

Minutes of Hailsham Swimming Club Annual General Meeting (AGM)

Date: Thursday 24th April 2025

Time: 19:45

Location: Bedes Sports Complex, Upper Dicker, East Sussex

2024/25 Committee members present:

Jon Dulieu (JD) (Chair), Sadie Cripps (SC) (Vice Chair) Dave Berry (DB), Jeanette Simpson (JS), Craig Steenhoff (CS), Cole Cornford (CC) Natalie Ridley (NR), Sue Steenhoff (SS).

Other non-committee club members present: Emma Pope, Paul Merchant, Penny Moffant-Baily, Denise Thurley-Newton, Suneeta Kochher, Lisa Logenberg, Laura Williams, Lucy Dixon-Thompson, Joanna Edwards, Deborah Berry, Leigh Streames.

Apologies: Rachel Gilmore (RG) (Welfare officer)

Agenda Item	Minutes
1) Approval of 2024 AGM minutes	<ul style="list-style-type: none"> 2024 AGM minutes approved by committee on 24/04/2025. Signed by JD.
2) Honorary / Life Members	<ul style="list-style-type: none"> We have a number of honorary members, some of whom we have lost contact with. Honorary membership will be removed for those we have lost contact with and where no known address is available. For the remaining honorary members, they will be exempt from Swim England fees and annual fees but will need to pay monthly membership. This is in line with many other clubs and does not require a change to the constitution. This will not come into effect until September as a goodwill gesture. The swimmers in question have been notified of this change ahead of the AGM. <p>Committee unanimously votes to agree these measures.</p> <ul style="list-style-type: none"> Nomination of Isabella Dulieu for honorary member by SC, due to her commitments to supporting the club, particularly her coaching support <p>Committee unanimously votes to agree nomination of Isabella Dulieu as new honorary member</p>
3) Election of President/Vice President	<ul style="list-style-type: none"> Sue Steenhoff to remain as club president. <p>Agreed by committee.</p>

4) Appointment of Independent Examiner	<ul style="list-style-type: none"> Jenny Collins to remain as independent examiner. <p>Agreed by committee.</p>
5) Chairman Report	<ul style="list-style-type: none"> See Appendix A for full Chairman's report. Read by JD at AGM. DB and SC thanked for their services to Hailsham Swimming Club as Vice Chair and Club Treasurer respectively, as they will be stepping down from the Hailsham Swimming Club committee ahead of the new 2025/26 committee being formed.
6) Treasurer Report	<ul style="list-style-type: none"> See Appendix B for full Treasurer's report. Read by DB at AGM
7) Coaches Report	<ul style="list-style-type: none"> See Appendix C for full Performance Coach report. Read by JD at AGM.
8) Nomination and Appointment of Officers	<p>Notice of nominations (8)</p> <p>Executive committee</p> <ul style="list-style-type: none"> Jon Dulieu (Chairman) – Approved at AGM. Jeanette Simpson (Club / Membership Secretary) – Approved at AGM. Natalie Ridley (Club Treasurer) – Approved at AGM. Rachel Gilmore (Welfare Officer) – Approved at AGM. <p>Other members</p> <ul style="list-style-type: none"> Craig Steenhoff (Committee member / Gala Secretary) – Approved at AGM. Cole Cornford (Committee member / Minutes) – Approved at AGM. Joanna Edwards (Committee member) – Approved at AGM. Sue Steenhoff (Committee member / Medals secretary) – Approved at AGM. <p>2024/25 committee disbanded. New committee formed for 2025/26.</p>
9) A.O.B	<p>Additional training sessions</p> <ul style="list-style-type: none"> Question raised by attendee: Is there any scope to use other swimming pools in the area to allow for additional training sessions to be run, particularly given how busy some training sessions are becoming? JD confirms that the committee are investigating this further and sending enquiries to nearby swimming pools.

Volunteer roles

- **Question raised by attendee:** Can volunteers get more involved in non-committee roles? There could potentially be a volunteer group chat to allow for coordination of tasks.
- JD and SC confirm that this is a possibility, however this will need to be coordinated by a volunteer within the club, who would then feedback to committee members. A general email could go out to the club, with non-committee members potentially agreeing to meet on a quarterly basis.
- CS suggests producing a list of roles that can be filled by non-committee volunteers.

New actions to be agreed at following meeting in May. Provisional date of Wednesday 14th May, to be confirmed.

Appendix A

Chairman's Report- 24/25

Looking back at the last 12 months it has clearly been another good year for the club in general, building on the growth and success of 23/24. We have continued to attract new members across all groups, with young swimmers already at the club progressing upwardly through the training groups. It has also been another great year for our Masters swimmers, with many in the group out competing at various events, including Sussex County Champs, Sussex and Arena Leagues, and our own Club Champs. This is all positive for the future of the club, and it will be the focus of the coaches, supported by the committee, to maintain this progression and provide the training environment to allow all swimmers, to achieve their full potential. This requires commitment to training from the swimmers as well as support and commitment from parents with getting the swimmers to training and supporting entry into competitions. A real joint effort.

