

## **BRIDGWATER AMATEUR SWIMMING CLUB**

### **2022 Annual General Meeting**

#### **Attendees:**

Donna Chillingworth, Alison Coulson, Martin Kane, Claire Ramsay, Tia Hayes, Emma Rock, Gin Towells, Alana Head, Gemma Pearce, Emma Back, Keith Fifield

#### **Apologies:**

Ricky Hayes, Don Symes, Vicky Stacey, Lynsey Wilson, Heidi King, Martin Kemp, Ange Robertson, Victoria Moffatt

Life member apologies: Grahame Lock, Yvonne Lock, Ron Harris, Kaye Inglis

#### **Action points/matters arising from previous AGM:**

Nothing to report and no comment on the previous minutes.

### **1. Club Chair report – Donna Chillingworth**

Donna welcomed everyone to our AGM.

#### **Her report is as follows:**

What a successful and exciting year we have had here in the Club.

Firstly, we must acknowledge again that the Club won the 2022 Cotswold league. The last time Bridgwater won this was many years ago so a huge well done to Rick and his coaches for making this happen and preparing the swimmers for this win. I have to say it was very exciting being on pool side and spectating watching all the parents get involved cheering and supporting was a very special moment for the Club.

Finally, we have the new blocks, and this really is going to make a huge difference to the swimmers in preparing them for competitions. We managed to fund these blocks completely with donations from the town council and Hinckley Point community fund. We also received funding on the Go Fund Me page so thank you all for sharing and supporting this. Plus we have just received £2,800 from Don who every year gathers a team of people to work at Glastonbury and they donate all proceedings to the Club which is just amazing support.

Competitions this last year, wow! Our swimmers have done amazingly well. I would like to thank Martin for really getting this going and supporting all the parents with questions and advice. Claire who has a never-ending job and list of organising officials etc to make this all happen. The Club has been acknowledged by other clubs who have given such positive comments to our coaches on poolside. We have Theoni and Max who were selected for the National Pathway over the last year, 2 Swimmers were selected for Regional Pathway, and we also have 5 swimmers on the County Pathway too. In 2022 we had the highest number of swimmers qualify for the regional championships for many years. Not only that but 29 Swimmers entered Counties which was the largest participation we've ever had in recent memory. We also have the 4 Season's Gala for those youngest swimmers just starting out with the Club and having a taste of what racing feels like. So the Club really is going from strength to strength and currently as of 06/10/2022 we have 110 swimmers signed up with Bridgwater Swimming Club.

We have also put a lot of work around licensing meets (Martin) here at 1610 which puts our swimmers in a great position to gain times which go onto the Swim England database as ranked times. We were able to licence our short distance Club Champs, and this was how we managed to



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gain those 29 swimmers and get them into Counties. This was such a success we are doing the same again in our 2022 short distance Club Champs in late November. We have more parents who have volunteered their time and are undergoing training to be able to offer and bring to the Club support for any competitions we attend and licence ourselves.

Also, to mention the new app which we are very excited about, Spond. Martin has done a superb job setting this up and we currently have 83% now joined and the final invites have now also been sent out, so soon we will be at 100% capacity.

I would just like to finish my report by saying thank you so much to all the committee members, coaches, parents who volunteer their time and support – we really couldn't do this without you.

## 2. Treasurer report – Kim Moore and Alana Head

Kim is taking over from Alana as Treasurer this year and Alana will support her as Vice Treasurer.

### Alana's report is as follows:

Total position: £4,225.66 deficit. This includes the following expenditure not in original budget:

£2,340 towards blocks from BASC.

£1,100 wages, additional Pre-Squad training time, training/courses.

Total: £3,440.

#### *Note:*

Open meets cost us approx. £1,000 more than the money we take in from parents – not shown on balance spreadsheet as wages/travel expenses are paid out of current account.

### Fundraising revenue

Holding the following BASC comps – BASC Fast 5, Long Distance Club Champs, Short Distance Club Champs – all made us a healthy profit of £3,000 which we always use towards our presentation evening and all the medals and trophies our swimmers win.

Spectator fees at these BASC events plus raffles raised a further £900.

BBQ raised £900.

Shop has made a profit, however, that profit lies in the stock we hold rather than in our bank accounts.

It is important to continue fundraising as a Club to enable us to continue to grow and move forwards. Our numbers are good and we have over 100 members in the Club and continuously see new swimmers joining which is great to see.



