AGM Agenda

Date: 19th September 2024, 19:00 Location: PZ Leisure Centre

1. Agreement of Minutes from last meeting

2. Reports
    a. Chairs
    b. Finance
    c. Head Coach
    d. Competitions

3. List of those attending AGM

4. Alterations / Additions to Constitution

5. Election of Executive and Committee members

6. Any other Business

7. Date and time of next AGM meeting.

AGM Minutes

Date: 19th September 24, 19:00 Location: PZ Leisure Centre

Item	Description	Action
1	All in attendance agreed the minutes from last AGM	ALL
2a	**Chairman's Report for the year ending September 2024** It has once again been a great honour for me to be the Chairman of Penzance Swimming Club over the past year; the time has flown by and as a club we have achieved so much. The club has gone from strength to strength, increasing the number of swimmers within the club's ranks, especially with now obtaining pool time at St Ives on a Tuesday and here at Penzance on Sunday's. These sessions will support new swimmers into our club and eventually feed into our Monday & Thursday sessions at Penzance. This is supporting participation in the sport and helping the swimmers improve their swimming ability. We have seen high levels of club representation at a number of galas, with swimmers building on their race times and PBs and working towards qualification for a number of flagship events at both local, regional and national levels. At the Cornwall Counties we had a very large representation of swimmers out of all of the Cornish clubs with this we saw a host of PBs, age group medallists, finalists and champions, many racing at this event for the first time. We saw a group of Penzance swimmers attending the SW Regionals with a number of swimmers achieving PBs and making finals which is a fantastic achievement. We also had swimmers at the British and English Nationals and again winning medals. All of this couldn't have be achieved without the hard work and dedication from our Coach Sean, Nigel & Emma, also from all of our poolside helpers. The hard work and dedication that has gone in from them all is second to none, so I thank them all for their hard work. One of the highlights of the year for me is holding our own club champs, the Fast Five at Christmas and then giving out the medals at our Christmas party. The number of children taking part was outstanding; it was great fun. A thank you to all of the volunteers who supported these events to take place. We also held our summer fun event at the Jubilee Pool and the rain held off for slightly longer this year but it could not dampen the atmosphere and the fun was had by all. We also participated in the cash for kids/Pirate FM fundraising where we swam from Penzance to Paris, hosted cake sales, fundraising at Costa	GB

	and many more fundraising events. We raised a very good sum of money, it was a great achievement by everybody, it was also great fun and it pulled everyone together as a team. The money raised has helped us keep the monthly fees as low as possible, it has enabled us to invest in the coaching team and also arrange long course sessions at the Plymouth Life centre. This year we managed to retain our swim affiliation to enabling us to continue operating the club for another year. Our vision for the future is to complete the enhanced recognition of Swim Mark, which is a lot more work, however this will allow us to source extra funding, which can be invested into the coaching team at the club. We are aiming to support parents of the club to become officials to support CCASA. This will also give us a better chance of holding our own licenced galas. We will continue to hold our internal club champs with the next one taking place in November/December. Prior to a Christmas party, details yet to be decided.. There is still a desire to reinstate water polo with a level 2 coach. It would also be nice to increase our masters numbers by 50% on Friday evenings. My final mention is to the dedication and hard work of the club's volunteers. There is a small army of volunteers who spend a great deal of their own time supporting the club and making sure that it, not only continues, but flourishes. So thank you to our treasurer Tash. Thank you to Andy for being our secretary. Thank you to Carrie for being our competition secretary and supporting all of us with your experience and passion. You haven't just managed the competition role, you have been so involved with much of the day to running of the club. Thank you to Fay as membership secretary. Thank you to Anthony for continuing to guide us with your wisdom, experience and guidance to new committee members. Thank you for Steph for continuing to fill the role of safeguarding officer and helping out whenever called on. A thankyou to Victoria for continuing to oversee our social media and volunteering at events and thankyou to Mags for volunteering and supporting at galas. On behalf of the club I thank you all very much. Glyn Belt Chairman	
2b	**TREASURER'S REPORT FOR AGM SEPTEMBER 2024** At last year's AGM, having just taken on the position of Treasurer, I reported the poor financial position of the Club's main working account with a deficit of approx. £12,000 for the year ending 31st March 2023. I am pleased to report this year that the accounts prepared for the year ending 31st March 2024 have shown a very different position with a healthy surplus generated during the accounting year. This surplus is mostly attributed to the amazing fundraising efforts undertaken during the Cash for Kids competition which raised just over £6,000 in a short amount of time but is also in part due to the work undertaken by the Committee in reconciling swimmers' accounts to recover unpaid monthly fees and gala entries, adding over £2,000 to the Club's working funds. However, even if these two income items are disregarded, the Club would still have 'broken even' by a small margin, which highlights that the extra financial vigilance by the Committee, coupled with a sustained increase in fee paying members, has turned things around.	NA