On behalf of all members, I would like to take the opportunity to thank our committee members for their time and service to the club over the last year. It would be impossible to manage the club without a collective effort. The committee has worked hard to provide a safe and thriving environment for all our swimmers. Sadly but understandably, two key members have decided not to nominate for the next committee. Sadie Cripps and Dave Berry have both performed their roles as Vice Chair (Sadie) and Treasurer (Dave) with a level of commitment that should not go unrecognised, both valuable members of the club committee over the last three years. On a personal note, I have been supported in my role as Chairman by Sadie, who as vice chair, has been invaluable in undertaking delegated tasks and leading on other matters such as HR

Onto the coaches, one of our most important assets. We have seen a few Changes over the past 12 months. Phil Osborn, Tabby Reed, Miriam Cottingham have remained as committed to their training groups as ever, also attending external galas. Craig Steenhoff has continued to support the coaching team, this has mostly been in the way of attending various galas as a Coach, which has meant we could attend multiple galas throughout the year. With Debs Barden leaving us for the second time last summer, to pursue a new life abroad and Laura Hickmott moving onto a role away from swimming, we did have a gap to fill. We were thrilled to have Tom Skilton and Dani Maynard join the coaching team and after an initial delay due to a ridiculously long period waiting for DBS checks to come back (due to a nationwide problem with DBS processing) they settled the ongoing issue of Friday evening training plus providing cover when required. Dani will not be continuing as a coach for the club and we wish her all the best for the future. Tom will continue to be a key part of coaching for the Stroke group and leading on Friday evenings. Also thanks to Kelly Rose who has been assisting with stroke on Thursday evenings on a voluntary basis. I wish to thank all the coaches for their hard work, commitment and the continued development of all the training groups.

Moving on. I would like to highlight the success of our Club Championships programme and our Mike Pashler event. We typically invite three other Sussex clubs to the Mike Pashler meet, involving a good number of swimmers from them and our own club. It was another huge success for us, in the pool and financially. For a small club it is a huge achievement to host an event like this, with so much to organise for a whole day of racing. A huge thanks to all the volunteers who stepped up on the day and days leading up to the competition. I look forward to this year's event. Our club championships are also an important part of the calendar, with more and more swimmers taking part for the first time, which is also rewarding to see. Our annual Presentation/Barn dance held in early Feb was another very successful event; lots of fun had by all, as well as swimmers receiving various awards.

Before I finish, I want to acknowledge the continued support we receive from our two facilities, Bede's Senior School and Freedom Leisure Hailsham. In the case of Bede's, our main facility, we have established a partnership that sees Hailsham Swimming Club as the principal external user of their pool. The staff at the sports complex are always willing to try and accommodate our requests, including pool use outside of our regular timetable, which enables us to hold events such as Club Champs and League events for example. It is vital for the club to keep this close working relationship with the school.

The last thanks goes to all the volunteers at the club. A growing number of people, from team managers (vital for swimmer welfare at Galas), timekeepers, Officials and volunteers who cover a host of roles at club hosted Galas, such as the meet desk, medals desk, running raffles and sweets. Thank you all; without you, we simply wouldn't be able to do what we do for our swimmers. A constant succession of volunteers is really important as it ensures we are best placed to have a stable club which is geared for the future enjoyment and success of our swimmers.

Jon Dulieu
Chairman 23/24

Appendix B

Treasurer's Report 2024/2025

Membership Numbers

Swim fees make up 87% of our annual income an increase on last year and it is imperative that we maintain and grow our membership numbers.

Overall, our monthly fee-paying members have increased from 88 to 97 over the course of this financial year and this is an excellent result when you consider that in the same period there has been 19 leavers.

Whilst the increase in numbers is good news there can be a financial impact as the new swimmers tend to be younger joining our initial training groups with lower fees.

However, despite this we have seen our fee income increase by £6000 this year as younger swimmers have moved up through the groups therefore paying higher fees.

The committee has also taken the opportunity to review its Honorary Membership Policy. We have 4 honorary members who are entitled to swim for free under our current arrangements.

After careful consideration (including consultation with Swim England) the committee has decided that the current arrangements are not sustainable for the club.

In the circumstances Honorary members will be required to pay the appropriate monthly training fee from the 1st September 2025 and the club will pay the annual ASA fees and waive the annual club membership fees. If all the current honorary members continue swimming with the club, we would see a net increase in fees of £1650

Income

The annual membership fee and monthly swim fees have remained unchanged this year.

