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**Bantham Surf Life Saving Club**(Registered Charity Number 1036210) **Annual General Meeting, 2019**

**Minutes**

The meeting was held at The Crabshell Inn, Kingsbridge, Devon on Friday 1st November 2019 at 7pm

Peter Miles, the President of the club, welcomed everyone to the meeting which started at 7pm

**1. To receive apologies for absence.**

There were apologies from Charles Bush, Paddy English, Pauline Bearblock, Kate Stanley, Dean Womack, Ali Williams, George Gibbs, Amy Edmonds, Daniel Quiggin, Pete Bayliss, Clement Sarrazin, Emily Bush, Loic Doison, Alex Tucker, Ruth Mason, Richard Gowers.

**2. To confirm the minutes of the meeting held on the 17th November 2018.**

It was confirmed that the minutes had been posted on website and circulated. There were no issued raised and the minutes were approved by those present and signed off by Peter Miles
 **3. Matters arising from the last Annual General Meeting.**

There were no matters raised

**4. Officers Reports:**

**Chairman’s Report by Dave Grover**

*Good evening ladies and gents,*

*2019 has been a steady year for the club.*

*Fund raising brought in from the pub to pub swim and open day raised in excess of £3000. Thanks to all involved.*

*Some of this money has already been spent, the solar power system has been upgraded with a new inverter and the wooden decking on the front balcony is shortly getting repaired.*

*A big thank you to everyone who attended training, whether it be Nippers, Juniors or Seniors. This is a vital part of the club function and I believe we sign off a high percentage of the RNLI lifeguards that work on the South Hams beaches.*

*Of concern is the drop in club membership, particularly in the Nipper Youth categories. In an effort to balance this the Nipper swim times have been reduced.*

*I would encourage all members to make more use of the club facilities on days other than Sundays.*

*More club help has been vital and there are plans next year to encourage the use of the club more.*

*I have been the chair a couple of years and if anyone wishes to discuss any roles please come and speak to me or another committee member.*

*Thank you.*

**Captains Report by David Payne**

*Good evening everyone. Thanks for coming along tonight and for the support you’ve given the club over the year.*

*The role of captain is both varied and challenging and it’s one I love. From selling cakes at open day, helping out with training our future lifeguards and organising our patrolling activities there’s a lot to do. We’ve had a mixed team of volunteers and full time paid guards, all of whom are club members and mostly trained by the club from nipper age. That’s been a great team to be a part of.*

*I’d love at this point to regale you with tales of daring do from this summer, but thankfully, it’s been a quiet one that’s passed with no major incidents for our team. It has though given me plenty of time to think and to talk to the team about how we can continue to support the RNLI and the community, and also how we can grow the club, and particularly get more of our senior members involved with training, competition and patrolling.*

*The club was set up nearly 60 years ago in response to incidents of drowning at Bantham. Its mission was to make the beach safer for bathers and water users and it has certainly achieved that. The uniforms may have changed over the years and the administrations evolved but the challenge remains the same. One thing we can certainly pride ourselves upon at Bantham, and probably our greatest strength is our capability to year after year, produce a fine crop of lifeguards that go on to feed into the RNLI system and patrol our local beaches and serve their community.*

*The team of dedicated volunteers that once patrolled Bantham has grown and evolved into the club you are part of today; Training and nurturing the next generation that will become the lifeguards of tomorrow. That’s the key point to us being there on a Sunday but I believe we could use the club so much more. We have a great facility, plenty of good people and there could be greater scope to club life. I look at other clubs who have vibrant social and competitive scenes, and play a greater role in their respective communities. It’s my vision that we develop this at Bantham. Some ideas include Sunday morning training for seniors to include a hearty shared breakfast afterwards, interclub competition at all age group levels, out of hours patrolling in line with SLSGB’s guidelines, and of course continuing with and ideally increasing our own presence in the RNLI team on Sundays.*

