

**York City Baths Club**  
**69<sup>th</sup> Annual General Meeting 2019 - Minutes**

**27<sup>th</sup> February 2019 @ 6:15pm**

**Bramley Room, New Earswick Folk Hall,  
Hawthorn Terrace, York, YO32 4AQ**

Item No.	Minute
<b>1</b>	<p><b>Apologies for Absence</b></p> <p>Heather Robson and Laura Young.</p> <p>11 YCBC Members attended and 4 members of the Committee hosted the 69<sup>th</sup> AGM. Introductions were provided from the Chair and Executive Officers, John Suddes (President), Steve Creighton (Chairman), Alison Pickup (Honorary Secretary) and David Jordan (Honorary Treasurer).</p>
<b>2</b>	<p><b>Minutes of the 2018 Annual General Meeting and Matters Arising From There</b></p> <p>Received by all.  Proposer – Nicola Gibbons  Seconder – Duncan Brown  2018 minutes accepted.</p>
<b>3</b>	<p><b>Annual Report</b></p> <p>JS explained that this year the annual report was a consolidated report that brought together inputs from Steve Creighton, David Jordan, Alison Pickup, Nicola Gibbons, Mandy Aitken &amp; Josh Spencer. DJ outlined the rationale for this – to avoid overlap.  KJ said that the report was easy to read, and was well done.  SC said that it provided a more cohesive story.  JS said that it was a good read, and covered the main areas that the club had been focussing on over the last year.  DJ said that there would be more detail regarding finances on the Treasurer's Report which has yet to be finalised, but would be circulated in due course.</p> <p>DB said it was a shame there was no mention of the Masters World and European Champion in the report.  KJ pointed out that this information was included.  SC said that all the medals won by Emma Wills had been listed in the report.  DB apologised for the oversight.  TE said that the report was a good summary and was easy to read. Just 1 observation re the medallists, could they be named next year, as this provides a good opportunity to promote the swimmers and the Club.  SC said that these are covered throughout the year in the individual news articles, which are available on the website.</p> <p>TE regarding Membership – now there is good visibility of the numbers in Teaching and Training, do the committee know how things stand in terms of the average number of swimmers vs. the capacity. He pointed out that this information is key to the successful financial management of the club.  DJ noted the numbers again and confirmed that month-on-month the numbers are looked at, so it is possible to monitor.  AP added that this is monitored on a monthly basis.</p>

	<p>JS pointed out that the only group where the committee has no visibility of numbers is Masters. CB confirmed that this is a moving figure.</p> <p>TE confirmed that, if they all turned up to swim at once then they would have a problem.</p> <p>NG asked how they manage capacity at their sessions.</p> <p>JS asked NG if this is a formal question that should be brought forward outside the remit of the AGM, as although Masters believe that it is not a problem, maybe this causes a problem for the Club. NG did not see this a problem. Masters have to manage and adhere to pool operating procedures and maximum numbers just like all squads.</p> <p>TE regarding Service Providers, in 2018 the Govt changed the rules for service providers in the public sector in terms of the way that they are treated for tax purposes, and this rule change will be rolled out to the private sector in the spring briefing, meaning that there will be new payroll rules in 12 months' time. Current service provider contracts may need to be reviewed to take account of this rule change.</p> <p>JS asked if TE would be in a position to offer advice away from the AGM about this, and provide advice to the committee.</p> <p>SC pointed out that our service providers are responsible to their own tax affairs.</p> <p>TE said that it would still be a good idea to review the service provider contracts.</p> <p>JS asked if TE would be able to support the committee in doing this.</p> <p>Report accepted.</p>
4	<p><b>Presentation of the Accounts for year ending 31<sup>st</sup> December 2018</b></p> <p>DJ apologised – he has not had time to prepare his analysis, but will do so, and will make this available.</p> <p>Headlines – draft accounts show profit of £10k+, which is £2k up on last year.</p> <p>The main reason we made more was from the Club gala, but we also received additional income in 2018 from the Big Swim.</p> <p>Our income and expenditure were similar, 'we made more but spent less?'</p> <p>Fees remain the biggest proportion of our income, circa 71%</p> <p>2017 – 34% Teaching, 66% Training</p> <p>2018 – 32% Teaching, 68% Training</p> <p>There will be a similar trend for this year</p> <p>Last year average numbers</p> <p>2017 – 238 Teaching, 153 Training</p> <p>2018 – 222 Teaching, 156 Training</p> <p>Budget 2019 – 218 Teaching, 154 Training</p> <p>Gala – we were concerned about moving the date, but this worked out well.</p> <p>Entries were 20% higher at 2,500.</p> <p>Costs were higher, but we made over £1k more than last year</p> <p>We have booked the same weekend for 2019 '1 week later' (yes, one weekend later)</p> <p>Pool costs – similar to last year</p> <p>The budget for 2019 includes provision for a 4% increase in costs</p> <p>We have dropped the Friday evening session at The Mount</p> <p>On a Wednesday, Regional Squad have moved to Yearsley, but we have retained the session at the Mount for the time being as a contingency.</p> <p>SC explained the logic of this, in that we fear that New Earswick pool remains vulnerable, and this would impact our Friday Teaching session. In terms of the cost of retaining an extra session at The Mount vs. the availability of pool time, the committee decided it was best to keep the Wednesday evening slot, as having sought feedback, Fridays are not thought to be a great night for anyone.</p>