A total of £50,709 has been received in monthly fees an increase of £6042 on last year reflecting our increased membership numbers.

As at the end of the financial year membership fee income is currently down on last year by £1,105 but members have until the end of April to pay. Jeanette is on the case and is sending out reminders to cajole members into paying. Following her last email, we received £300 pounds in fee payments the next day

Income from home galas and events was good at £455 but showed a reduction of £2244 from last year. Income from our club championship events increased but there was a reduction in income from the Mike Pashler event.

Following feedback from the event in 2023 that the pool and spectator areas were overcrowded the committee made the decision to reduce the number of clubs invited by 1. Consequently, the number of swimmers and spectators were reduced impacting the income and profit made. However, the 55% reduction in profit was out of line with the removal of one club from our invite meaning that there were other factors impacting the attendance levels. This could have been because of the overcrowding or the timing of the event

Donations and sponsorship were also reduced by £168 this year. There was a £100 reduction in sponsorship for our annual awards night, Easy Fund raising reduced by £225 and the Wealden Lottery increased by £157.

An increased loss was also seen at the club's awards night. On this occasion the committee decided not to charge for attendance at the event. This was a good will gesture in view of the issues surrounding Bede's pool availability and the consequential reduced training sessions.

The event was well attended, and everyone had a good time however the event incurred a loss of £826 compared to £358 the previous year.

Expenditure

Pool fees were reduced by £1,582 compared to last year and reflects the issues we have had with the availability of both the Bede's and HFL pool at the end of last year. The issues with the 50m pool availability at the K2 Crawley has also meant that we have not hired it for long course training.

We have confirmed our usage of the HFL pool for the forthcoming year and as yet we have not been advised of any increase in their fees. Bede's do not review their fees until the beginning of the next school year so we will have to wait and see what the outcome is.

Coaching and Lifeguard pay, which includes payment for attending galas were up £4000 on last year. Following discussions with the coaches the committee has reviewed and agreed changes as to how we calculate gala pay.

Whilst gala payments were reviewed last year, and a fixed daily sum was agreed it has become evident that by paying in this way at some of the competitions the length of time coaches are in attendance mean they are being paid less than the current minimum hourly wage.

In view of this, and as there is a wide disparity in the length of time competitions take, we have decided to pay an hourly rate for the length of times coaches are required at

the event. All the increases have been fully assessed and are affordable within our current budget.

Advertising increased has increased by £304 and was required as we sought to recruit an additional coach.

Mileage and expenses claims have increased significantly. Part of this will be down to the increased mileage allowance we agreed last year but most of the increase is down to more events being attended. This is particularly the case when you consider that due to the success of our swimmer's coaches are now attending more regional and national events.

Invariably this then involves longer distances to travel with overnight accommodation and meals being paid for. Looking at the expense at a lower level £1410 has been paid out for mileage, £996 for accommodation and £278 for food.

The cost for staff training has more than doubled and includes £160 for safeguarding training for our coaches and team managers plus £570 for additional coaching for our coaches.

By far the biggest and mainly un-budgeted increase has been for equipment and repairs. This includes £2721 for the refurbishment of the starting blocks and £720 to replace the Dolphin starter.

Taking these unexpected costs into consideration I believe it has been an acceptable financial performance for the and we are in a good position for this current financial year.

Dave Berry

Treasurer 24/25

Hailsham SC

Appendix C

Coaches report - April 2025

The 24/25 season is flying by. The club has improved in every aspect of Swimming starting with the membership expanding and all squads now are just about at full capacity or near to.

This is exciting to be able to bring the youngsters through the system starting at stroke 1. To, With luck ,finishing in the performance squads.

More and more of our swimmers qualified for the short course county Championships and won an abundance of gold ,silver and bronze medals with a record number of finalists.

Swimmers competing in our club championships keep on producing personal best swims , personal bests that have allowed swimmers to represent the club on an individual basis at different competitions around the country -

The 2025 season started with a return to the Sussex league competition with the club taking 1st place in our R1 gala at the Crawley K2. This year we have a great chance of being promoted to Division 1.

The Coaching team would encourage all swimmers to enter the club championships as this is a start and taster of competitive racing for our less experienced swimmers and an important part of development for other swimmers.

At the County Long course Championships in February, development and performance squad swimmers produced times that have qualified nine regional qualifiers to compete at Crawley , Winchester and High Wycombe pools. A great achievement.

I'd like to thank all parents for their constant commitment to ferrying their children to and from the pool for training, it is time consuming and a massive help .

Lastly, the committee, giving up their free time to keep the club running as efficiently as it does and constantly trying to improve the running of an ever growing concern.

Thank you.

Phil Osborn

On behalf of the coaching team