	Analysing the income and expenditure into different areas provides a better understanding to inform future budgeting and this year the accounts showed the following: 1. Squad training costs, which are the pool hire & coaching and teaching costs associated with those training hours, are now being fully covered by the monthly fees paid for swimmers, whereas last year there was a deficit of £5,000 for this category. 2. Annual swimmer membership fees paid has generated a small surplus after deduction of Swim England membership fees and this goes some way towards covering administration costs like Club Organiser, meeting room hire, IT expenses etc. 3. As you would expect the Fundraising category had the greatest surplus of just over £8,000 generated by Cash for Kids, cake sales, swim shop kit sales, fees charged for operating the timing system at meets held in Penzance and the bi-annual Club Championships. 4. The only category showing a significant, but unavoidable, deficit is Competitions where the Club's expenses in paying card processing fees and providing coaching support at galas, particularly away meets, far exceeded the income received as swimmers' gala payments. However, this year the deficit of just over £5,000 has been reduced from last year as a result of more careful consideration of which galas the Club attends and the introduction of the £5 Club support fee when a swimmer enters a gala. Looking ahead to the next financial year the Committee will need to keep being mindful of expenditure and continue with fundraising events like the Club Championships to help ensure that the accounts still balance at year end and with a current monthly fee paying membership of approx. 150 then easier ways of collecting payments will also need to be reviewed to reduce the administrative effort.	

PENZANCE SWIMMING ASSOCIATION AND WATER POLO CLUB

BALANCE SHEET AS AT 31ST MARCH 2024

	Notes	2023/24 £	£	Notes	2022/23 £	£
CURRENT ASSETS						
Stock (club kit)	1	450		1	300	
Cash at Bank & in hand	2	36886			32813	
			37336			33113
CURRENT LIABILITIES						
Creditors and Accruals	3	1769		3	7184	
Deferred Income	4	954		4	1011	
Total Current Liabilities			2723			8195
TOTAL ASSETS LESS CURRENT LIABILITIES			**34613**			**24918**
RESERVES						
Income and Expenditures account b/f			24918			37278
Add/(less) surplus/(deficit)			9695			(12,360)
			34613			**24918**

PENZANCE SWIMMING ASSOCIATION AND WATER POLO CLUB

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2024

1 STOCK LEVELS

Stock levels are reasonable estimates not actuals.

2 CASH AT BANK AND IN HAND

Balance held at close of business on 31st March 2024 with Barclays Community Current Account and Barclays Business Premium Account.

3 CREDITORS

2023/24: Amounts falling due within one year: Coaching & Teaching Invoices for March 2023, OMS Invoice
2022/23: Amounts falling due within one year: Coaching Invoice for March 2023, Swim England OMS Invoices issued before 31st March 2023, Gala payments to Carn Brea & Helston and CCASA for galas held January to March 2023

4 ACCRUALS

2023/24: Gala payments identified as relating to galas to be held in the next financial year 2024/25, namely Newquay Easter Meet & SW Regionals entries

2022/23: Gala payments identified as relating to galas to be held in the next financial year 2023/24, namely Newquay Easter Meet & Plymouth L3 entries.

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2024

INCOME	2023/24 £	£	EXPENDITURE	2023/24 £	£
Administration			**Administration**		
Bank Interest	287		Club Organiser	259	
			Room Hire	90	
			Other	78	
		287			427
Membership			**Membership**		
Swim England	7,387		Swim England	6,149	
		7,387			6,149
Session Training			**Session Training**		
Monthly Subs	37,114		Session Coaching	11,093	
Back Payments 23/24	1,067		Pool Hire	24,174	
		38,181			35,268
Competitions			**Competitions**		
Gala Entries	13,237		Gala Payments	12,507	
			Coach Support	5,752	
		13,237			18,259
Fund Raising			**Fund Raising**		
Swimshop			**Swimshop**		
Sales	575		Refund	16	
Closing Stock (est.)	450		Purchases	696	
	1,025		Opening Stock (est.)	300	
				1,012	
Profit of Swimshop		13			
Events			**Events**		
Club Events	3,253		Event Expenses	1,116	
Cash4Kids	6,167				
		9,420			1,116
Other Receipts			**Other Expenses**		
Timing, C Path, W Hunt	1,361		Training courses	844	
Back Payments 22/23	1,874				
		3,235			844
SURPLUS/ (DEFICIT) FOR THE YEAR					9,695
		71,758			71,758

