

PBSC AGM Minutes
Sunday 9th November 2025

Logistics: The Furzefield and Zoom

Agenda:

1. Chairman Report
2. Treasurer's Report
3. Head Coach Report
4. LTS Report
5. Membership Report
6. Nomination of Club Officials
7. Approve minutes from AGM 2024
8. AOB/questions

Purpose as per PBSC Constitution:

- 9.3.1. To receive the Chairman's report of the activities of the Club during the previous year – **Complete – see reports below**
- 9.3.2. To receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club; - **Accounts detailed below. To be reviewed by Independent Examiner. (Note post AGM – IE confirmed via email)**
- 9.3.3. To remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office; - **Confirmed she will remain in office – see below**
- 9.3.4. to elect the Executive Officers and other members of the Committee; - **Complete – see agenda item 6**
- 9.3.5. to decide on the dissolution of existing honorary and/or Life membership categories; - **Complete – no change**
- 9.3.6. to decide on any resolution which may be duly submitted in accordance with Rule 9.6; - **none submitted**
- 9.3.7. to elect or reaffirm the Custodians of the Club, who shall be committee members. **Complete – agenda item 6**

9.3.3: Independent Examiner: Kasia Mordenti – confirmed that Kasia would remain in office

1. Chair's Report – Chris Barber (9.3.1)

After my first year as Chairman, the committee and I have worked very closely, this year we have looked at the club overall and ensuring the long-term success for all swimmers.

After Jonathan's unwavering and continued support for the club as Head Coach, and more recently stepping in wherever Potters Bar needed him, I want to again express our sincere thanks for his dedication during this period. We're now pleased to have our new Head Coach, Jess, in post, who will be speaking a little later in the meeting.

The Treasurer Team have worked hard this year ensuring we can meet all our financial needs for the now and the future. They have done marvellous job supporting Potters Bar Swimming club. We are in a position where we can make better choices to support all swimmers, whether it's additional swim coaching, new heart rate monitors to capture our swimmers' work rates during training. Also, any additional swimming equipment where needed, they have created better choices for swimmers.

This year thanks to Jess's contacts I initially engaged with Costas head coach about a joint swim camp and thanks to a club collaboration swimmers are off to their first swim camp in Cyprus. After this first trial swim camp we will look to do an annual swim camp and open this up to additional swim groups and look to do our own swim camp.

Kirsty, Amelia and I, have been working with Furzefield and council members to seek additional funding to make Furzefield competition ready again following Swim England's ruling on depths for safe diving a couple of years ago. This consists of, Boom adaptations, new blocks and a timing board system. It's a slow progress and will keep all members up to date.

Thanks to Kirsty we have Haberdashers boys' school as a great alternative for the foreseeable.

As a former swimmer as a child, I always remember experiencing club galas and wanted to connect with a local club to give our junior swimmers opportunities to swim in a fun competitive environment. We linked up with Broomfield Park Swimming Club for this event and it was a great success. This has led to further conversations about the 2 clubs potentially joining, the conversations are completely exploratory, in terms of whether it suits both clubs to join, or whether we work together supporting each club in some capacity which ultimately benefits the swimmers so would like to just keep members in the loop and will update on any progress.

We have arranged our first winter club champs. This is a level 4 meet and is a great opportunity to qualify for counties and will be a last chance opportunity. This also allows us to keep practicing our open meet events and next year we will create more opportunities for our swimmers to qualify for counties and maybe regionals if we can have more parents volunteer.

This leads me onto our biggest continuous issue. Volunteers. All our swimmers who are volunteers and have children swimming in the peanuts league and support with timekeeping, officials at galas supporting peanuts which is the junior galas from age 9 to 12 now have no children in this age group which poses a problem. Next season. We may not be able to participate if parents don't step up with children in this age group. It is unfair to call on parents that don't have children involved. Parents, please step up and support your children and club or they will not have these great galas to attend to.

