

Pembrokeshire County Swimming

Minutes of Meeting – Wednesday 3rd May 2023

	<u>ITEM</u>	<u>Remarks/discussion/Decision</u>	<u>Action</u>
<u>1.</u>	<u>Present</u>	<i>The meeting was held via MS Teams.</i> Matthew Lewis, David Andrews, Craig Nelson, Jen Cox, Gareth Bennett (guest), Katherine Clapham (late arrival)	
<u>2.</u>	<u>Apologies</u>	Nick Russell, Heidi Thomas (Milford rep), Gary Nicholas, 'Tenby rep'.	
<u>3.</u>	<u>Minutes from last meeting</u> <u>Acceptance of Minutes</u>	Minutes reviewed. Proposed – DA Seconded – Katherine	
<u>4.</u>	<u>Chairman`s Report</u>	Thanks for your time once again! We have a few newbies with us tonight and we hope they come back again! We will try our best to encourage that tonight and vote in those who would like to join the committee. I`m working on the return of team competition/a version of the Pembrokeshire League and hope to have a proposal soon. Reminder that the long-awaited new website is up and running in its initial format: https://pembcountyswim.weebly.com/ We hope to add the new Codes of Conduct and new Disciplinary/complaints procedures as a result of this meeting. First aim is to improve communication links and awareness of contact details including Welfare Officer. Ideas for information to add/feedback welcome as always. Fraser Watson interview about Masters swimming in Pems happened in March with ML. I`ll add the link to the relevant facebook post now that my embarrassment has settled down.	
<u>5.</u>	<u>Treasurer`s Report</u>	See separate documentation for financial information. I've been slow turning around some audit papers but am hoping to be good for all years soon. In terms of updates from me: - all accounts balanced and reconciled	

		<p>- Pool Trust - I've provided them the order but have heard nothing since, I've contacted Jon Twigg to see where we are</p> <p>- Distributions from County Champs - paid to 4 clubs; 1 club rejected (per emails)</p> <p>- Concerning the distributions from the County Champs, £300 distributed to each club as initial funding. Any clubs requiring further funds should contact DA or ML and explain their need. In total, DA suggests total amount we can distribute for discretionary items is a maximum of £1,000.</p> <p>- Nationals cancellation - our only exposure is the cost of the relays which Craig paid.</p> <p>Seals paid for Nick and Craig's Swim Wales membership as well as Dave Andrews, Nicala Harding and Nicola Griffiths.</p> <p>DA is in contact with Haverfordwest Pool Trust to push through purchase of timing pads.</p> <p>ML needs recent financial information for Accreditation to Swim Wales through Just Go.</p> <p>Next AGM coming soon once financial documents are ready and approved.</p>	
<p>6.</p>	<p><u>Welfare issues</u></p>	<p>ML update on issue with parent: Made contact. ML to respond in writing as soon as possible.</p> <p>Suggested Targets:</p> <ul style="list-style-type: none"> -Improve Welfare process in club -Publicise welfare role in club -Codes of conduct and disciplinary/complaints procedure improved to help improve processes and to better communicate expectations -Ensure parents are involved and communicated with where possible <p>Various useful suggestions for improvement in safeguarding have been 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>In addition to new documents produced (complaints and codes of conduct), it would be good to have some advice recorded somewhere about how best to respond to welfare/safeguarding concerns. A lot of this will be covered in the new documents already produced. Perhaps</p>	

		<p>an additional policy or something similar on the new website would improve this further?</p> <p>ML keen to ensure codes of conduct are added to website and improved and signed annually. Just Go is not an option for signing codes of conduct electronically. This due to the significant cost. Disappointing but ML will arrange for this to be done using our new website.</p> <p>On a separate issue, ML has contacted a parent about a complaint regarding 'favourites'. Still no response.</p>	
7.	<u>Pembrokeshire Leisure</u>	<p>No increase yet on fees. Clubs/members have been protected as much as possible by the delay in raising prices.</p> <p>Clubs will get a communication before prices go up. 10% most likely. Most prices have gone up 15% so again clubs and members have been protected as much as possible.</p>	
8.	<u>Coach's report</u>	<p>Would like to applaud Swim Wales, especially the events team for attempting to get run the nationals despite various pool technical issues.</p> <p>Sheffield in March successful for 2 swimmers.</p> <p>Squad moves occurred in the last week.</p> <p>Would like to improve attendance, especially sprint squad. Attendance to be added to code of conduct.</p> <p>Jen and Craig still to chat.</p> <p>For the committee, suggestion is to advertise for help in specific roles e.g. publicity officer. Fundraising officer.</p> <p>Also, where can we store useful documents in addition to the website?</p> <p>Meeting about events coming soon.</p> <p>GB: Pick a date diary is going around for fundraising. Would like to start passing around at galas. Could go to a rep from each club.</p>	

<p>9.</p>	<p><u>Club Reports</u></p>	<p>Haverfordwest Leisure Centre has requested that swimmers don't use village changing rooms but only team changing.</p> <p>One complaint about behaviour from swimmers. Apology made.</p> <p>Club numbers are at 280ish. Big increase. Fishguard increase. 7/8 more from Crymych to come. Slow burner of a project but coming along.</p> <p>Get website link out to all members.</p> <p>Tenby? Blocks. No L2 coach to allow diving. Difficulty recruiting volunteers. Grow club and volunteer base with Masters group? Feedback from PCS about swimmers not making it into squad/s? Welfare Officer?</p> <p>Milford: Is there a PCS AGM date? Not yet. Awaiting finances being approved. Need to give member 21 days notice of AGM. Maybe September as usual for PCS AGM.</p>	<p>Meet about meets/RAOB. CN, GB, ML.</p>
<p>10</p>	<p><u>Voting on new committee members</u></p>	<p>Gareth Bennett to be co-opted onto the committee in an events role. No voting right until after AGM if still he wishes to continue the role.</p> <p>Proposed by ML Seconded by DA</p> <p>The committee can also appoint a Secretary and Welfare Officer to fill these vacant roles.</p> <p>Secretary: Nicola Griffiths Proposed by ML Seconded by JC</p> <p>Welfare Officer: David Smith Proposed by ML Seconded by DA and KC</p> <p>Alex Mason to be co-opted to support Welfare Officer as Vice WO and allow us to limit the impact of any personal issues compromising the success of the Welfare role.</p> <p>Co-opted Vice Welfare Officer: Alex Mason Proposed by ML Seconded by DA</p> <p>There were no reservations or questions.</p>	<p>ML to add new details to website</p>

		<p>Welcome to the PCS committee, Gareth, Nicola, David and Alex!</p> <p>Vicki White to be co-opted as a committee member. She is especially keen to help with bringing back the league/team swimming.</p> <p>Co-opted committee member: Vicki White Proposed by ML. Not seconded. Committee members decided that they would prefer to meet Vicki before voting her onto the committee.</p>	
<u>11</u>	<u>Codes of Conduct</u>	<p>New documents produced with input from coaching team and committee.</p> <p>Code of Conduct documents. Proposed by ML Seconded by DA</p> <p>No objections.</p> <p>New Codes of Conduct to be added to website for easy access.</p>	ML to add new details to website
	<u>Disciplinary and complaint procedures</u>	<p>New disciplinary and complaints procedure. Proposed by ML Seconded by KC</p> <p>No objections.</p> <p>New disciplinary and complaints procedure approved by committee and to be added to website for easy access.</p>	ML to add new details to website
<u>13</u>	<u>AOB</u>	<i>Date of next meeting to be decided at a later date.</i>	