Academy Swim Team (AST) - Committee Meeting

Concise draft minutes for publication to members

Draft for committee approval. Public version.

Date	Wednesday, 21 October 2026
Time	18:00 scheduled start; meeting end not formally recorded
Location	Online - Microsoft Teams
Attendees	Lewis Plume, Victoria Shortland, Nicole Freeman and Sally Jeffries
Apologies / absences	Apologies: Gary Elliott, Abbie Plumley and Ant Collins. Mark Jimmieson was absent; no apologies or other communication received.
Status	Draft for committee approval; member circulation after approval.

1. Welcome and apologies

Four committee members attended. Apologies and absence are recorded above.

2. Previous minutes and matters arising

The minutes of 30 September were reviewed through the outstanding action list; no amendments were raised. Club Championships information had been issued and the Members Portal self-led land-training programme is live. Additional poolside support is progressing, subject to completion of the relevant checks.

Feedback on the young-swimmer pledge and accessible anti-bullying materials remains in progress. The separate review of remaining club policies is outstanding.

3. Financial update

The bank mandate forms have been signed and are awaiting submission with the required supporting documents. An up-to-date financial report was not available. The committee will follow up bank access and financial information.

4. Club Championships

Preparations continue for 17 and 19 November. Entries were reported to be progressing well, with younger swimmers taking part and volunteers coming forward. Further short, clear member communications and coach conversations will encourage participation.

Medals and team competition arrangements remain in planning. A buddy approach for first-time competitors was suggested for consideration. The committee preferred using its trained poolside volunteers.

5. Presentation night

Presentation night remains confirmed for 5 December at Lakeside. Victoria will approach a volunteer to coordinate decorations and the raffle, and a further request for raffle prizes will be issued.

The committee agreed to continue engraving the perpetual trophies this year, subject to an updated quote comparable with the previous cost. A £100 decorations budget, £25 per coach and £10 per adult helper were agreed. Young helpers will also be recognised.

Medals and squad awards will be ordered once quantities are established. The committee agreed to streamline medal presentations, prepare a running order and line up recipients to allow more time for the disco. Awards remain for first, second and third places; additional certificates were not taken forward. Lewis will prepare and test the fundraising game.

6. Committee's Choice Award

Nominations were considered and a selection was agreed for presentation night. The recipient and other recognition arrangements will be announced at the event.

7. AGM planning and notification

The AGM was confirmed for Tuesday 24 November at 19:00, with a remote participation option. The usual community-centre room is to be booked. Victoria will circulate the member notice, invite questions and include a submission deadline. The agenda's circulation target is 31 October. Election and notice requirements will be checked against the constitution.

8. Any other business

The committee will obtain a quote for welfare, team-manager and coaching tops, keeping the existing blue design and club logo. A wider change to swimmer kit was deferred.

Members discussed future pool use, coaching and squad development. A coordinated member briefing and opportunity for questions will be arranged once the details are finalised.

No date for the next committee meeting was agreed.

Public action summary

Action	Owner	Due / timing	Status / note
Promote Club Championships and confirm entry deadline.	Lewis / organiser	Before entries close	Further member and coach communication.
Arrange presentation lead, raffle and running order.	Victoria / committee	Before 5 December	Volunteer lead and marshalling to confirm.
Check engraving quote and order awards.	Nicole / organiser	Before 5 December	Proceed at comparable engraving cost.
Submit bank mandate and obtain financial update.	Gary / trustees	Urgent; before AGM	Supporting documents and access outstanding.
Complete policy feedback and arrange policy review.	Abbie / committee	Before circulation	Review remains outstanding.
Issue AGM notice and book room.	Victoria / committee	Notice target: 31 October	AGM: 24 November, 19:00.
Obtain staff-top quote.	Lewis	Before ordering	Quantities and costs to confirm.
Prepare coordinated programme briefing and member Q&A.	Lewis / Victoria / coaching team	Target: first week of November	Details to be finalised.