



## Gloucester City Swimming Club Limited – Minutes for April Committee Meeting – Party Room 6.30pm-8.30pm

**Apologies:** Flavia and Vic  
Bernice and Emily late arrivals

**Minutes of previous meeting** – approved and seconded by Jenny Perkins and Gavin Phillips.

### **Chairman's Report- Tim Browne**

- Limited company has now been set up – Gloucester City Club Ltd
- Gavin will start a draft of the constitution ready for the AGM to mirror move to incorporation
- The Directors are Tim Gavin and Amanda – the committee form the management team and with this comes huge responsibility to follow legal process and financial accountability
- A Limited company – require service contracts for all self employed coaches – Amanda Perks currently working on final version for signing - coaches are not able to work for the club unless they have signed a Service Contract
- Amanda and Tim reiterated that although we are now a limited company we are unable to eradicate any past liabilities that may occur and that the incumbent committee will be held financially liable for any liabilities over and above those that can be covered by the company reserves
- Annual accounts to be filed at Companies House after they have been audited – they will be ready for the AGM
- Work in the background includes application for CASC as a limited company – this has to be reapplied for moving from unincorporated to incorporated. Reiterated to committee that ALL non membership income and fundraising is subject to taxation – CASC threshold has now increased to 50k per annum before taxation is charged
- A separate set of accounts are required for Open Meets and non membership revenue – this is a requirement for HMRC
- Commitment to expenditure clarified –if any member commits to expenditure without authorisation they are personally liable for the expense



- Level 2 – Hugely successful – will hold a debrief to look at what we can do to better support the team and assess Meet Manager in light of the systems failure during the meet. Shadow positions are required, purchase a club laptop before the next meet – Jenny to bring in the discs to be held by Tim Browne – Committee approved purchase of new club laptop
- Welfare roles – advert sent out – external person identified and Exec meeting with the candidate on Friday- one internal candidate has come forward – could everyone seek any further volunteers
- Confidentiality – notes are being left in Tim’s tray complaining about members of the committee – anonymous notes will not be followed up – if any one has a complaint it needs to be made via e-mail to the Exec
- The Exec currently responding to two direct complaints – one has been responded to by AO via e-mail and a meeting with Exec is set up for the other
- Sibling membership discount – three options were put to a vote and option 2 agreed- if a member has 3 swimmers 10% discount 4 swimmers 15% and £10 off annual membership fee for third and fourth child
- Tim thanked everyone for the work on the restructure –it has achieved objective to enable the club to increase capacity at the lower end of the club. It was made clear that all Swims Skills groups need to be at full capacity by September 1<sup>st</sup> 2015 in order for the club to be financially viable



## **Vice Chair's Report -Gavin Phillips**

- Officials co-ordinator role has become vacant – Gavin has put a job description on the website – two people have expressed an interest
- Changes to be made to the Constitution as part of the limited Company and swim 21- asked for input and help –Amanda agreed to support Gavin
- Survey has been completed with 134 responses – we will review at a separate meeting with David, who set this up for the club. Brief overview of the survey was shared with the committee. It is clear that the decision to restructure Swims Skills was correct
- Gavin to update job descriptions in preparation for AGM
- Update re Para funding will be given at the next committee meeting

## **Club Secretary -Amanda Perks**

- Employment Contracts are ready for signing and a meeting has taken place with some agreed amendments -the coaches have another meeting with the Exec next week
- Budget will be presented and signed off at the next committee meeting taking account of April actuals and May fee income
- Sessions attendance forms have been implemented and distributed to all coaches and are required for each session and also an HMRC REQUIREMENT – Anne raised concerns about confidentiality –after one month these will be reviewed by the committee
- Working with a Contract Lawyer –personal contact and FOC – to support the process and to ensure both the club and coaches are protected
- Working with Company Accountants to ensure all reporting and filing requirements are met and that the Year End is closed and audited prior to the AGM- meeting planned next week
- Would like a working party to meet one Saturday afternoon to empty office – decorate – replace furniture (donated) and set up a proper working space



