



Halliwick Penguins Swimming Club

for disabled people

MINUTES of the ANNUAL GENERAL MEETING of HALLIWICK PENGUINS SWIMMING CLUB, held by Zoom at 6 pm on 23/11/2021

(The meeting was recorded for the purposes of minute-taking. It is confirmed that any recording has now been securely deleted.)

PRESENT

Jackie White MBE (President, Instructor); Judith McLaughlin (Vice-President, Instructor); Laurie Rackind (Vice-President); William Wyatt (Chair, Minutes, Senior Swimmer); Wendy Berry (Parent); Joe Chapman (Senior Swimmer); Adrian Choi (Senior Swimmer); Debbie Fisher (Helper, Parent); Furishia Ikhlef (Parent); Nur-Zoulikha Ikhlef (Senior Swimmer); Nina Joannou (Senior Swimmer); Janet Jones BEM (Chief Instructor); Mofe Kuyeya (Parent); Catherine Leung (Parent); Maria Leung (Senior Swimmer); Lu Mac (Parent) Adam Marsh (Helper); Liza Mutabazi (Junior Swimmer) Marie-Jeanne Mutangilayi (Senior Swimmer); Giovanni Ngehda (Junior Swimmer); Edward O'Byrne (Senior Swimmer); Jennifer Okanay (Parent); Julie Otiti (Parent); Amit Patel (Senior Swimmer); Prakash Patel (Parent); Raj Sekaran (Parent); Alison Skinner (Instructor); Ann Thomson MBE (Instructor); and David Ward (Treasurer, Instructor).

APOLOGIES FOR ABSENCE

Apologies for absence were received from: Nina Ahmad (Welfare Officer); Demitri Anastasi (Helper); Darius Anastasi (Senior Swimmer); James Anastasi (Parent); Liam Byrne (Senior Swimmer); Henry Cowan (Helper); Slava Drabat (Senior Swimmer); Oscar Gray (Junior Swimmer); Julie Gray (Parent); Mo Haque (Senior Swimmer); Arti Khullar (Secretary); Ivan Lavrich (Senior Swimmer); Boon Keen Lee (Senior Swimmer); Sarah Nagawa (Parent); Darren Pallett (Helper); Chandni Patel (Helper); Liam Patel (Helper); Noah Potter (Junior Swimmer); Sarah Potter (Parent); Amita Sharma (Instructor); Sasha Ssewagudde (Junior Swimmer); Christina Symeonides (Instructor); Antoni Szymczak (Junior Swimmer); Katarzyna Tarnawska (Parent); Brian Tippings (Senior Swimmer); and Tracy Webster (Helper).

1. MINUTES OF THE PRECEDING AGM HELD ON 19/11/2020

The Minutes were agreed as a correct record of that meeting and duly signed by the Chair.

2. MATTERS ARISING

2.1 Under item 6, it was noted with sadness that Eva Salisch, our long-standing competitions chair, passed away in January 2021. Eva is greatly missed by all.

There were no other matters arising.

3. EXECUTIVE COMMITTEE REPORTS

3.1 Chair (William Wyatt): Firstly, I must apologise that I have not been around at club sessions of late. This has been a combination of my increasing mobility issues over recent months and builders who won't finish and go away! I hope to be back at swimming sessions early in 2022, medical investigations and procedures allowing.

2021 has again been an unusual year: We have had periods where we have not been able to swim at all, but happily, since April 2021, we have been able to run swimming sessions each week, albeit in a slightly different format to the way things were run pre-pandemic. For the moment, we are

continuing to run things in a relatively 'conservative' way so as to minimise the ongoing risks associated with the spread of Covid-19 and, to that end, are continuing to ask club members (swimmers and helpers) to complete a form each week before the attend a swimming session. We have gradually been inviting more swimmers back as our capabilities have allowed, and we hope that most who have wanted to return have been able to. There are a few that have not yet returned, and we hope they will be able to soon. It may be though that not everyone will be invited every week, but we are doing all we can to get as many people back into the water as we can. Thank you so much for bearing with us.

It is enormously helpful if people who are invited to attend a swimming session respond to their invite as quickly as possible, either by completing a form (or forms) indicating they will be attending or letting me know that they won't be attending on a particular week. Equally, it is enormously helpful if helpers let me know week-by-week as quickly as possible whether or not they are able to help on a particular week, and the WhatsApp group we have set up is proving very helpful for that. Quick responses mean we can plan effectively.

We hope that as 2022 progresses, things will become more and more 'normal' and we may even be able to enter some competitions and the BLDSA Swim Challenge. We are though having to take things one step at a time. In the meantime, however, we were delighted to be invited to compete in the Pimlico Puffins SC's gala at the end of October 2021, and our team had a great time, competing and meeting up again with 'old' friends. We even came first overall!

