



Letchworth Swimming Club - Annual General Meeting 7.30pm Wednesday 11th December 2024

Minutes

1. Welcome – by Chairman
2. Attendees, Holly Robertson, Mel Godfrey, Lisa Akerman, Ann Tomlin, Jo Watson, Liz Cunningham, Amber Etra Jo Smith and David Hogg – quorum reached
3. Apologies for absence – Emma Hardy and Paul Griffin
4. Previous Minutes - Agreed
5. Matters Arising - None

6. Chairman's report – Report Approved

It has been my absolute pleasure to have been the Club's Chairman. It was with a heavy heart that I notified the Committee recently of my intention to step down from my role. I will be standing again today, as I have offered the Committee a six month notice period, making my latest date with the Club as Chairman the beginning of May 2025. I will work to support the Committee as they deem fit to find a replacement for my role.

Once again, our Treasurer will report shortly that the Club remains in good financial health. As ever, the Committee has worked hard to balance the ethos of the Club of ensuring our pricing allows as large a part of the community as possible to have their child swim with us, with the ongoing inflationary cost pressures that continue to come our way. We also had some forced training venue changes during the year, which impacted costs, but the Club has managed them well.

I am pleased to announce that we have added new members to our Committee in 2024, all of whom share the Club's passion for what we do.

As Chairman, each AGM is always a chance to reflect back on another action-packed year for the Club. There are always too many highlights to count. The joy of watching someone learn to swim, through to watching members of our Squad smash a PB, and many more besides.

None of this is possible without the support, drive, passion and determination of everyone that volunteers for the Club. I would like to send a huge thank you to all of the teaching staff, support volunteers, and the Committee for their tireless work, without which the club would not function.

Finally, I want to again send sincere thanks to all the swimmers and their supporters. Their commitment to the Club is unwavering. Seeing all the swimmers in the water, learning, training and having fun remains the biggest reward for all of us connected with the Club.

7. Treasurer's report – see attached audited accounts - Report approved

Good Evening and welcome, I am Ann Tomlin and am the Treasurer for Letchworth Amateur Swimming Club

As our chairman has mentioned the Club remains in good financial health. The year end accounts have been Audited and certified as a true and correct record of the club's affairs by Katia Cousins (independent examiner) who is happy to remain in office

Each year the Club attempts to make lessons and squad fees as affordable as it possibly can, setting the Annual budget to achieve a breakeven position. The 2023/24 Budget setting process proved especially tricky. The Club anticipated it was going to see major changes in Pool Hire , the cost of which were unknown.

The actual 2023/24 year end position for the club is an excess income over expenditure of £3,181.12, this includes the effect of £700 Awards evening costs not accrued in error.
(excess income over expenditure 2022/23 £3,177.85)

In April 2024 the contract for the Management of the Leisure Centre transferred to Everyone Active and we budgeted for an expected significant increase in Pool hire charges. The actual Hourly increase they made for the main pool was only 6.7% (SLL £410 to EA £437.50 per session). The club took the opportunity of the change in Management to negotiate for the use of the teaching pool which costs an additional £150 per session.

St Francis College gave the club notice to quit, forcing us to seek alternative pool time for squad sessions. The cost of using St Francis and a lifeguard was £310 per session, The total cost of the 2 venues currently being used for Squad is slightly lower but pool space is not ideal resulting in a smaller squad.

Significant year on year variances we can see from the accounts include:-

Income from Subscriptions - £2,353.19. Increase in Fees received due in part to estimated cost of pool hire being lower than anticipated (See above)

Grants & Donations - £1,497.00. This year the club applied to the Letchworth Garden City Heritage Foundation for a grant and were awarded £1497.00 to fund two Level 2 and four Level 1 teaching courses.

Hire of Leisure Centre - £2,287.53 increase . The cost of North Herts Leisure Centre pool hire is shown here. The teaching pool and 3 lanes for Squad training on Thursday evenings from September 2024 are included here for the first time.

Equipment & Books - £1,181.56 increase. The cost pool side equipment is shown here. In 2023/24 Two new equipment baskets were purchased at a cost of £1082.99

Affiliation Fees - £884.65 increase. The cost of ASA membership and Peanut and Major League entry fees are shown here. League fees increased from £300 pa to £400 pa in 2023/24

Training - £1,122.00 increase This year the club has funded 12 Safeguarding courses, 4 x level 1, 1 x level 2 teaching courses as well as other CPD courses for existing teaching staff.