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#### Donations

Blocks donations total £10,247 (£5,000 Hinkley, £2,500 Sedgemoor Community Fund, £1,100 town council, £1,200 Go Fund Me, £230 leftovers from BASC 50 Club and £230 Friendly Spirit).

#### Other donations (not blocks)

£250 Don – Trelleborg.  
£200 Chillys Property Maintenance – coach sponsorship.

The Club is also incredibly thankful to Staceys Motors who sponsored t-shirts for our Cotswolds Champions – thank you.

Last but not least The Friendly Spirit, Cannington have supported the Club by funding the presentation night hog roast and serving food, they also contributed to the blocks, cooked the BBQ at Quantock Lodge – what would we do without them!

Thank you to everyone who has donated and supported the Club.

At the end of July I officially handed over to Kim Moore our new Treasurer who is now dealing with anything money related – a huge thank you from me.

#### Good news

Just received, £2,800 Glastonbury Festival money (thank you Don).  
Application for New Small Project from Sedgemoor – awaiting news (to be used towards Land training).  
Carnival collection.

#### **Kim's report is as follows:**

Figures are correct as at 7/10/22.

#### Main Account

Current Balance – £5,454.20

This is made up of the monthly fees from swimmers, shop sales and small donations.

From this figure we still have 1610 pool hire for October to pay as well as some coaching hours for Sept and fees to come in for swimmers monthly fees.

#### Reserves account

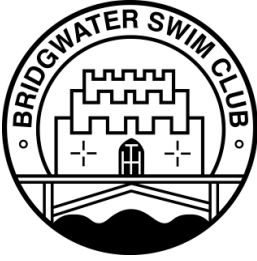
Current Balance – £15,641.40

This has increased by £2,800 after the massive donation from Don for Glastonbury. A huge thank you to Don for your donation and support to the Club. We are still down by £2,700 from last year due to the purchase of the blocks and expenses to cover the Club in 21/22.

#### Open Account

Current balance – £936.69

We have currently paid out for – County development meet, Gloucester meet, Bournemouth meet and Bath meet. We are awaiting the fees to come in from swimmers to cover what we have paid out.



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#### Notes

In 21/22 the Club made a loss and this year (22/23) the Club was looking at making an even bigger loss. In light of this we have proposed a fee increase starting in January. (Martin has provided more information in Appendix 1). As this is not due to start until Jan, the increase will not cover the whole loss predicted for 22/23. However, it will cover just over half (7 months of increased fees in financial year) However, if we can continue with donations and fundraising we may be able to make less of a loss.

#### Predictions for 22/23 – this is rough figures

Using the average loss of £8,500 (independently carried out business proposals predicted between £8k and £9k loss) the fee increase will cover £4,958 of this and therefore we are still looking at a £3,542 loss just on fixed income versus fixed expenditure. Fundraising and donations help.

A full and final year balance sheet is to be completed by myself (Kim) and Alana once last year's accounts are back from the accountant and will give a more detailed look into the predicted loss (or hopefully profit) for 22/23.

**Please note that we reserve the right to increase fees as deemed necessary and we are yet to determine the membership fees for 2023 as we are waiting on information from Swim England.**

### **3. Head Coach report – Ricky Hayes**

Unfortunately, Ricky is unwell at the moment. Donna thinks she can speak for Ricky to say that the swimmers are doing really well and the Club is progressing. We are very keen to introduce land training to further improve our swimmers. Both Ange and Jackie were both very impressed with how the swimmers conducted themselves at last weekend's meet.

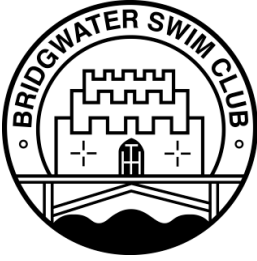
### **4. Welfare report – Emma Rock**

**Her report is as follows:**

Firstly, thank you for voting me in as the Club's Welfare and Safeguarding Officer. It's been a busy first month, unfortunately I have not had the chance to have a handover with Heidi, the previous Welfare Officer but I am grateful to the committee members for stepping in and assisting me with vital information needed to fulfil my role.

There have been a couple of safeguarding matters that have been brought to my attention.

1: Swimmers who do not have photo consent. I have reviewed the Club's policy and am currently amending it to outline the responsibilities and ensure all members adhere to Swim England's guidelines. I am awaiting on Ricky's input before we post the final guidelines which Martin has agreed to send out with the New Members pack, post on the BASC website and on social media. We also thought it would be beneficial to create a safeguarding page on Spond where we can highlight any reminders of safeguarding when needed.