I finish by thanking everyone in the club for their ongoing support of me and each other and for tolerating endless emails from me! Without you all, we would not have survived. It is thanks to you all that we continue and progress.

3.2 Secretary (Arti Khullar): Arti has sent her apologies. She is continuing to undertake secretarial duties although in the 'pandemic environment' most communication has been coming into the club via the website or by email so there has been a limited amount for Arti to do. However, she is willing to stand again. Thanks were given to Arti.

3.3 Treasurer (David Ward): Financial accounts were circulated prior to the meeting and shown to the meeting. David gave a summary of our financial position which remains solvent. 2020 was a quiet year because of the pandemic. Fortunately, we were able to hold our biennial sponsored swim in February 2020 (just before the first lockdown) and this was our main source of income in 2020. Expenditure was much reduced because of the pandemic.

David further reported that Eva Salisch has left us a legacy of £5,000 and this is due to arrive from solicitors dealing with her probate shortly. The meeting expressed their enormous gratitude in memory of Eva.

William noted that although we are covered by the insurance scheme provided by Halliwick AST (the UK national Halliwick association), we have not yet paid any premium for insurance during 2021. This is because brokers for Halliwick AST agreed that, with many clubs not swimming during much of 2020/2021, they would populate premiums on an *ad hoc* basis as clubs returned to swimming rather than charge a block premium as usual. They have not yet advised what the overall premium will be for 2021 (and therefore what we will need to pay as a share of that) but Halliwick AST's insurance officer is in communication with the brokers, and we are assured that we are in any event covered under Halliwick AST's insurance scheme. It may be that we will need to pay for both 2021 and 2022 in the new year.

Approval of the accounts was proposed by Janet Jones BEM and seconded by Jackie White MBE. The meeting unanimously agreed that the accounts be adopted.

Relevant figures will be submitted to the Charity Commission for the year 2020. Grateful thanks were given to Jane Brown for preparing financial accounts for 2020, free of charge, which as always is much appreciated. Thanks were also given to David for his hard work as treasurer during the year.

3.4 Chief Instructor (Janet Jones BEM): Things have been very different at our Club over the last year or so! We were totally closed for many months but were able to get back in the water a few months ago. We started by having six lanes in the pool and inviting competent swimmers only, to have half hour swimming, and we were able to have two session each week. But, of course, no teaching!

Other instructors and I, as well as some helpers, attend the sessions to monitor things and make sure that everything goes according to plan. We began with six lanes but have now moved to having three double lanes, which means that we can have several swimmers in each lane and, therefore, more people get to have a swim.

Going on from that, we have now invited some of our young people who were close to swimming before lockdown. This means giving over one half of a lane for teaching and has proved very successful over the last few weeks. We can only have one swimmer with one instructor each week in order to reduce risks, so getting back to normal is going to be a slow process.

On the positive side, we have two new helpers who have been with us for a few weeks. They have settled in and get on well with our swimmers.

Also, I have at last been able to get the certificates together for the 2019 BLDSA Swim Challenge. We did really well, and I was able to give out several gold, silver and bronze medals. Really hoping we will be able to do the swim in 2022.

You may remember that at the last AGM I said that I would step down as Chief Instructor after this meeting. I had hoped to get things 'up and running' by the end of the year before standing down, but this seems unlikely.

I really want to see the club get back to normal, and to this end I am happy to continue as Chief Instructor for the immediate future.

My thanks go to all the people who help each week – as I've said many times before we would not have a club at all without your help and support. Special thanks go to William who is doing a wonderful job with all the tech stuff needed to get our sessions running; again, without that we could not function. It has proved immensely useful actually knowing who to expect each week and I hope this will continue.

Thanks were given to Janet for her hard work during the year and for agreeing to stay on as Chief Instructor for the time being, which is really appreciated by all.

4. SUB-COMMITTEE REPORTS

4.1 Administration: William reported that this 'trundles along' and much at the moment is via the website or via email. He apologises for endless emails but this is working well as a means of communication and session organisation in the current environment.

4.2 Instructors: Janet reported that sessions are working well at the moment; we have had some good successes with the swimmers that are swimming. They are more concentrated for half-an-hour than they might otherwise have been. It is also very helpful to know who is coming week-by-week which is really vital at the moment with the way we are organising sessions.

4.3 Competitions: We were delighted to take part in the Pimlico Puffins SC gala on 31/10/2021. We had a relatively small but efficient team, and we came first overall. It was great that swimmers were able to compete again after a break of almost 2 years and meet 'old' friends. Thanks were

expressed to Debbie, Raj and Janet for organising things for the team taking part in the Pimlico Puffins SC gala.

In terms of other competitions going forward, there would usually be a club gala in June, a regional gala in July and a national gala in October. However, in the current environment, we will have to take things a step at a time and see where we are as 2022 progresses. There has been some indication that Halliwick ASTRA 5 (Hull) are keen to host a national gala in October 2022 and we will have to see what develops during 2022.

