

Pembrokeshire County Swimming

Minutes of Meeting – Wednesday 18th January 2023

| | <u>ITEM</u> | <u>Remarks/discussion/Decision</u> | <u>Action</u> |
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| <u>1.</u> | <u>Present</u> | <p><i>The meeting was held via Teams.</i></p> <p>Matthew Lewis, David Andrews, Craig Nelson, Gary Nicholas, Heidi Thomas, Jen Cox, Gareth Bennett (guest), Katherine Clapham (late arrival)</p> | |
| <u>2.</u> | <u>Apologies</u> | Nick Russell, Kate Price, Aimee Bowen, Tenby rep | |
| <u>3.</u> | <p><u>Minutes from last meeting</u></p> <p><u>Acceptance of Minutes</u></p> | <p>Pembroke club having issues with extending sessions. Monday and Thursdays by 30 minutes.</p> <p>New website created and ready to go: https://pembscountyswim.weebly.com/</p> <p>Policies. Codes of conduct to be returned to.</p> <p>Proposed – DA Seconded – JC</p> | GN to follow up with centre and communicate with JC |
| <u>4.</u> | <u>Chairman's Report</u> | <p>Thanks again for offering your time for Pembrokeshire County Swimming. It's been a very long time between meetings for various reasons but with last year's finances being audited soon, we are close to catching up on AGMs and setting up a new committee.</p> <p>We need a new Secretary and quite likely a new Welfare Officer (two to share that role would be great if possible). David is doing well for us as Treasurer and of course we are grateful that he is offering us another year! We need to keep spreading the word about getting more people involved.</p> <p>Recent discussion with CN about potentially increasing the roles and responsibilities of the committee, to further assist PCS instead of mainly being composed of club representatives (good for communication between clubs and PCS but less so for having responsibility for supporting PCS). Spreading workload across more volunteers is vital to make an effective, sustainable committee.</p> <p>Point raised about publicity/fundraising responsibility/role. Other job role ideas to be discussed ready for AGM.</p> <p>Suggestion to target academy parents for volunteer roles.</p> <p>GB is here as a guest this evening and is interested in taking on an events based role, which he has unofficially</p> | <u>Next meeting</u> |

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| | | <p>being doing already in a sense in his running of the county champs. GB confirms he is eager to run the champs meet and perhaps some extras.</p> <p>The most recent county champs was a huge success of course and we hope to build on that. Ideas to be discussed in future for changing scoring for a more competitive meet. Perhaps also a change in the running order. CN and GB meeting soon about it.</p> <p>Some grant funding not all spent with various little hiccups. Keep letting me know and providing evidence of spending. I'm not being nagged to complete the review of spending but we will be blocked from gaining funds in the future from these sources until we can evidence all the spending (or return part of the funding).</p> <p>Pembs League return still possible but club numbers still dictate something different may be needed.</p> <p>Long awaited new website is up and running in its initial format. First aim is to improve communication links and awareness of contact details including Welfare Officer. Ideas for information to add/feedback welcome as always. Target is to have codes of conduct and policy information on the website next but this needs work.</p> <p>Fraser Watson interview proposed for Pure West Radio after ML's Welsh Masters record. ML suggested a broader focus than just Masters Swimming because of the recent success of PCS. DA said Fraser does a great job interviewing. Nothing yet confirmed.</p> | |
| <u>5.</u> | <u>Treasurer's Report</u> | <p>See separate documentation for financial information.</p> <p>AGM readiness soon.</p> <p>Funding coming soon for the Daktroniks pads.</p> <p>Handover period with next treasurer a great idea.</p> | |
| <u>6.</u> | <u>Welfare issues</u> | <p>Discussion on improving how safeguarding issues are handled in future.</p> <p>Situation re. communication mix up resulted in the family of a swimmer feeling like they were being ignored by the Welfare Officer. Welfare Officer thought she was doing what she had been advised to do by Swim Wales and stepping back.</p> | ML to investigate this and contact SW about Just Go |

