



Minutes of the Annual General Meeting of Hailsham Swimming Club

4.30pm, Saturday 30th April 2022

At Sussex Barn, Park Farm, New Road, Hellingly, BN27 4EW

Attendees and Apologies

Committee Members Present: Craig Steenhoff (Chair), Debs Barden, Jon Dulieu, Sadie Cripps, Dave Berry, Jeanette Simpson and Fiona Crook Smith.

Committee Members apologies: Mark Fenn and Sue Steenhoff

Members Families present: Collis, Dolan, Newble, Roberts, Weston

Specific apologies: Victoria Stutt

Agenda Items

1. The minutes of the 2021 AGM were approved as accurate by the committee.
2. **Continuation of President:** Sue Steenhoff, as president and committee member approved by all committee members. No vice president was nominated.
3. **Honorary Members:** There were no applications or nominations for honorary or life memberships. Therefore there were no changes to that. Jeanette Simpson holds the list of these memberships in advance of any future AGM.
4. **Independent examiner** – Jenny Collins is the existing examiner and she will remain so.
5. **Chairman's report:** As attached
6. **Treasurer's report:** As attached
7. **Interim Head Coaches Report:** As attached
8. **Nomination of Officers:**
 - **Jon Dulieu:** nomination of Chairman - all Committee members voted in agreement.
 - **Jeanette Simpson,** nomination of Club Secretary – all Committee members voted in agreement.
 - **Dave Berry,** nomination of Treasurer – all Committee members voted in agreement.
 - **Mark Fenn,** nomination of Welfare officer – all Committee members voted in agreement.
 - **Craig Steenhoff,** nomination to remain on the committee and to become Gala Secretary – all Committee members voted in agreement.

- **Fiona Crook Smith** – nomination to remain on the committee and to continue as fundraising officer – all Committee members voted in agreement.
- **Sue Steenhoff** – nomination to remain on the committee and to continue as President – all Committee members voted in agreement.
- **Sadie Cripps** – nomination to remain on the committee – all Committee members voted in agreement.
- **Victoria Stutt** – nomination to become a committee member and become minutes secretary - all Committee members voted in agreement

The Annual General Meeting was drawn to a conclusion.

Reports

Chairman Report

Firstly, it is great to be able to undertake the AGM in person this year, as the last AGM was held by zoom during a national lockdown in April 2021, and in 2020 was postponed. Since April 2021, the Club has been going through a transition phase, and is still recovering from the impacts of the covid pandemic on its activities and its finances. Whilst covid restrictions nationally have now been generally lifted, the club was operating for some time over the last year with our covid procedures and protocols and I would like to take this opportunity to thank our former COVID Lead Officer Jon Beeby for his support to the club and his role on Committee, as well as Sadie Cripps and our team of Poolside Liaison Officers who all act in voluntary roles to ensure our club activities can take place in a safe and effective way. The Club Committee have agreed that the Poolside Liaison role will continue moving forward, to ensure the safe entry and exit of our swimmers from our training facilities and it has been encouraging to see new members come forward and support the club in this role.

Secondly, I would like to thank all of the committee members specifically for their time and support to the club over another challenging year which has involved managing the restart of the training programme after the 2021 lockdown, initiating the restructuring of the coaching staff and training groups including new staff contracts, delivering the 2021 Club Championships for our swimmers, gaining Swim Mark reaccreditation and applying for funding streams to support the club deliver and develop its training offer. Thank you to Fiona Crook-Smith and supporting officers for their time and support in securing funding for the club. I would also like to specifically thank the coaching staff for their service over the last year, being flexible with a changing training timetable and ensuring that our training programme can grow and develop throughout 2022.

Focusing on the role of Committee, I am pleased that several committee members have nominated themselves to rejoin, along with a nomination from a new parent for Minutes Secretary. I would like to thank Debs Barden for her role of Minutes Secretary over the last year, from which she can now step into her new role as Interim Head Coach, being supported by myself as overseeing the development of the coaching programme and Gala Secretary from May 2022 onwards. This means that I will be stepping down from the Chairman role for this year. It has not been possible for me to fulfil this role without delegated responsibility to the rest of Committee, and specifically Jon Dulieu in his role as Vice Chairman. Jon has been instrumental in ensuring we maintain a strong and effective partnership with

Bede's School and will fulfil this role moving forward. Whilst we have not had applications for the Vice-Chair role for 2022/2023 we will need to actively recruit a committee or new member to this role to support the new Chairman.