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2: We are currently reviewing mobile phone use at meets and galas, the behaviour policy vaguely covers this however due to some recent incidents Donna and myself feel that a review of mobile phone use is needed. This is currently ongoing.

Whilst reviewing the Club's code of conduct and policies I have noted that they are in need of an update. I am happy to work with committee members to refresh these policies.

I have a few ideas to benefit the swimmers and hope to implement these in the near future. One being a workshop for the swimmers for personal wellbeing and building resilience, one which will benefit the younger swimmers that may be starting to compete in meets and galas.

Unfortunately I need to report a verbal warning that has been issued to a swimmer for use of bad language during a meet. I would like to take this opportunity to remind all members of Bridgwater Swimming Club the importance of being respectful and being a positive representative of the Club.

I still have a lot to learn, I am in constant contact with committee members and approach Swim England's safeguarding team to ensure I fulfil my role to the best of my ability. I look forward to being a part of the team to support the members on their swimming journey.

#### **5. Appointment of Officers and Committee**

Alana is stepping down as Treasurer and taking on the role of Vice Treasurer. Donna proposed and Kim seconded. A huge thank you to Alana for all the work she has done over the years, not just as Treasurer but in various other capacities.

Heather is stepping down from the role of Membership Secretary – thank you Heather for all that you have done in this role.

Alison is stepping down from the role of Secretary. She will stay on the Committee to fulfil any advertising and publications needed. Donna proposed and Emma Back seconded. This role now needs filling – in the interim Alison will remain as Secretary.

Claire is taking a step back and dropping the role of Vice Chair. She will take on the role of Volunteers Coordinator. Alison proposed and Donna seconded.

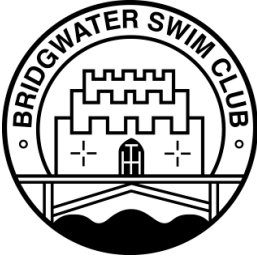
Martin's roles are up for re-election. He is happy to stay on for now with the intention of leaving around February 2023. Claire proposed and Gin seconded.

#### Committee members elected at previous Committee meetings but without voting rights until now:

Tia is joining the Committee, working with Claire as an additional Volunteers Coordinator. Gin proposed and Gemma seconded.

Emma Back is joining the Committee, looking after the Club shop and will also take on the role of External Fundraiser. Kim proposed and Martin seconded.

Emma Rock is joining the Committee as Welfare Officer. Donna proposed and Martin seconded.



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Gemma Pearce is joining the Committee as Membership Secretary. Gin proposed and Kim seconded.

Kim is joining the Committee as Treasurer. Alana proposed and Martin seconded.

Keith is joining the Committee and taking on the role of Vice Chair. Donna proposed and Alison seconded. He is also interested in looking after Spond when Martin leaves.

Vicky Stacey is joining the Committee as Vice Welfare Officer. Alana proposed and Gin seconded.

Victoria Moffatt is joining the Committee with a role to be confirmed. Donna proposed and Emma Back seconded.

Donna has been fulfilling the role of Chair since April this year. She will now officially take on the role. Kim proposed and Emma Back seconded.

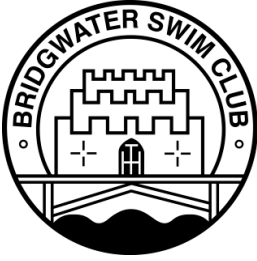
#### **6. Approval of new Club Constitution**

The new Constitution has been shared with all members prior to this AGM. Swim England provided a new template for the Constitution and this has been utilised. Nothing material has been changed. All those present at the meeting were in favour of approving the new Constitution.

#### **7. Any Other Business**

Don is unfortunately unable to make this year's AGM, however he passed on his apologies and thanks to the committee, coaches and swimmers for their work and successes this year.

The meeting closed at 8pm.



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#### **Appendix 1 – Fees rationale (Martin Kane)**

It was agreed that we'd conduct a business modelling of the Club to ensure we were pricing correctly, fairly and in a way that also protects the clubs future. This was a new approach and necessitated a full analysis of all Club income and expenditure.

Two models were done, both completely independent of each other. I did one, having had many years in business and banking, Kim also did a model in her capacity as Club Treasurer but also with the benefit of extensive experience in this field.

Both models predicted almost the exact same scenario, a significant loss would be made in the coming year based on current fixed income and expenditure levels. Fees were suggested by both models to 'break even', again with almost identical outcomes.

Break-even is based upon our fixed income and expenditure. The Club also has variable income and variable expenditure. Variable expenditure is dependant upon variable income as this represents any surplus we have to spend once our fixed liabilities are met.