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| | | <p>Confusion ensued because ML and coaches had communication via Swim Wales about this and not directly from the family. Once family made contact with ML and CN, all became much clearer.</p> <p>Parents are happy that any of the details we discussed in the meeting are open for discussion with the committee but ML will use discretion here on a sensitive issue.</p> <p>There are 2 parts to this. One is essentially about a parent being accused of spreading rumours/not following the parent code of conduct. The other is about the steps we can take to improve clarity and communication around safeguarding concerns and how they are dealt with at different stages.</p> <p>ML has already requested a meeting with the accused parent but is awaiting a response to arrange a date. Discussion about potential sanctions such as a verbal warning at this stage depending on the meeting with the accused parent.</p> <p>Various useful suggestions for improvement in safeguarding discussed with the family and are being investigated.</p> <p>New website is already in place and will soon help with making the Welfare role clearer so members know who to contact with concerns.</p> <p>ML to look into recording how to respond best to welfare/safeguarding concerns. Perhaps a policy or something similar on the new website.</p> <p>ML keen to ensure codes of conduct are improved and signed annually, ideally on the Just Go portal or alternatively a form on the new PCS website until Just Go can be used.</p> <p>Disciplinary policy is another area to improve.</p> | |
| 7. | <u>Pembrokeshire Leisure</u> | <p>GN had to leave the meeting but here is a summary: Charges for 23/24 are currently being reviewed - whilst nothing has been agreed the likelihood is that we're looking at a minimum of a 10% increase in membership fees – Local authority & leisure especially facing significant increases in costs so we're looking at a range of options to help address the situation.</p> | |
| 8. | <u>Coach's report</u> | <p>Clubs are still accepting swimmers before passing level 6. They have to have passed level 6 to join a club.</p> | |

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| | | <p>No chairperson currently at Tenby.</p> <p>Some swimmers are uncomfortable with PCS parent actions on balcony. A new parents code of conduct needs to go out soon.</p> <p>New squad structure. Attendance being monitored.</p> <p>Swim Wales Para camp in Manchester. Nick coaching.</p> <p>CN Luxembourg Swim Wales coaching.</p> <p>Looking into costings for a warm weather training camp.</p> <p>Fundraising key to subsidising cost.</p> <p>Idea for committee structure to be looked at to best support the swimmers. More active roles needed.</p> <p>We'd like to push for Swim Wales club of the year as an aim.</p> | |
| 9. | <u>Club Reports</u> | <p>Milford: We want the league back! 😊 About 30 in the club so numbers are building towards what we need to run the event.</p> <p>RAOB: How should we run it in the future? Take what's good about it and use it. CN and GB and ML to meet.</p> <p>Discussion about Water Dragons and learn to swim combined gala to intro waves 6 and 7 intro to competitive swimming.</p> <p>Pembroke: Swimmers not at standard required. They can't get kids into learn to swim program. CN to communicate with Jen.</p> | <p>Meet about meets/RAOB. CN, GB, ML.</p> <p>CN</p> |
| 10 | <u>County Champs 2022</u> | <p>This year's very successful meet raised around £5000. We have previously always retained funds for PCS and dispersed the rest to the clubs.</p> <p>PCS expenses have risen with transport to meets, coaches and swimmers attending more competitions and camps. Nick attended Sheffield for a week for example. SAW an ongoing cost. Increased costs come with our successes.</p> <p>More fundraising needs to be done to cover future costs and we may also need to retain more of the proceeds from our championships.</p> | |

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| | | <p>Long discussion about how funds from this year's county championships should be dispersed, with PCS' funding needs explained in detail by DA. ML asks how much we need to retain in DA's opinion.</p> <p>After discussion and in the light of our significant costs DA suggests that retaining £2500 for PCS from this year's championships is what is needed.</p> <p>Various ideas put forward about what/how clubs should receive a share of the remaining funds. Some proposing development clubs should all apply for any required funds and receive nothing automatically. Suggestion for clubs to instead have a small share each (£100/£150?) and then apply for additional funding as required. ML suggests that a larger overhaul of how we do this would perhaps best be proposed ready for next year, and for this year, a larger amount should go to each club rather than the smaller suggested amounts. Lots more input to this discussion and a fee of £300 to each club was settled on, significantly more than some of the initial suggestions. This leaves an additional pot of £1000 for development clubs to request according to their needs. "Tell us what you need" is the message to clubs.</p> <p>Development clubs should be prepared for the situation that there may not always be county champs funds to be dispersed, especially as our costs increase and we have not fundraised significantly in other ways.</p> <p>Suggestion that next year, clubs should apply for any funds remaining from county champs. This is to be discussed further and decided as part of the planning for the 2023 championships.</p> | |
| <u>11</u> | <u>AOB</u> | <i>Date of next meeting to be decided at a later date.</i> | |
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