Our aim is to continue our progress from this year and keep creating opportunities for the swimmers and do our very best as committee to create positive swimming club for years ahead.

I would like to thank all Committee members, Coaches, volunteers, swimmers and parents.

We look forward to continuing our progress into 2026.

2. Treasurer's Report – Nrupa Patel. Year ending 31st August 2025 (9.3.2)

PBSC financial accounts are prepared on a cash basis. The accounts run from 1 September 2024 to 31 August 2025. Total receipts were £241,050 and total payments £239,884. Net is £1,166.

Receipts

Our total receipts were £241,050. 82% of receipts were from monthly subscriptions of £198,498. This is an increase of 12.5% from last year and reflects an increase in monthly subscriptions and the number of swimmers. The increase in subscriptions was required to better reflect squad pool time, to cover the 4% increase in pool costs and to better remunerate our coaches. Despite the increase in fees we remain one of the cheapest clubs around. The Charities Commission recommends that sports clubs have 3 months of operating costs. We have now achieved one month's cover.

The remaining receipts are PBSC annual membership fees, Swim England fees, open meets, kit and a small amount raised through fundraising. We received a £1,000 donation from Tesco's supermarket for kit. This will be spent on kit for our county swimmers once swimmers are confirmed. Swim England fees cover insurance costs for the club and every swimmer. Receipts are under-stated as at 31 August 2025, by £6,247.50 where payments have been made by the club for 5 Autumn meets. Meets payments are charged back to swimmers once the meet organisers have approved entries. This £6,247.50 will be charged back to swimmers in the Autumn term of the next financial year.

Payments

Our total payments were £239,884. This is a 17% increase in payments compared to last year. 49% of our payments were for pool costs £117,182. Pool costs increased by £9,139 versus last year. This reflects a 4% pool cost increase and changes to our pool hire to better reflect the needs of our squads. Our squads enjoy 102 hours a month of pool time. Pool costs are split 67% Furze Field Leisure Centre and 33% The Venue. Strength and Conditioning land training is available at Furze Field to performance swimmers for one hour a week. Over the summer we started to use Queenswood school pool on Saturday mornings for our High Performance/ Junior Performance swimmers. Masters swimmers are now able to swim Saturday mornings at Furze Field.

£69,754 was spent on wages. This is an increase of 24% from £56,440. Since July our Head Coach and Junior Head Coach are paid in accordance with their value and experience. In addition, we have approximately 17 paid coaches/teachers instructing swimmers each month. All coaches/teachers are self employed and qualified swim instructors.

£7,530 was spent on credit card and banking processing fees. In July, we transferred 197 swimmer accounts from SportsEngine credit card processing over to Go Cardless Direct Debit processing. This has enabled us to reduce our monthly processing costs by 66%, down from approximately £600 a month to £200. By switching, we also enjoyed one month of no processing fees. Go Cardless is a Swim England partner.

The remaining charges reflect payments for swim meets, kit and sundry expenses. All kit bought by swimmers is charged back to them. PBSC branded kit is held by the club as stock to sell to swimmers eg swim hats, tops etc. Swim club branded clothing is required at swim meets. Sundry expenses covers the costs of holding events and other club associated costs eg trophies engraving for annual awards, medals, meeting room hire etc. We also bought £1,059 in training equipment for swimmers including 2 backstroke ledges.

Going forward our swimmer numbers look stable and we look to continue to improve our financial position to better cover our operating costs in line with Charities Commission recommendations, and to continue to provide our swimmers with the best coaches, training, equipment and pools.

The financial accounts were independently reviewed by Kasia Mordenti, with no concerns arising. They were therefore signed off by the Chairman, Chris Barber, and the Secretary, Amber Shine, at the meeting.

3. Head Coach Report – Jessica Woodward

I am half way into my first year of leading the coaching team and I think we are in a strong position in both squad development and swimmer progression.