The Club's treasurer Dave Berry has had a busy and challenging year, and the club finances will be covered in a specific treasurers report. However, I would like to thank Dave for stepping into this role in 2021 and ensuring that the Club can run effectively and efficiently. Based on the current financial situation the Club may have to make some difficult decisions over the next year and this will be in the interest of all of our members and ensure that the Club can continue in a viable way. Whilst the Club have recently lost members at the higher Performance level of the club, it has been really encouraging to see several new members at the lower end of the Club. These young swimmers will be future of the Club and it will be important for us to focus our intention on our ability to retain members and provide an improved offer to our younger members, ensuring that we can continue to attract new members over the last year, to ensure we meet our targets set out in our annual financial budget.

Moving on the Club's competitive performance over the last year, it has been fantastic to see so many new swimmers start to compete for the Club. Whilst the Head Coach report will cover this in more detail, I wanted to specifically mention the successes of swimmers at the 2021 Winter and 2022 County Championships. Several medals were won by our swimmers and well done to our county gold medallists Olivia Dolan and Tom Barden (both in multiple events) and Elizabeth Collis at the Winter Counties. Congratulations also our team of swimmers that swam at the Arena League and first Sussex League gala for 2022. It is really important that swimmers within the club represent the club as these galas and as such this will continue to be a key criteria for swimmers moving groups going forward. Whilst it was disappointing that we had a depleted team for the first Sussex League gala in 2022, it is hoped that more swimmers can represent the Club at the remaining two events.

We are now gearing up for the 2022 Club Championships programme which will start in June 2022, which we would like to see as many of the Club's members participate in as possible. This year this includes specific events for Masters swimmers, as this is a growing group within the Club. The Sussex Masters Champs will also take place in May 2022 and the Club will be looking at other local Masters events that our swimmers can participate in throughout the year. Thank you to the Masters Coach, Miriam Cottingham in supporting the development and growth of this group over the last year. As previously mentioned, the coaching roles have begun a restructure process, supported by myself in my new voluntary role as Performance Programme Lead and Coaching Advisor, which I will be able to full undertake from May 2022. Debs Barden will be in the Interim Head Coach role, with Phil Osborne as the Performance Coach, Tabby Reed as the Senior Coach, Miriam Cottingham as the Masters Coach and Abbie Shorthouse as a Development Coach. With this new structure, focus and attention can be made to both the performance competitive side of the club and to the growth of the development squads.

I would like to finish by stating that the Club simply cannot run without the support and commitment of members in committee and voluntary roles (that sit outside of committee). We are therefore actively looking for new members to become actively involved in the Club's activities. An important aspect of this is helping with fundraising activities and promoting the club. Please do get in contact with us if there is anyway in which you can assist.

Craig Steenhoff

Chairman 2021/2022

Treasurer's Report

Due to Covid-19 our training program had to be changed several times as restrictions were changed, and pool availability slowly increased.

With the restriction on usage of the Bede's pool we have had to use alternative more expensive venues, and this has had a significant impact on our finances. For example, our use of the Bede's pool costs £26 per hour other venues such as Freedom Leisure cost £65 per hour.

Membership

Unfortunately, membership numbers have not increased as hoped over the last year and we have lost several of our older higher fee-paying swimmers. Swimmers are leaving for a variety of reasons such as having to focus on schoolwork for upcoming exams or prioritising other sports above swimming.

In addition to this we had to close our "Learn to Swim" school due to Bede's initiating their own and the venue no longer being available for our use.

We currently have 71 monthly fee-paying members, several new swimmers have joined on the recommendation of the Bede's swimming teacher. However, as these are young swimmers joining the initial training groups with lower fees it has not made up the shortfall in income.

Income

Monthly swim and annual membership fees have remained unchanged this year and in total £37,203.00 has been received which represents 88% of our total income.

Our fundraising team have been busy obtaining grants from the Sussex ASA for £413 and Sussex Community Foundation for £2021. Donations have also been received from the ASDA Foundation for £200 and £500 from Mike Farrell the parent of one of our swimmers.

In addition to this £105.83 in commission has been received for purchases made online via Easy Fundraising and £175 from the Eastbourne Lions Swimathon.

Expenditure

Pool hire for the year was £23,045 and accounts for 48% of our outgoings. As previously mentioned, due to the lack of availability of the Bede's pool we had to use several other venues at considerably greater expense.