*I’ll be very interested to hear your views on this, and indeed if you have any other thoughts or feedback. As we approach our 60th anniversary we should respect and acknowledge the fine history of the club, and also look to the future and make plans that will ensure our growth and prosperity for years to come. So, if you have any thoughts on any of this, please contact myself or one of the committee members and help us shape the club’s future.*

**Hon. Secretary Report by Kelly Fradd**

*Thank you, Dave. Moving on to the admin side of running the club, this year the committee has had a productive year focusing on bringing the club policies and procedures up to date with current standards.*

*We have held 9 very well attended committee meetings this year as well as additional intensive sessions to over hall the club NOP and EAPs*

*We have also adopted codes of conduct for Nippers, parents and coaches, as well as policies on GDPR and privacy, equality and diversity, and payments.*

*A thorough review of our insurance led to greatly improved coverage for the boat, with a significant cost saving and the creation of waivers to allow Nippers to continue to use the kit under parent’s supervision outside of our recognised training sessions.*

*All this rather tedious paperwork puts us in a good position to enter our 60th year with a view to expanding the club both in terms of membership, access and club offerings.*

*The first step in this expansion was a recent committee decision to remove the timed swim entry criteria for Nippers, and significantly reduce it for Youth. We have now invited the full waiting list to come for a swim assessment of min 25metres and the first new potential members will be coming to the pool over the next fortnight with a view to joining the club in January.*

*Already this change has had very positive feedback and resulted in inquiries from several existing and potential Nipper parents about joining as a senior member and helping on the coaching team.*

*This summer we ran a level 1 coaching course at Bantham, resulting in 6 newly qualified coaches for the club, next year we hope to run another level 1 and level 2 course to boost coaching numbers and in turn increase our capability to offer more varied training sessions for all club members within the terms of our insurance coverage. If you are interested in coaching and joining these training courses please come speak to the committee!*

*The voluntary training team have put in a huge amount of effort to run safe, fun and challenging sessions for Youth and Nippers and it’s been great this year to see more seniors taking part in running these sessions – hopefully next year this will lead to more volunteers from the club for both Nippers and seniors training. Thank you to everyone who helped out!*

*The open day was another success and highlights the wide range of other ways members and parents can volunteer and help our club thrive and grow into a more vibrant community.*

*This is a good time to also thank Becky Ellis who ran yoga sessions over the summer in the club house to make use of a great space and stretch out those achy muscles!*

*Another thank you goes again to Kevin Rowe and Ruth Mason who manage our safeguarding and DBS checks, Kevin has been a part of the club for many years but plans to stand down as safeguarding officer next year so thank you for your commitment Kevin and if anyone would like to volunteer please come speak to the committee!*

*As the year comes to an end, please remember to renew your membership – Jo Lawrence spends a huge amount of time chasing on this and if we all return forms promptly its much less of a headache for her!*

*Finally – next year our club will be 60 – the club is ready to make next year a great 60th year, and it’s so exciting to see the fantastic, enthusiastic mission statements from nominees for committee. It will be great to see this enthusiasm harnessed and put into action, there are many opportunities for new roles within the club, not just on the committee. So, whether you get a role today or not, come speak to us about your ideas for the club and hopefully we can put lots of them in action!*

**Gear Stewards report by Matt Liptrott**

*For those that don’t know me, I’m Matt and this is my first year as gear steward.*

*Firstly, thanks to Dave Grover who was the previous gear steward and left the kit in good working order.*

*I’ll keep this brief, with a rundown of the kit at Bantham SLSC.*

***Rescue boards***

*A number of rescue mals were in need of repair throughout the season, but generally the kit was kept in good condition from all members. Many thanks for this.*

*One racing mal is part way through being repaired, but other than that all rescue boards in their current condition are ready for next season.*

*The club gained two new rescue boards which were made by Diplock surfboards in north Cornwall. We have had good feedback from members on the quality and performance of the boards.*

*They were funded through the “Tesco bags of help” initiative – many thanks to Kelly for getting Bantham SLSC on the shortlist for this.*

