engagement with members to help set what that strategy looks like. Once Trustees had opportunity to focus on our access to new pool, we will set up what the process to develop a new strategy looks like in detail and will be shared with the membership.	
	<b>Finances</b>	
	Chris Goodhead (Independent Examiner) from accountants joined to present financial update.	
	MF introduced Chris and highlighted that he was there to talk about the numbers that form last few pages of annual report. Referring to Pg34 of report, CG flagged that it has been unusual year compared to relative plane sailing in previous years and the impact on income has been a reduction against 2019 of about 20% overall, most significant drop not surprisingly in lessons income which is down 30% on previous year.	
	One thing that has bolstered the income in 2020 is the furlough claim with staff being on furlough to different extents which has resulted in income claims on a monthly basis and those claims instead of being set off against staff costs are included in income - £67k furlough claims	
	Expenditure down 12% overall on previous year and net result is deficit of £2,866 for the year.	
	Creditors biggest figure is money received in advance of Autumn Term	
	Position remains fairly strong even though there has been a little erosion of the bank balances.	
	Reserves - charity has done well to hold things to a small deficit of £3k and keep a relatively healthy level of reserves. Of course the Charity Commission asks for all charities to maintain a sensible level of reserves which is up to each charity to decide on. Rule of thumb is something between 3-12 months of annual expenditure. WCPSC has about 4 months work carried in its reserves at year end (a term) and that is a reasonable place to be.	
	One of the reasons to hold reserves is to withstand deficits for a rainy day of which we are in the middle of a very long one. The charity has been very well managed in the last year to limit the deficit and carry that reserve forwards because who knows what the future holds with the pandemic. From experience of other charity accounts and trustees, the bad news has been deferred through the pandemic during year 1, and we are actually now looking ahead to difficult times with the end of furlough etc. A lot of uncertainty in what the sting in the tail of the pandemic will be, so a sensible position to be in is to have maintained reserves at a four month level.	
	Purpose as independent examiner is to report on accuracy of records - issuing a clean report and confirm books are kept very well and accurately and have nothing negative to report in that regard.	
	LJ thanked Vicky Harrison for her excellent work in managing the finance accounts, a position supported by CG from Knight Goodhead.	
	<b>Appointment of Trustees</b>	
	LJ shared the results of voting for Trustee appointments:	
	Cullen Whyte - re-standing - 5 No, 43 Yes	
	Darren Whitt - 1 No, 2 Abstain, 45 Yes	
	Justin Bradley - re-standing - 4 No, 7 Abstain, 37 Yes	
	LJ thanked Natalie Hill, who has stepped down as she has left the area. Natalie has been very helpful during her time with us especially in helping get business controls and financial management in place.	
	<b>Appointment of Independent Examiners</b>	
	Knight Goodhead - proposed by MF, Poppy Morley seconded	
	<b>AOB</b>	
Question	Very strange year of lack of contact but now going into the new pool and new strategy going forwards we need to try to re-engage everyone. Very few people logged on tonight and if we are going to run meets and take some of our big ideas forwards will need a big base of members of club to re-engage. Has thought been given to this?	
MF	Honest answer is not a great deal of thought yet. Have recognised it as something we need to push on with, but without great levels of success so far. Nice to see during difficulties of covid a good number of people came forward to get swimmers back in the water. Quite a specific role without a particularly high burden level. Need to look at what encourages people through the door and keeps them in it. Recognise will need high volume of volunteers and specific skill sets to help us run competitions etc, will need to revisit that and give it a lot more thought. One of the problems is time at the moment as we are dropping people in and out of furlough and finding a balance of keeping cost down and still keeping a connection with swimmers. It will be a good time to come back to this as we head towards new pool.	
Question	Officials have a chance to recap on their duties?	
LH	I would expect guidance to come from region and county on this.	
MF	We can do in-house refreshers or bring in external expertise and will talk to officials to see what they need and would like to do to get back up to speed and get ready for being able to get competing again. Open to what that looks like and send ideas as to what you see that looking like, and we can revisit this once we have some guidance.	
Question	Can you elaborate about competitions and new pool?	

MF	Have submitted a draft comp schedule including Level 1, 2, and 3 meets, in-house competitions, a varied and expansive programme. Everyone Active quite accommodating in those conversations today. We set out when the County Championships might be. What they haven't declared is what the cost associated will be. If we want to cancel out their lessons on Sat or Sun mornings it will be at significant cost to compensate for their loss of income.	
LJ	Thanked MF and all Management Team and coaches for all work done this year - done very well in difficult circumstances to keep the club stable and keep things going.	
	End of Meeting.	