As available pool time improved at Bede's other venues were cancelled and from the beginning of 2022, we only have one session that is not at Bede's.

Annual coaching fees totalled £18,720, 39% of our outgoings. The coaching structure is currently being reviewed and Craig has kindly agreed to undertake one coaching session a week, free of charge, which will help to reduce our coaching costs.

Monthly management and annual accounts are provided by our accountant Jeni Collins and are discussed at our regular monthly committee meetings and aid our decision making. Jeni also provides our monthly payroll services including payslips, NI and tax returns. At an average monthly cost of £84 this is considered good value for money.

A reduced annual fee of £817 was negotiated with the providers of our Team Unify system and £946 was spent on a new laptop, printer plus the necessary software.

Bank Accounts

We currently have 3 bank accounts, reserve, fundraising and main bank account. Since 31st March 2021 the overall balances on these accounts have reduced by £5k to £30,608.70 which reflects the loss we made for the financial year ending 31st March 2022.

To ensure we had sufficient moneys to pay our monthly outgoings £2000 was transferred from the reserve account in April 2021 to the main bank account.

Reassuringly we still have £25,052.56 in our reserve account. This will provide us with some breathing space whilst we look to increase our membership numbers and increase income from other areas such as grants, sponsorship, social events, and on-line shopping commission via Easy Fundraising.

2022 to 2023 Budget Forecast

The first cut of this year's budget in which we assume there are no changes to our usual monthly expenditure for pool hire and staffing costs and income stays at current levels with membership numbers remaining static forecasts a £3900 loss.

Whilst this is of concern we have sufficient reserves to see us through this. Ideally, we want to avoid any losses and the committee will be constantly reviewing our options to save costs and improve income.

You can help us reduce this potential loss by supporting any social events, encourage participation in club championship meets, encourage new members to join HSC and make your online purchases via Easy Fundraising.

David Berry

Treasurer

Head Coach Report

It has been another challenging year for the club and its members. The club is now swimming back at our home pool at Bede's senior school and at Hailsham Leisure. Due to various reasons including those leaving for University and the natural drop off of swimmers as they reach A Levels and GCSEs, the top group Performance 1, is somewhat depleted. Having said that, we have had areas of real success at recent events. Swimmers at County Championships in February did very well with a number of golds and championship titles for Olivia Dolan (9) and Tom Barden (4). Several other top 10 places for the rest of the team and with many swimmers reaching finals; it was a fantastic achievement for such a small club. We swam two teams at the relay gala. The Men's open and the girl's 12-13 age group. The girls achieved Gold in the medley relay and bronze in the freestyle relay and the men achieved top 10 places in both their events. We hope that we will be able to enter more teams next year. Ben Shorthouse has qualified for 3 events at Youth Regionals in April and also qualified for and swam at his first national event at winter short course Nationals last December. Performance 2 continues to excel with 4 swimmers, Olivia Dolan, Libby Weston, Elizabeth Collis and Francesca Newble

gaining automatic and consideration times for Age Group regionals. Tom Barden has recently competed at British Champs, swimming under his University, and achieved 5th place in the B final of 200 Backstroke. Finally, two swimmers, Olivia Dolan and Holly Merchant have been selected for the Sussex Swimming Pathway. This is based on their performances at the County Championships in February.

Team events: The club took part in Arena League towards the end of last year and we were able to do this due to the fact that events were mixed relay teams. It was great to be back in the pool competing as a team! We have competed in one Sussex League event, with two more to come and with a very novice team at the lower end of the club and several events with no swimmers due to low numbers available to swim, it was a challenge, but the swimmers rose to it and swim with real grit and determination. The team spirit exhibited by Hailsham swimmers was extraordinary and made me extremely proud. We look forward to hosting the next gala at Bede's in June.

The club has had quite a few swimmers join in the lower groups, Stroke and Stamina, and there are several swimmers who show real promise. This bodes well for 2023 County Championships. We hope to encourage as many of the younger members of the club to compete at local meets and at club championships as possible.

The club's first club championship is in June and we hope to encourage as many swimmers as possible to take part in this. It is a fantastic opportunity for the entire club to have a try at competitions in a home environment. There are events for points towards the club championship competition, non-championship events and also events just for Masters swimmers.

Our masters group is flourishing under their coach, Miriam, and we have had several new swimmers join the group over the last few months. It is hoped that many of them will enter the Sussex Masters Championship in May.