***Skis***

*There has been an increased interest in skis this year, which is very nice to see.*

*One ski was condemned at the start of the season as being very badly damaged and not worthwhile repairing.*

*The club purchased a new ski from “Icon” in North Devon to replace this – the particular ski was chosen as it is a stable, all-round model which all members with an interest in skis should be able to paddle.*

*All other skis (apart from one waiting on a new fin) are in good working order and have seen a lot of use over the summer. Only one ski needed a repair in the season.*

*Thanks again to members looking after them so well.*

*Big thanks to Ali Williams for his valuable knowledge, for rigging the skis (setting up pedals and fins) and for collecting the new ski from North Devon.*

***Rescue tubes***

*Towards the end of the season, it was brought to my attention that several tubes are coming to the end of their serviceable career. We will look to replace these for next season, and it has been mentioned that we could use the old ones for educational training purposes where they will not be used in the water.*

*Just like to say many thanks to Dave Grover and Ali Williams for the help throughout the season.*

**Coxswains Report by Alex Tucker – Read by Nick Triggol as Alex Tucker could not attend**
*Firstly, I apologise for not being in attendance tonight and I will try and keep this as short and sweet as possible.*

*At the beginning of the season the IRB was collected from the RNLI unit where it had been dry stored for the winter (very clean and in a good and usable condition thankyou to Loic).*

*The engine supplied last year from SLSGB was taken back without being used as it was access and the cost of maintaining it would have far outweighed the benefit of the use!*

*During the season a variety of maintenance was undertaken including a number of patches being applied, some to cover small punctures and some to cover abrasion areas from being beached. We have had a few engine repairs throughout the season including a new pull start system. One of the engines and a new fuel pump after it cut out in the middle of the bay and the meaning of IRB changed to the Inshore Rowing Boat!*

*The club IRB has been used for a total of hours 11 this season, 8 hours on engine number 1 and 3 hours on engine number 2 this includes a variety of race training and safety cover, including the pub to pub and the IRB fundraiser around the island swim, gaining an amazing £270 so well done for organising that!*

*Our IRB race teams did us proud once again the girls bringing home the gold in the tube rescue category as well as bronze in the Ladies single*

*This winter the IRB will be winterised by Matt and Ali (thankyou both for that, moving away at the end of summer has limited what I can and can’t do) with the engines being stored in the RNLI unit and the IRB itself stored in the club rather than the RNLI office.*

*I believe it would be great for the IRB to be opened up to more club members in the coming years, to allow people to be trained through the club and not to limit its use to majority RNLI trained and transferred personnel but to long standing club members also!*

*I will be glad to pass on any additional information and help the new coxswain should he need it.*

*Thank you all for your involvement and effort in the club over this past season and I hope to see you on the beach next year, hopefully standing with you not from across the river this time around!*

*Hope everyone has a good evening! Alex*

**5. Trainers Report by Neil Minty and Anthea McCoy (Note not on the agenda) Read by Esther Pearson**

*I am pleased to give this report on behalf of Neil Minty who has led youth training this year and whose back I have had the pleasure of covering. The vision for youth training is to provide a pathway for our members to become great water people. Traditionally the main ambition of this is to give young members the skills and experience to become highly competent lifeguards. This year and in the years to come the youth programme will now also focus on offering a modular approach to qualifications meaning that we can offer a greater number of participants the option to qualify at different levels regardless of their different abilities. Whether this means standalone first aid qualifications or modular water-based qualifications, the aim will be to enable our youth members to be as safe as possible in the water, to be able to assist someone else in the water and to support the club in the way that they feel most comfortable with rather than exclusively as a lifeguard.*

*By the end of the year, the club will have produced another five qualified lifeguards as well as a further five of our youth members who have successfully passed their Board Paddler and Tube Rescue qualifications. In addition to this, the conditions have played their part this season with prolonged periods of swell meaning that we could focus in on the group’s board skills and it has been particularly heartening to hear positive comments from other club members that this is obviously visible.*