Ricky also suggested the Club implement land training sessions for junior squad and above. A discussion and vote was held by the Committee and this plan was approved. Discussions then took place over how the annual cost of £2,772 would be paid for. There were 2 options, option 1 was a £20 monthly charge for swimmers who opted in, option 2 was to spread the fees across all of Juniors and above which makes the sessions accessible for all swimmers. This was voted upon and option 2 was chosen.

The revised fee structure and land training addition to normal sessions was presented to the Committee as a whole and received a unanimous in favour vote. A Club wide communication was sent out detailing the new fees and session changes which will take affect from 1/1/23. This communication also included the rationale behind the changes and also pointed out that any significant cost increase would necessitate revisiting fees at that time.

The revised fee structure also contained an interim fee list if for any reason whatsoever we are unable to arrange land training by 1/1/23. Typically land training adds £4.25 to everyone's fees each month. The meet coach pass fee is also increasing as the cost of meet passes is rising sharply and the Club made a loss on meet fees in the last financial year.

The next step is to arrange the land training sessions and communicate to the Club by early December when it is starting from as this determines the fee scale to be used from 1/1/23. The Committee also need to decide upon membership fees, we are waiting for the County and Regional charges to be published before this can done. We also need to discuss and decide the non-resident swimming fees for 2023.

In summary, having an in depth analysis done of the Club's finances has meant that fee rises have been calculated with a high degree of certainty, of achieving the objective of breaking even between our fixed financials, and generating any surplus through the variable channels. The new fees take affect from 1st Jan 2023, either column A on the communication if no land training or column B if land training is in place.





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### BASC Accounts 2021/22

Bridgwater Amateur Swimming Club - 01/08/21 to 31/07/22

Income		Expenditure	
Fees	43,349.17	Pool Hire - Quantock Lodge	8,083.03
Membership	4,856.00	Pool Hire - 1610	27,596.00
Stock	1,006.04	Gala	663.21
Club Champs	1,594.65	Transport	930.00
Open Meets in ca	1,181.50	General Admin	192.00
Badges/Certificates	0.00	Open Meets from ca	307.00
Sundries PRES NIGHT	1,372.00	Courses	525.00
SOCIAL	1,078.18	Registrations	4,050.45
Gala	434.00	Stock	<b>see below</b>
Sponsorship	200.00	Badges & Certificates	<b>see below</b>
CONTRA	38.00	Club Champs	3,945.45
Fundraising	0.00	Equipment *	69.31
Donations & Coach Fees	485.00	Insurance	341.17
Courses	100.00	Sundries	0.00
Equipment donations grants	10019.98	Coach Salary	13,114.25
Open meet A/c INC	15009.46	Coach Expenses	0.00
Interest (Deposit Account)	1.82	Ass Coach Expenses	0.00
		Bank Charges	0.00
		Fees overpaid (refund)	68.00
		Swim 21	280.00
		SOCIAL	292.84
		spare	
		Stock Purchased	1,622.79
		Open Meet A/c exp	11,228.06
		Stock Used in yr	-945.70
		blocks * EQUIPMENT	12,588.00 <i>split out from equip above</i>
		write off	0.6
<b>Total Income</b>	<b>80,725.80</b>	<b>Total Expenditure</b>	<b>84,951.46</b>
<b>Overall excess expenditure</b>			<b>4,225.66</b>

	2021		2022
<b>Closing Balances</b>		<b>Closing Balances</b>	
Stock	200.00 swimzi hats	Stock	1145.7
c/a reconciliation	1866.54	c/a reconciliation	2372.56
d/a reconciliation	18,338.60	d/a reconciliation	12840.42
Open Meet reconciliation	1,464.01	Open Meet reconciliation	1,285.41
Cash in Hand	52.55	Cash in Hand	51.95
	<b><u>21921.70</u></b>		<b>17696.04</b>
Less Opening Balance	22,847.41	Less Opening Balance	21921.7
<b>Movement in Year</b>	<b>925.71 match</b>	<b>Movement in Year</b>	<b>4225.66</b>
I certify that these accounts are in accordance with the books and records of Bridgwater Amateur Swimming Club			
D Richards	7 Harry Prowse Close Nether Stowey Bridgwater Somerset TA5 1BF	Date	_ / _ / _
petty cash	36.95	cash tin alana not touched	
shop float	15	write off 0.60p shop tin	
<b>total cash in hand</b>	<b>51.95</b>		