Awards Evening - £757.67 decrease. The cost for the November 2024 Awards evening is shown here. Missed accruals £700 (£300 Elim church balance and £400 Dance floor balance)

Subscription Collection Charges - £637.86 decrease –We no longer process subscription collection using London & Zurich, fees are now processed using the Spond system who apply collection charges directly

If you have any questions about the accounts presented please do not hesitate to contact me using the Treasurer email to be found on the LASC website.

Ann Tomlin confirms that Katia Cousins (Independent examiner) remains in office.

8. Coaches report – Mel Godfrey remains as Head Coach – Report approved

2024 has been a year of many achievements, with swimmers progressing in their Awards and Distances, squad swimmers setting new personal best times and long standing club records being broken.

The squad were challenged after the loss of its training facilities, and we have had to adapt to coaching less pool hours at two new training venues.

The change of contractor at NHLC has proved to be positive so far.

Swimmer achievement this year has been truly outstanding. Well done to all swimmers for progressing in their Awards and Distances and Congratulations to the swimmers having achieved 410 personal bests & 49 Club Records.

In both the Herts Major and Peanuts League, we improved on last year's position, coming a very respectable 7th in highly competitive divisions.

During the summer we held another successful Club Champs for all club swimmers, and our Colin Davies Gala where Letchworth fielded two teams and won the trophy! It's probably worth mentioning here that the outdoor pool is an incredible asset for us and Letchworth Garden City.

Congratulations to our new teaching volunteers for successfully completing their teaching qualifications.

The club cannot function without a team of dedicated volunteers and my thanks go to the committee, teaching & coaching staff and all our volunteers. Their dedication and hard work ensures that the club continues to flourish and improve year on year.

Finally, I would like to thank the Letchworth Heritage Foundation for their continued support and funding towards the teaching course costs.

9. Child welfare officer's report

Nothing of note to report all DBS up to date and safeguarding policies implemented

10. SwimMark officer's report – Report approved

The club successfully completed this year's SwimMark Essential Club accreditation health check.

Swim England has paused the SwimMark accreditation scheme whilst it creates a new framework to support the long-term development of clubs. Clubs must continue to ensure they meet the mandatory requirements of Club Affiliation.

11. Election of officer's and committee

All officers stood down and happy to re elected except David Hogg who will be stepping down in May 2025 if not before if a replacement is found.

Officer's re-elected to the following positions, **committee confirmed that Emma Hardy remains the appointed Welfare Officer.**

<u>Post</u>	<u>Name</u>	<u>Nomination</u>
Secretary	Holly Robertson	Proposed – Mel Godfrey Seconded – Lisa Akerman
Treasurer	Ann Tomlin	Proposed – Holly Robertson Seconded – Mel Godfrey
Membership	Jo Smith	Proposed – Holly Robertson Seconded – Mel Godfrey
Awards	Chris Boar	Proposed – Holly Robertson Seconded – Mel Godfrey
Chair	David Hogg	Proposed – Holly Robertson Seconded – Mel Godfrey
	Jo Watson	Proposed – Holly Robertson Seconded – Mel Godfrey
	Amber Etra	Proposed – Holly Robertson Seconded – Mel Godfrey
Officials	Lisa Akerman	Proposed – Holly Robertson Seconded – Mel Godfrey
	Paul Griffin	Proposed – Holly Robertson Seconded – Mel Godfrey
	Liz Cunningham	Proposed – Holly Robertson Seconded – Mel Godfrey
Head Coach, Workforce, Affiliation, Gala	Mel Godfrey	Proposed – Holly Robertson Seconded – Lisa Akerman

12. Not transacted

- To decide on the dissolution of existing honorary and/or Life membership categories.
- To decide on any resolution which may be duly submitted in accordance with Rule 9.6;

Any member shall be entitled to put any proposal for consideration at an Annual General Meeting provided the proposal in writing is received by Secretary not later than **21** days prior to the published date of the meeting.

Reason: No proposals received

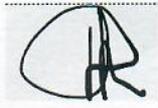
- To elect or reaffirm the Custodians of the Club.

13 AOB

No AOB

14 Approval

These minutes have been reviewed and signed-off by:



Signature:

Name: Holly Robertson (Confirms minutes have been reviewed via email by committee members)

Position: LASC Secretary

Date: 10/06/2025

Signature: 

Name: Liz Cunningham

Position: Chair

Date: 15/7/25