*It may not always feel like it to the kids, but we think we’ve got closer to the balance between fun and fitness in this season. Of course, we’ll always still make them run to Sedgewell and swim back, but we’ve balanced this with round the island paddles and beach and water-based games to keep things interesting.*

*So, to next season, this will be structured around providing the modular first aid and water-based qualifications previously mentioned as well as still focusing on core skills and fitness. It will mean we will have to be even more planned and organised but with the support of our amazing team of coaches, trainers and parents we’ll make it happen. Thank you.*

*This leads on to Anthea’s report on behalf of the Trainer Assessors*

*The youth programme will continue with the expansion of our modular approach to lifeguard training spreading the load from a single trainer/assessor to multiple trainer/assessors to lighten the volunteer commitment and responsibilities.*

*This approach should also allow for continued professional development within our team and the sharing of ideas and skills plus benefit the Youth through the potentially differing learning styles of each trainer/assessor.*

*We will begin to develop this approach during winter training in the pool before moving onto the beach for the season.*

*With that in mind we are exploring how we build the skills that lead to lifeguard award and ensuring those that are able to train for their lifeguard award this coming season are well prepared. Plus, those following in their footsteps are moving in the right direction.*

*Giving the Youth these key skills can then help our club to thrive and provide much needed water safety / first aid cover for our coaching team and or fundraising events.*

*This year we have seen one of our past Nippers/Youth become a level 1 Coach and another ask the committee to support their application to undertake training next February to become a probationary Trainer/Assessor.   It is so good to see our youngsters progressing to become senior volunteers.*

**6. Hon.Treasurer’s Report**

Anthea McCoy walked through the accounts which have not been audited this year.

Bantham Surf Life Saving Club

Unaudited Financial Statements

For the year ended

30th September 2019

Registered Charity 1036210

**Bantham Surf Life Saving Club**

**Receipts and Payments Account for the year ended 30th September 2019**

 **2019 2018**

 £ £

**Income**

Events 5,850.00 5,540.00

Clothing 415.00 349.00

Fundraising 4,745.08 6,284.46

RNLI 3,250.00 7,750.00

Training 1,546.00 2,500.00

Interest received 76.04

Membership 7,540.00 8,480.00

**Total incoming resources** 23,421.08 30,903.77

**Direct Charitable Expenditure**

Clothing 0.00 824.13

Equipment 4,344.08 3,691.84

Training certificates and competitions 3,552.80 4,689.74

IRB expenses 324.95 367.25

 8,221.83 9,572.96

**Other Expenditure**

Clubhouse Maintenance/Utilities 5,552.05 5,332.19

Membership Insurance 3,240.00 3,715.00

Insurance 2,050.74 2,537.46

Website 169.04 75.00

Fundraising 1,495.54 21.96

Governance costs 340.00 111.14

 12,847.37 11,792.75

**NET OF RECEIPTS (PAYMENTS) 2,352.88 9,538.06**

**RECONCILIATION OF FUNDS**

Cash funds brought forward 56,556.53 47,018.47

**CASH FUNDS CARRIED FORWARD 58,909.41 56,556.53**

**Bantham Surf Life Saving Club**

**Statement of Assets and liabilities at the end of the period as at 30 September 2019**

Cash funds NatWest Account 33,305.37

 Barclays Account 25,604.04

 Total cash funds **58,909.41**

Other Monetary assets Clothing stock 309.00

Assets retained for the

Charities own use Clubhouse and fittings

 IRB and Engine

 Surf Rescue Boards

 Junior Boards

 Nipper Boards

 Rescue Tubes

 Training Rash Vests

 Tables and Chairs

 Resus Manikins

 Gas BBQ

 Generator and Lead

Liabilities None

**Bantham Surf Life Saving Club**

**Notes to the Accounts**

**Receipts and Payments Account for the year ended 30th September 2019**

1. **Accounting basis**

The accounts have been compiled on a Receipts and Payments basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and the standards required by the Charities Commission under Section 133 of the Charities Act 2011.

