

# Academy Swim Team (AST) - Committee Meeting

*Concise minutes for publication to members*

<b>Date</b>	Wednesday, 20 May 2026
<b>Time</b>	20:00-21:45
<b>Location</b>	Burnham Community Centre, Room 1, with online attendance
<b>Purpose</b>	Routine committee meeting following the SGM, covering governance, finance, membership, coaching, welfare, fundraising and future planning.
<b>Attendees</b>	Lewis Plume, Gary Elliott, Vicky Shortland, Sally Jeffries, Nic Hazelton, Mark Jimmieson (Virtual), Nicola Freeman (Virtual).

## 1. Welcome and apologies

The committee meeting opened following the SGM. The committee noted that the agenda had been prepared before recent role changes, so some items had already moved on or would be picked up under wider discussion.

## 2. Previous actions and governance updates

- Previous actions relating to member communication about formal roles and final handover were closed.
- Banking access and signatory arrangements remain a priority so the Treasurer can fully carry out the role.
- GoCardless, SE Motion and membership/payment records had been reviewed and reconciled.
- The urgent need for a register tablet had been resolved through a donated iPad and a new register system.
- SE Motion/admin training remains to be arranged.
- DBS and safeguarding records need checking to close gaps and confirm expiry dates.
- The Vice Chair e-learning requirement had been completed.
- The pool hire increase was discussed and recorded as having been challenged before being set at 7%.

## 3. Finance

The Treasurer reported that the club is under financial pressure and that full access to banking records is required urgently to complete accurate reconciliation. Current modelling suggests the club can remain positive by year end, but only with careful control of costs, recruitment growth and additional income through fundraising and grants.

The committee discussed squad fees and agreed not to apply an immediate increase. Fees will be reviewed at the end of the financial year in September, alongside a wider finance and strategy review. The committee also agreed to progress the independent examination of accounts, with Maxwells identified as the preferred option unless another suitable provider is confirmed quickly.

## 4. Membership and recruitment

Recent recruitment activity has produced new joiners/trials, and recruitment marketing will continue. Membership records and Swim England claim/registration arrangements are being tidied to ensure swimmers are recorded correctly and fees are properly managed. The junior pathway was identified as a key priority for the long-term strength of the club.

## 5. Welfare and safeguarding

The committee discussed the need to strengthen the Welfare Officer structure and ensure that welfare responsibilities are clear, contactable and compliant. Further discussions will take place with those interested in supporting welfare roles.

## 6. Coaching

Head Coach Nic Hazelton asked to be copied into all swimmer-related communications, including trials, squad moves and squad changes. The committee agreed this should happen immediately. Squad move emails should also include the relevant training times and session information.

## 7. Positive developments

- A new admin/register system is being developed to improve attendance tracking, communication and fee administration.
- Recent club social activity and the Cotswold final were viewed positively for swimmer morale and club atmosphere.
- The committee discussed friendly gala opportunities to give more swimmers racing experience and support fundraising.
- Grant research and fundraising planning are progressing.

## 8. Fundraising and events

The committee discussed the pool open day on 20 June 2026, including a cycling challenge, possible pool-lane activity if available, cake sale, raffle, games and business prize donations. Funds raised will support club equipment and transport linked to competitions and galas. The committee also discussed a summer fun gala/social event, with the date and venue to be confirmed.

## 9. Website, systems and branding

A refreshed club website/admin dashboard and possible logo update were discussed. The committee was positive about improving systems and presentation but agreed that changes should be prioritised carefully alongside urgent finance and governance work. Any future kit or logo changes would be introduced gradually.

## 10. Other business and next meeting

A quiz night at the Ritz Social Club was noted for later promotion. The next meeting was confirmed for Wednesday, 10 June 2026 and will focus on finance and strategy. Future committee meetings will be scheduled further in advance where possible.

## Public action summary

Action	Owner	Due / timing	Status / note
Resolve banking access/signatory arrangements for the Treasurer.	Trustees	Urgent	In progress
Check DBS/safeguarding records and expiry dates.	Relevant officers	ASAP	In progress
Progress Welfare Officer support arrangements.	Committee	Before/around next meeting	In progress

Review club finances and squad sustainability.	Committee	10 June / September review	Scheduled
Continue recruitment and junior pathway work.	Committee / coaches	Ongoing	In progress
Plan pool open day fundraising activities.	Committee / volunteers	20 June 2026	In progress
Confirm summer fun gala/social date and venue.	Committee	ASAP	In progress