

Academy Swim Team (AST) - Committee Meeting

Public minutes for members

Date	Wednesday, 10 June 2026
Time	19:00 - approx. 20:43
Location	Virtual meeting
Public note	These minutes summarise club business and decisions suitable for member/public circulation. Confidential governance, finance administration and safeguarding/person-specific discussions have been excluded or anonymised.

1. Welcome and meeting purpose

The committee met to review outstanding actions, finance and administration, membership, coaching, welfare arrangements, upcoming events, Fitness Squad arrangements and future meeting planning.

2. Governance and administration

The committee reviewed outstanding governance and administration actions. Bank access and financial administration remain priority items, and the committee is considering the most practical way to ensure current trustees can manage payments and records efficiently.

The updated club constitution is now live on the website. The committee will continue tidying related records and document storage.

3. Finance update

A detailed financial update was limited while banking access and payment administration are being resolved. Outstanding routine payments were noted and the committee agreed that payments linked to swimmers, meets, coaching and pool hire must be prioritised.

The committee remains committed to improving financial controls, simplifying payment tracking and ensuring gala/meet income is used appropriately to support club activity, coaching and swimmer opportunities.

4. Secretary and admin system update

The club's new admin tools are progressing, including registers, meet charging, meet packs, masters pay-as-you-go billing and coach-hours tracking. The committee was positive about the system because it should reduce manual admin and improve accuracy.

A staged transition will be considered once the committee is confident the system is ready.

5. Membership update

Junior recruitment and trials remain positive. Recent trials have led to new joiners, with further swimmers expected to join in July. There is currently no need for a waiting list.

Swim England records are being maintained and updated as swimmers join or change categories.

Photography preferences have been updated and are now included clearly in meet day packs for team managers.

6. Coaching update

No major squad changes are planned immediately, except routine age/eligibility-related movement where appropriate.

The coaching team reported positive trials and stable poolside support. Volunteer training and records are being tidied.

The committee supported further local collaboration opportunities, including joint training or gala activity where appropriate and safe.

The club remains supportive of giving swimmers opportunities to take part in relay events, including County relays, subject to final entry planning and sensible cost control.

7. Welfare update

No new welfare concerns were reported for public committee awareness.

The committee reviewed welfare administration and agreed that appropriate email/system access and support arrangements should be kept up to date. The club will seek external governing-body advice where needed to ensure any sensitive matters are handled consistently, fairly and safely.

8. Event planning

20 June Pool Open Day / Fundraiser: The committee confirmed that a swimming element can be added alongside the cycling challenge. A reminder will be sent to members, and the committee will continue organising cakes, volunteers, equipment and coordination.

4 July Fun Gala & BBQ: The date and after-event venue are confirmed. The committee is reviewing attendance and may invite additional local clubs so the gala works well for swimmers. Food planning will follow once numbers are clearer.

27 July Quiz Night: A quiz night is planned with teams of up to six, £1 per person, an 8:00pm start and questions from 8:30pm. Further member communications will follow.

9. Fitness Squad discussion

The committee discussed the Fitness Squad offer and agreed that communication needs to be clearer. The current offer is based on hours per week, not sessions.

The coaching team will review options and bring back recommendations on how best to manage capacity, fairness and any additional training beyond the standard Fitness Squad entitlement.

10. Positive developments

AST was recognised as the top Masters team in Somerset, reflecting the strength and growth of the Masters section.

Trials, recruitment, new admin tools, member engagement and local collaboration were all noted as positive developments.

11. Future meetings and close

The committee expects to meet monthly while key governance, finance and administration items are being resolved. Additional short meetings may be arranged for specific urgent matters.

The meeting closed at approximately 20:43.

12. Public action summary

Action	Owner	Due / timing	Status / note
Continue resolving banking/payment administration so current trustees can manage club finances effectively.	Committee	Urgent	Priority governance and finance action.
Continue staged development of registers, meet charging, meet packs and payment/admin tools.	Committee	Ongoing	Aim is to reduce manual admin and improve accuracy.
Send updated 20 June fundraiser communication including the swimming element.	Committee	Before 20 June	Member reminder to follow.
Confirm volunteer cover and equipment for 20 June fundraiser.	Committee / volunteers	Before 20 June	Cakes, gazebos, music and rota to be finalised.
Review 4 July Fun Gala attendance and invite additional local clubs if needed.	Committee	ASAP	Food planning to follow once numbers are clearer.
Send member communication for 27 July quiz night.	Committee	When final details are ready	Teams of up to six; £1 per person.
Review Fitness Squad arrangements and communicate clearly that the current offer is hours-based.	Committee / coaching team	ASAP and ongoing	Further recommendation to return to committee.
Plan future committee meetings further ahead.	Committee	Ongoing	Monthly meetings likely in the short term.