INCOME	2022/23 £	£	EXPENDITURE	2022/23 £	£
Administration			**Administration**		
Bank Interest	49		Club Organiser	595	
Miscellaneous	19		Hytek MM	263	
			Computer Eqpt	790	
		68			1,648
Membership			**Membership**		
Swim England	4,946		Swim England	4,363	
		4,946			4,363
Session Training			**Session Training**		
Monthly Subs	26,762		Session Coaching	7,657	
Back Payment	240		Pool Hire	24,307	
		27,002			31,964
Competitions			**Competitions**		
Gala Entries	8,437		Gala Payments	9,871	
			Coach Support	5,087	
		8,437			14,958
Fund Raising			**Fund Raising**		
Swimshop			**Swimshop**		
Sales	357		Purchases	0	
Closing Stock (est)	300		Opening Stock (est.)	1,163	
	657			1,163	
Profit of Swimshop		(506)			
Events			**Events**		
Club Champs F5	480		Event Expenses		
		480			0
Other Receipts			**Other Expenses**		
Western Hunt	145		Other		
		145			0
SURPLUS/ (DEFICIT) FOR THE YEAR					(12,360)
		40,573			40,573

2c &d

Head Coach Report

SH

Annual Summary 2023/2024

Training:

Training has continued as in previous years with the addition of training for Masters on Monday and Friday mornings plus Friday evening. We do however only have 3 or 4 regular Masters plus 3 or 4 occasional Masters. Despite continuing to request the re-instatement of our additional hour in the evenings on Mondays and Thursdays it now feels that this has gone for good. As such we have recently taken on additional training at St Ives and on Sundays at Penzance to cater for the increased demand in members. We started the year with 65 swimmers in the Improvers/Development Squad and 64 swimmers in Junior and Senior Performance with a total of 129 swimmers. By the end of the year numbers in the Improvers 2/Development Squad were stable at 65 swimmers with 62 swimmers in the Junior and Senior Performance Squads with a total of 127 swimmers. Numbers in all squads have stabilised due to the natural limits imposed as lanes are full, hence the need to secure additional training at other times and venues, leading to an increase of an additional 17 members in Improvers 1 with a total of 144 members, an increase of 14% which should continue to increase next year as capacity at St Ives is reached. In terms of progress 10 swimmers from the Improvers/Development Squad were promoted into the Junior Performance Squad and continue to train there.

	Competitions: This year a total of 18 Competitions were entered (19 last year) by 88 swimmers (not all swimmers entered all competitions) (85 swimmers last year). These included Level 3/4 Open Meets, Development Galas, County, Regional and National events as well as our own Club Championships. Not including the Club Championships, swimmers competed over a total of 1463 swims (1402 last year) achieving 1119 (1029 last year) Personal Best times (76% PB conversion rate) and won 165 Gold medals, 151 Silver medals and 131 bronze medals = a total of 447 medals!!!! (30% Medal conversion rate). Huge Congratulations to all of our swimmers who have trained and competed to the highest standards all year long and massive thanks to the committee, the pool side helpers and especially our young volunteers who turn up each week to help make all of this happen.	
3	Victoria Whitaker Fay Mayo Julia Luxton Christine Foulds Emma Hope Hannah May Evie Belt Mags Pellow Steph Homes Glyn Belt Natasha Aly Andy Hoskin	
4	None	

5

Position	Nominated	Proposed	Seconded	Vote result
President	Emma Hope	GB	TA	
Chairman	Glyn Belt	FM	TA	
Secretary	Andy Hoskin	GB	SH	
Treasurer	Natasha Aly	AH	EH	
Membership Secretary	Fay Mayo	-	-	Fay requested to stand down committee to find a replacement.
Competition Secretary	Carrie Richards	VW	AH	
Water polo Secretary	Anthony Stevenson	AH	GB	
Committee Member	Victoria Whitaker	AH	EH	

	Committee Member				
	Committee Member				
	Committee Member	Mag's Pellow	SH	CR	
	Committee Member				
	Committee Member	Julia Luxton			New member
	Welfare officer – Steph Homes				
5	None				
6	September 25th September 2025				