4.4 Liaison: At the moment, communication with management at the pool is happening on an *ad hoc* basis as issues arise.

4.5 Communication: As for Administration at 4.1 above.

4.6 Social and Welfare: Nina Ahmad is our welfare officer although she has sent her apologies for this meeting.

Wendy reported that obviously, leisure swims are not happening at the moment, but everyone is so grateful that swimming has resumed. Wendy again expressed her sorrow that Eva is no longer with us; she is greatly missed.

Janet reported that several helpers and instructors have now done safeguarding courses hosted by Swim England. Nina Ahmad has also undertaken Swim England's 'Time to Listen' safeguarding course in addition.

We do need to make sure that all relevant helpers (those over 16) have a DBS check. It was questioned where we are with provision of DBS checks now that we are stepping away from affiliating formally with Swim England? Jackie reported that the London Borough of Enfield are now willing to help with this. Jackie had sent details to Nina but as Nina is otherwise committed at the moment, Jackie confirmed that she would take this forward so that we can get things moving and have any DBS checks necessary done.

As an aside, William questioned when we would close for Christmas and open again in the new year? It was agreed that we would finish on 18/12/2021 and resume on 08/01/2022.

5. POINTS UNDER DISCUSSION

5.1 Sponsored Swim and BLDSA Swim Challenge 2022: We are due to hold our biennial sponsored swim in 2022 which we would usually hold in February, combined with the annual BLDSA Swim Challenge. The meeting discussed whether we could or should hold these events this year. After discussion, it was agreed that in principle we should try. The meeting agreed that we will look to hold the events on 12/02/2022 with a possible 'spill over' on 19/02/2022. It will have to be more limited than usual in the sense that it will just have to be a one-hour session (rather than the three hours). In the new year, we will put out 'feelers' to see who wants to do it and take it from there.

William reminded the meeting that we now have an account set up via CAF (Charity Aid Foundation) so people can now donate through that via our website if they wish to, rather than give physical cash or cheques. That may help. Debbie confirmed however that as the need arises, she is happy to collect and bank cash and cheques.

5.2 Reminder as to Decisions Taken at the Special General Meeting Held On 26/07/2021: The Minutes of the Special General Meeting were circulated prior to this meeting. The meeting was reminded that the Special General Meeting agreed that:

(a) HPSC would not continue its formal affiliation with Swim England for the reasons discussed at that meeting;

(b) The club has adopted an updated constitution (its existing one being very out-of-date), and William will take this forward with the Charity Commission in the coming weeks.

5.3 **Club Policies:** With the assistance of Halliwick AST, we have worked at club policies, and these are now available via the club website at <https://halliwickpenguins.org/policies/>. As with all things of this nature, they are to some extent always a 'work in progress' and may be updated from time-to-time, but they are published on the website so that people can see them and refer to them as necessary.

6. ELECTION OF EXECUTIVE AND COMMITTEES

David reported that he was stepping down as Treasurer of the club. Although his work commitments have recently eased a little, he is looking to emigrate to Canada at some point in the not-too-distant future and, with that in mind, feels he should step down. Jackie White MBE has agreed to take over as Treasurer. Grateful thanks were given to David for his work over many years and it was hoped that he would in any event continue to come to weekly swimming sessions for as long as this is possible. Thanks were also given to Jackie for agreeing to take over as Treasurer. David and Jackie will liaise as to the hand-over.

With that exception, all else are willing to re-stand. Accordingly, (and for the sake of convenience at this meeting), the following were appointed/elected *en bloc* for the term 2021/2022, proposed by Ann Thomson MBE, seconded by Laurie Rackind and unanimously agreed and carried by this meeting:

President, Treasurer & DBS Officer	Jackie White MBE*
Vice President	Judith McLaughlin
Vice President	Laurie Rackind
Club Chair, Communications Sub-Committee Chair & DPO	William Wyatt*
Club Secretary & DBS Officer	Arti Khullar*
Chief Instructor	Janet Jones BEM*
Competitions Sub-Committee & League Officer	Liam Byrne
Liaison Sub-Committee Chair	Edward O'Byrne
Social/Welfare Sub-Committee Chair, Liaison Sub-Committee, Fusion Representative, Leisure Swims	Wendy Berry
Welfare Officer	Nina Ahmad
Social Secretary	Anne Cannon
Senior Swimmers' Representative	Maria Leung
Junior Swimmers' Representative, Trophy Officer	Debbie Fisher
Helpers' Representative	Vacant
Club Captain	Noah Potter

* Denotes Trustee of Charity

With there being no other business of the meeting, the meeting was closed at 7 pm with thanks to all attending.

Signed (Chair)

Dated