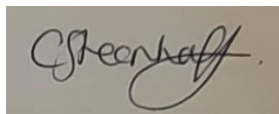
On a final note, the pool is "filling up"! It is wonderful to see so many new swimmers enjoying their training and competitions. I hope that this continues and we will soon have the next generation of Hailsham Swimming Club Members at County Championships. I hope too that the performance groups continue to remain focused and ambitious with their goals to strive for Regional and National achievements.

Debs Barden

Interim Head Coach

Minutes Signed

C.Steenhoff (Chairman for 2021/2022) 15/05/22

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'C. Steenhoff' written in a cursive, flowing style.

2021/2022 HSC Management Accounts

Hailsham Swimming Club Monthly Profit and Loss Account MONTHLY PROFIT & LOSS ACCOUNT FOR THE PERIOD 1ST APRIL 2021 TO 31ST MARCH 2022														
	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER	SEPTEMBER	AUGUST	JULY	JUNE	MAY	APRIL	YEAR TO DATE	
	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Income:														
Donations Received	200.00	-	-	-	-	-	-	500	-	-	-	-	700	
ASA Bursary/Community Grants etc	-	-	-	-	-	-	2,021	414	-	-	-	-	2,435	
Fundraising	25	58	40	20	28	-	29	375	-	-	-	-	575	
Monthly Fees	3,487	2,776	2,613	2,868	2,695	3,075	3,193	2,971	3,186	2,961	2,833	1,660	34,318	
Membership Fees	1,750	85	30	-	-	60	30	135	60	60	150	525	2,885	
Learn To Swim Membership	-	-	-	-	-	-	-	-	-	-	-	178	178	
Learn to Swim Income	-	-	-	-	-	-	-	-	-	500	760	460	1,720	
Home Galas and events(net profit)	-	25	348	8	-	364	364	-	-	-	-	-	1,109	
Interest Rec'd	1	-	-	-	-	1	-	-	-	-	-	-	2	
Kit Sales Profit(Loss)	-	-	-	-	(193)	36	281	-	-	-	-	12	136	
	5,463	2,944	3,031	2,896	2,530	3,536	5,918	4,395	3,246	3,521	3,743	2,835	44,058	
Gala Surplus/(Deficit) for the month	126	(104)	(198)	783	(591)	239	(27)	(10)	-	13	-	-	231	
	5,589	2,840	2,833	3,679	1,939	3,775	5,891	4,385	3,246	3,534	3,743	2,835	44,289	
Less Expenses:														
Pool Hire	1,612	1,145	1,672	1,827	2,456	1,781	1,943	1,514	1,615	3,238	2,745	1,497	23,045	
LTS Teaching Fees	-	-	-	-	-	-	-	-	103	288	362	225	978	
Coaching & Teaching Fees	1,595	1,455	1,862	1,567	1,837	1,714	1,917	1,862	1,661	1,508	1,148	594	18,720	
Coach Gala Attendance Fees	150	125	100	75	75	75	-	-	100	-	-	-	700	
Subscriptions/ ASA Fees	-	208	-	-	-	-	-	-	-	-	-	85	293	
Advertising	-	-	-	-	-	-	-	-	-	-	28	-	28	
Staff Uniform	-	-	-	16	-	15	-	-	16	-	-	-	47	
Team Unify	-	-	-	-	-	-	-	-	-	-	-	817	817	
Staff Training & Bursaries	117	-	-	100	-	-	175	75	25	-	-	34	526	
Software costs	-	-	-	-	-	-	262	-	-	-	-	-	262	
Repairs and Equipment	7	130	-	-	0	-	168	544	70	-	27	-	946	
Bookkeeping & Payroll Services	69	66	66	66	66	79	74	66	61	96	101	196	1,006	
Travel and Accommodation	-	72	228	-	95	(315)	510	37	-	-	-	-	627	
Bank Charges	5	10	10	5	-	-	-	-	-	-	-	30	60	
AGM Expenses	-	-	-	-	-	-	-	-	-	-	120	150	270	
Medals/Thank you gifts etc	669	-	30	-	-	-	197	-	-	-	-	-	896	
	4,217	3,088	4,098	3,656	4,529	3,349	5,246	4,098	3,651	5,130	4,531	3,628	49,221	
SURPLUS/(DEFICIT) for the Month	1,372	(248)	(1,265)	23	(2,590)	426	645	287	(405)	(1,596)	(788)	(793)	(4,932)	