	<p>Service Providers – costs have increased, as we now have two paid assistant coaches, and a lead coach for Junior Club Squad.</p> <p>Equipment – 2 x tablets were purchased, which are used by the coaches to provide instant feedback to swimmers on technique. These were purchased using commission accrued on parental purchases through ProSwimwear.</p> <p>National event fees and clothing for qualifiers is also a higher figure, reflecting the greater number of qualifying swimmers in 2018.</p> <p>Swim England fees and Gala fees – the collection of these fees is now more orderly, and they are dealt with on an ‘in and out’ basis.</p> <p>Training costs are lower as we had fewer Level 1 swimming teacher and NRSTAC courses to fund, although we are anticipating a rise in 2019 – indeed there has to be as there is a need for more Level 2 teachers.</p> <p>Transactions overall are 10% up, reflecting the fact that more people are choosing to make their payments by BACS.</p> <p>The Committee made a unanimous decision to hold swimming fees at the same level in 2019 – in view of the profit, the decision was made to ‘give something back’. On the basis of the budget, we are predicted to make a small loss, which is the same position as we were in last year, but the budget has been worked out on a pessimistic basis. JS said that it was prudent to run the budget on this basis.</p> <p>SC said that the files were all currently with the Independent Examiner, Annette Barker, who is behind due to her professional workload. A summary of her comments will be published in due course. TE asked if Annette was happy to continue for 2019, and JS pointed out that this is the next agenda item.</p> <p>TE noted that there was an item in Expenditure referring to ‘Staff Costs’ and suggested that this should be amended as YCBC do not have any staff. DJ will amend this reference accordingly.</p>
5	<p><b>Appointment of the Independent Examiner of the YCBC accounts</b></p> <p>SC confirmed that Annette Barker is happy to continue to act as Independent Examiner.</p>
6	<p><b>Proposed Membership Subscriptions for 2019</b></p> <p>The proposal is that the full YCBC Annual Membership Fee be retained at £42.00 for 2019/20, and that the Associate Membership Fee be retained at £10.75.</p> <p>All voted in favour of this (9 in audience, and 4 on top table).</p>
7	<p><b>Election of the Executive Committee for 2019</b></p> <p>SC said that, other than the nominations received and previously circulated, the committee had since received some other interest, including someone interested in being a General Member. They can be co-opted on to the committee at a later date.</p> <p>SC said that there had also been others who had come forward wishing to support the committee on a less formal basis, and the committee would be following this up with the individuals.</p>

	<p>SC said that the committee need to do a better job at articulating what support is needed, and a document has been written, which will be circulated in hope that other offers of help will be forthcoming. Primarily, the committee have been looking at admin roles which could be separated out to make the workload more manageable.</p> <p>SC pointed out that the committee had already undertaken various initiatives in 2018 aimed at increasing the number of parents involved in the running of the Club – at the start of the season each squad had a parents meeting lead by the coaches, and a member of the committee was present and spoke at each of these stressing the need for parental involvement, and some interest was expressed after this.</p> <p>DJ said that parents are more likely to be interested when things are not running smoothly.</p> <p>SC said that there is possible a need to refresh some of the committee roles, and this is something that we have been looking at, e.g. the Workforce Coordinator which overlaps with the role done by our Teaching Coordinator.</p> <p>CB asked if SwimMark dictates expectations in terms of the roles our committee should include? DJ said that this is detailed in the Club Constitution, which is standard across constitutions, and it has not changed for years.</p> <p>NG said that the constitution can be changed, and it could then be put forward for approval by Swim England.</p> <p>CB asked if we still had a Welfare Officer, noting that this is no longer a committee role. SC confirmed that Caroline Ryder will continue to act in this capacity.</p> <p>Nominations received as per the list circulated. All voted in favour of the proposed members.</p>
8	<p>The meeting concluded at 6:49pm</p> <p>Subsequent to this CB asked about YCBC supporting training of teachers etc. JS explained that the committee had looked into this following the point being raised at last year's AGM, and the conclusion was that we don't have anyone who could do this and would not be able to secure the necessary pool time – Level 1 is 4 x full days, and Level 2 is 8 x days.</p>

<b>Proposed</b>	
<b>Seconded</b>	
<b>Approved</b>	