## **Competitions Secretary -Bernice Michaels**

- Request to have a box – ballot style - for the Open Meet Entries – a number of meet entries are “going missing”
- Committee raised issue with incorrect times being submitted and suggested that rankings should be attached to entry forms- Bernice to draft a comms
- Andy stated that all swimmers are supposed to have entry forms approved by their coach- this is not happening need to address this at Management Meeting
- Members entering meets themselves to avoid Admin Fee and not via the club – Comms to be issued
- Clarification- the Admin fee of £3 will be used to cover relay teams and coach passes- this will not be charged for GCSC Open Meets and is not to source extra income
- All meet entries to be destroyed after 3 months

## **Head Coach Report attached – Andy Osborne**

- Agreed Tom J will be first choice for substitution- the committee thanked him for all he has done and wish him well
- Tim thanked the coaches for all their hard work ensuring the restructure ran smoothly



## **Treasurer Report –Claire Naylor**

- Clare signing off Year End – 15 k loss for the year projected– adjustments to be made by Amanda for Year End journal entries on Open Meets
- Meeting with Accountants planned next week
- April will run at a loss due to fee increase not effective until May 1- budget to be amended
- April Open Meet hugely successful – projections 11.5k profit – discussion about costs and follow up required regarding Keith’s charges and pool hire
- Year end to sign off scheduled prior to AGM
- Committee thanked the LEVEL 2 team –for all their hard work
- Claire raised her concerns about club finances and the need to ensure all expenditure is approved by the Exec

## **Membership Secretary –Emily Starkey**

- Busy time – numerous trials for new swimmers coming through – looking to fill bottom end and review looking at the squads with Daisy and James.
- Requested a fee reminder – noting sibling discount and months notice on fees if leaving the club – Gavin to assist
- Sibling discount proposed by Emily – see above



## **Fundraising -Jenny Perkins**

- Bag packing cancelled at Sainsbury – new dates agreed. **Meet the charity day at Morrisons** – Jenny going meet them and try and organise support for GCSC through their 'support the community' programme
- Tesco agreed to bag packing on 20<sup>th</sup> June agreed 80/20 split between Club and Camp. - Need to get larger club to support
- Camp Fundraising meeting last Sunday –
  - Company has offered to sell cook book– Well done to Emma and Jenny – all agreed cook book is excellent
  - Fit for swimming raffle for the costume –sell the tickets at GCSC open meets -the winner is given an Arena Carbon Flex. Trial for the July meet
  - Photographer coming to the pool
  - Rounder's in June
  - Sponsorship to be sourced for July Meet
  - Quiz night booked in October – Irish Club
  - Sprint meet booked in September require a workforce
- Jenny asked by Executive to put a Fundraising team together –Jenny to report back at the next Committee Meeting
- Committee to ask for a volunteer to work on material club funding -Sport England and Lottery –Exec to prepare commas- agreed the club must focus on serous fundraising in 2015/16

## **Welfare –Ann Elliott**

- A number of issues with social media and Instagram at the Level 2
- Going forward the Team Manager –will inform swimmers music and games only – no social media. Rod raised point that some clubs ban devices except music – agreed this was too stringent but the situation has to be monitored
- Comments -we need to explain on poolside – updated policy but not written in stone to ban social media would be seen as too punitive. Team Manager responsibility not coaches
- Open meet – stairs need painting not safe and require volunteers on barriers



- All parents on poolside must have approval and be wearing Team Manager kit –Tim to address

### **Communications - Rod Bisset**

- Accepted that it's a very busy club with a high volume of comms -non-reply mail box not preventing replies
- All comms must be corrected and ready to send before they go to Rod can we please think about content style and format
- Would like to see reports from competitions and meets- could this be a job for Club Captains next year.....
- Meet Manager version and club lap top now agreed re Open Meet technical problems –approved purchase

### **Other Agenda Items**

1. How we agree the Club Captain positions and how it's voted for in September- Tim and Amanda stated their concern over what happened last year
2. Improve the team spirit and support each other – Team Managers and Coaches to address
3. Look at implementing Junior Captains
4. End of Season trip for swimmers – Club Captains to organise and agree date with Andy
5. Volunteer of the month –Hanna Cole and Sue Parker
6. AGM and budget to be top of the Agenda at the next meeting – issues last year need to be avoided –AGM has to be transparent organised and professional- all members given a chance to vote and put their names forward- confrontation and conflict to be managed

**Next Committee meeting will be the last one before the AGM – There will be a separate committee meeting in June to prepare for the AGM.**