Depreciation is provided on the Club House on a straight line basis over the remaining term of the lease.

Equipment has been historically written off in year of purchase.

1. **Fixed Assets**

**Cost**

 Brought forward 1st October 2018 305,149

 Additions

 Carried forward 30th September 2019 305,149

 **Depreciation**

 Brought forward 1st October 2018 49,081

 Charge for year 3,085

 Carried forward 30th September 2019 52,166

 **Net Book Value as at 30th September 2019 252,983**

 **Net Book Value as at 30th September 2018 256,388**

1. **Reserves**

**Club House Reserve £252,983** (2018: £256,388) This represents the book value of the Club House and is reducing each year by £3,085

**General Reserve £25,604.04** The Committee agreed that the funds in the Barclays Bank form the Charity’s Reserves and building fund.

**Approval Statement**

We approve these accounts which compromise the Receipts and Payments Account, Statement of Assets and Liabilities and related notes. We acknowledge our responsibility for the accounts, including the appropriateness of the accounting basis as set out in note 1, and for providing all the information and explanations necessary for their compilation.

Signed by one or two trustees on behalf of all the trustees

Signature Print Name Date of Approval

 1st November 2019

The accounts were proposed to be approved by all present with no objections and signed off by Peter Miles and Dave Grover.

**7. Election of Officers and Submissions**

President – re-elected Peter Miles – Proposer Dave Grover Seconded Anthea McCoy

The following uncontested positions were elected by the members present with no objections.

|  |  |  |  |
| --- | --- | --- | --- |
| *Position:* | *Nominee:* | *Proposed by:* | *Seconded by:* |
| **Chairman** | *Dave Grover* | *David Payne* | *Simon Courtman* |
| **Hon. Secretary** | *Kelly Fradd**Kelly Fradd* | *Simon Courtman**David Payne* | *David Payne* |
| **Hon. Treasurer** | *Anthea McCoy**Anthea McCoy* | *David Payne**David Payne* | *Loic Doison* |
| **Gear Steward** | *Matt Liptrott* | *Loic Doison* | *Jo Lawrence* |
| **Coxswain** | *Pete Lawrence**Loic Doison* | *David Payne**Dave Grover* | *Lewis Horne* |

A secret Ballot was held for the following contested positions. Proxy votes were counted and present members voted.

|  |  |  |  |
| --- | --- | --- | --- |
| *Position:* | *Nominee:* | *Proposed by:* | *Seconded by:* |
| **Captain** | *Dave Payne**Kate Doison**David Payne* | *Dave Grover**Emily Lawrence* | *Ali Williams**Jo Lawrence* |
| **Vice Captain** | *Ali Williams**Emily Lawrence**Neil Minty* | *Dave Grover**Loic Doison* | *Matt Liptrott**Kate Doison* |
| **Committee (1), (2), (3)** | *Simon Courtman**Amy Edmonds**Jo Lawrence**Nick Triggol**Emily Lawrence**Becky Ellis* | *David Payne**Anthea McCoy**Kate Doison**Neil Minty**Kate Doison**Kate Doison* | *Anthea McCoy**Ali Williams**Emily Lawrence**Kate Payne**Loic Doison**Loic Doison* |

All nominees for contested positions wrote mission statements which were circulated prior to the meeting

David Payne was elected Captain

Ali Williams was elected Vice Captain.

Jo Lawrence, Simon Courtman and Amy Edmonds were elected committee members.

PM said he hoped that the unsuccessful nominees weren’t too disappointed and there is plenty of opportunity to help with other roles within the club.

He wished the officers success for the coming year and thanks to everyone for coming.

Finally, PM noted that as it is the clubs 60th year, a milestone only a couple of other clubs have reached, it would be nice to do something at a community level to mark the occasion.

PM closed the meeting.

The meeting ended at 8.30pm and was followed by drinks and pizzas.