Our squad numbers are very healthy across the board with 98 in the performance section and 69 in the junior squads. Our pipeline of progression is measured and managed between Janet and myself, with a great number of highly talented swimmers showing great potential.

We have a good team of coaches, who all show a diverse number of coaching techniques. As a team, we are always looking at new coaching techniques to allow our swimmers to get the best coaching pointers to help both the technical and competing side of their swimming journey.

National Arena League – we finished in 8th (of 15 teams) place in **division one**, securing our place comfortably for another year. We are in a similar place this season with us currently sitting in joint 4th having finished 2nd in the opening gala.

We had 48 swimmers at this year's County Championships, with a good deal of medal/finals success. Looking at our progress this season, it looks like a higher number will qualify for the 2026 competition.

The Regional Championships were held at Luton for the over 14s and Norwich for the under 14s, although there was one crossover weekend where the older swimmers had to go to Norwich for one day. 19 of our high performance/junior performance qualified and presented a huge success in their races, despite the ongoing struggle for long course practice.

The Herts Major League saw us make it to the top 6 final again in Division 1 and with a huge effort from all of our swimmers, we placed 2nd up against the tough opposition from Hatfield. 2 years in a row, PBSC have been one of the teams to beat, and also a huge threat to some of the other very competitive clubs in Hertfordshire.

The Peanuts League saw us finish 6th (of 12 teams) which pushes us into the top 6 teams, which is an improvement from last year. The greater importance of this competition is in giving our younger swimmers their first experience of a team gala. We are also looking to do some clinics with our younger swimmers to help better prepare them for the competition, with greater focus on starts and turns.

The club championships were held at Haberdashers boys school for the 2nd year running. the team were able to set up, and dismantle all equipment including the use of timing pad and touch pads. I, myself, can't quite emphasise enough the gratitude for both Amber and Marco for the brains that went into the behind the scenes, and for all the committee that came together to create a very smooth and successful meet. Obviously we had the issue with the sound system, however the team were able to sort this out without any help from the school, which again goes to show the amazing teamwork we have keeping this club going. We are hosting a winter club champs for the first time this year, mainly for those swimmers to have a last chance gala to get any county times they may be very close to, or for our younger swimmers to get more racing practice in a more comfortable environment. This will be taking place on the 6th and 7th of December, with every single event available to race.

Our T2P squad have had an excellent year under Janet's supervision. We have a high attendance rate for this squad as well as being the largest. A great testament to the camaraderie a squad can build

which sets the swimmers up for long term success. We have high hopes for greater success this coming year.

The future:

- Officials – We will never have enough officials, so we need a constant flow of those willing to give up a little of their time to support the club.
- Team Managers – we now have a good pool of TM's to support us at galas and open meets. As with officials, we will always need more!
- Open Meets – this year we have put together an excellent programme of events to support all squads. My thanks go to Amber for the work that goes on behind the scenes to ensure we meet deadlines, so everyone gets a chance to swim. As we go into January, myself and the team will be placing a bigger emphasis on finding more long course competitions to give swimmers the max amount of practice on the lead up to regionals. There aren't many local long course competitions, so in advance, sorry for any inconvenience for any travel that may be required.
- Squad Structure – I am constantly overlooking our squads and what can be done to ensure full potential of training is kept up to standard, in terms of lane space and effective use of all pool time offered. One thing I am really homing in on, is attendance across squads, and making sure that swimmers are hitting the correct attendance levels for the squad they are in. Especially, on Tuesday and Thursday mornings we have usually a maximum of 5 swimmers in HP/JP/P turning up, which is a very disappointing figure, when we are lucky to have a 33m pool to our advantage.
- Camp - our high performance swimmers are very privileged to be going on the first swim camp abroad that PBSC has ever done. I am very grateful for the links I have with the city of St Albans, with my older brother being a coach there. Last year, he was able to get me into contact with the head coach and we discussed plans of a joint swim camp. On Feb 16th till 21st 14 of our top squad swimmers will be heading to Paphos, Cyprus to take part in a 50m training camp, on the lead up to regionals. We are treating this as the guinea pig, and if successful (which I have no doubt it will be) we will be looking at continuing this and opening up the opportunity for our JP swimmers. Myself and Janet are looking to do a swim camp with our junior squads, within the country, and discussing options on what we could do. Any input would also be helpful.

4. LTS Report – Tracey Barnard

As of the 31st October we have 71 swimmers enrolled with our Learn To Swim Program with a few spaces still available in some of the Groups.

We've recently made changes to the LTS Group E which has been moved from Wednesday to Sunday. This Group will now be led by Janet and Nathan. I'd like to take this opportunity to thank Alex for all his hard work with the Wednesday swimmers.

Katarina continues to update me on trials and we currently have a short waiting list for some of the Groups.

All of our Teachers are Level 2 Qualified and we are fortunate to have many assistants volunteering their time to support us. We also have a Group of Level 2 Teachers available when needed.

I'd like to extend a big thank you to all our teachers and assistants for their continued dedication and hard work.

Lastly, I'd like to thank Katarina and the rest of the Committee for their on-going support.

5. Membership report – Katarina Omahen

Current number of members in the club

- 297 – (2024-289, 2023-296, 2022-288, 2021-314, 2020-266, 2019-330, 2018-344, 2017-290)

Squad	2025	2024	2023	2022	2021	2020
High Performance	24	24	31	28	22	36
Performance	9	16	19	15	22	24
Junior Performance	16	9				
T2P	50	47	32	26	26	26
J1	31	29	30	29	41	58
J2	35	33	34	35	54	42
LTS	71	63	74	74	82	48
Uni	7	6	8	10	6	
Masters	46	50	50	41	50	32
Club	2	5	13	23	9	
Total	297	289	296	288	314	266

Another busy year for Membership, we are continuing to attract new members and have a short waiting list for most of our LTS. Both junior squads and T2P are also at capacity at the moment. I thank Tracey and Suzanne for their continued support.

6. Nomination of committee members

As per 9.3.4 of the constitution, the existing exec committee stood down, and the new exec committee.

Exec Committee:

Chairman: Chris Barber

Secretary: Amber Shine

Treasurer: Nrupa Patel

As per 9.3.7 of the constitution, the existing committee stood down, and the new committee / custodians were elected.

Committee / Custodians:

Assistant Treasurer: Amelia Cocca

Membership Secretary: Katarina Omahen

Gala Secretary: Amber Shine

Records Secretary: Kirsty Tinnirello

Social Secretary: Faye Barber

Officials Co-ordinator: Katarina Omahen

SwimMark: Yoli Saavedra

Other committee members: Joanne Alton

Note - Selection committee (not part of the club committee): Jessica Woodward, Jonathan Ball, Janet Shine, Ameila Cocca, Nrupa Patel.

7. Welfare Officer appointed (not a committee member as per 7.2 of the Constitution):

Welfare Officer: Mairi White

8. Approve minutes from 2024

2024 minutes passed with no objections or comments

AOB/Questions

- No any other business was raised and there were no questions.

Appendix:

AGM Attendees:

PBSC AGM attendees Nov 2025 – SE members plus at least another 10 people

Faye Barber, 1441792
Kirsty Tinnirello, 1418940
Amelia Cocca, 1699920
Yolanda Saavedra Torres, 1674642
Katarina Omahen, 1704232
Nrupa Patel, 1684945
Amber Shine, 812948
Chris Barber, 746411
Joanne Alton, 1502380

Other attendees:

Tracey Barnard, 1351155
Kasia Mordenti, 1746839
Jonathan Ball, 1215456
Chantelle Smith (online), 1351156
Jessica Woodward, 925347
Katy Lesner, 1746840