

# TIVERTON WATER POLO CLUB

## AGM MINUTES



**Date / Time : 17:00 on the 25<sup>th</sup> May 2024, Halberton Village Hall**

Attendees	Initials	Role
Guy Connor	GC	Chair
Heather Connor	HCo	Treasurer
Martyn Fewtrell	MF	Vice Chair
Harrison Clayton	HCl	Head Coach
Oliver Wallace	OW	Player
Evie Wallace	EV	Sibling
Clare Wallace	CW	Parent
Craig Merrett	CM	Parent
Darren Roberts	DR	Parent
Amelia Roberts	AR	Player

Attendees	Initials	Role
Helen Rimmer	HR	Secretary
Nicci Morgan	NM	Welfare Officer
Kyle Gollop	KG	Fixture Secretary
Sarah Reardon	SR	Parent
Lee Davis	LD	Parent / Player
Brenda Fewtrell	BF	Parent
Alexander Fewtrell	AF	Player
Joanne Merrett	JM	Parent
Ellie Roberts	ER	Player

### Abbreviations Used:

SE = Swim England  
 DBS = Disclosure and Barring Service  
 FB = Facebook  
 TWPC = Tiverton Water Polo Club  
 AGM = Annual General Meeting  
 OMS = Online Membership System  
 IOS = Institute of Swimming

**Meeting started : 5:05 pm**

**Minutes taken and typed by Heather Connor**

Item	Details	Remarks/Actions
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001	<p><b>Welcome and Apologies</b> GC welcomed those present. Apologies received from Lisa Weekes (LW), Jo Littlechild (JL) Sam Perkins (SP) and Angela Reynolds (ARe).</p>	
002	<p><b>Affirmation of last AGM minutes</b> GC explained the importance of the AGM and its minutes to continued SE affiliation. HCl proposed and KG seconded that the minutes of the last AGM held on 20<sup>th</sup> May 2023 were a true record and will be signed as such by the chair.</p>	
003	<p><b>Introduction of the Committee</b> The current Committee all introduced themselves and their roles.</p>	
004	<p><b>Chair's Report - GC</b> GC reported that club membership currently stands at 76 active paying members, constant from last year's AGM. Membership has stabilised and although people do leave new ones are replacing them thus maintaining a steady rate.</p> <p>The introduction of an U11 age group has proved successful and beneficial to the club. This cohort is developing into a close knit group and will set the foundations for future teams as they progress.</p> <p>Last summer extra pool time was sourced at Blundells School pool and the intention is to repeat this again this summer. This will be used for extra training time but also to improve swim ability and stamina within the U11/13 groups, (see later in Chairs report).</p> <p>Due to the introduction of the U11s and changes to the way the sessions are run there has been a drop in mini numbers (several children progressed to the U11) and so minis have been dropped to one session for now. GC explained the intention to keep this as a single session until we can assign a qualified coach to take on the development of that group. He expressed thanks to Freya for doing a great job in the interim. Once a qualified coach has been established (the club is looking to encourage Freya to complete a course as soon as she has the time) then we will again initiate a drive to encourage new members and look at restarting the two mini sessions.</p> <p>GC explained that we have registered TWPC with the IOS which now allows us to apply for discount on courses. This is yet to be tested but the intent with recruiting more volunteer coaches is that the club will offer a small subsidy, the IOS discount will be deducted and the individual will pay the remainder.</p> <p>GC reported that he has attended mandatory forums and webinars to continue with the governance of the club. He has also attended volunteer</p>	<p><b>ACTION</b> GC to continue liaising with the contact at Blundells and to advertise to members once the sessions are booked.</p> <p><b>ACTION</b> Speak to Freya once her school year is complete as to the likelihood of her completing a Level 1 coaching course. HCo reach out again to a past coach to see if they are interested in returning.</p> <p><b>ACTION</b> Committee to discuss and agree the subsidy amount/percentage for coaching courses.</p>

	<p>forums to ensure that SE/Swim South West are hearing views from all clubs.</p> <p>GC continues to do club admin – SE enrolments and answering enquiries with support from HCo.</p> <p>GC briefed about the new guidelines established by SE regarding the poolside requirements for Junior matches – these are non-negotiables and without which TWPC will not be allowed to take part in matches – each team must be accompanied by a Level 2 qualified coach and a qualified Team Manager. We need more volunteers to become Team Managers for the club moving forwards. On paper we only have one Level 2 qualified coach – GC himself – which might cause problems moving forward with matches if he cannot attend.</p> <p>GC reminded the members that the SE Affiliation is due for renewal in July and we must have that affiliation for our liability insurance.</p> <p>GC reiterated the importance of finding additional adults willing to be trained and DBS checked for a range of volunteer roles. He said the Committee is looking to encourage some of the U11/13 parents to push themselves forward for these crucial roles.</p> <p>GC further explained the potential use of time in Blundells pool this year with the intention to have two nights this summer, the Thursday evening likely to be as additional training time for the U17s and Senior cohorts and the Friday night to be aimed at the younger ages and be more focussed on swimming development than polo. He recognised that some of our younger members are restricted by their swim ability and boosting this will help them to develop their polo. The key to these evenings is raising a lifeguard team to watch the pool during these sessions and to maintaining coaching numbers to run them.</p>	<p><b>ACTION</b> HCl to ensure his Level 2 qualification is recognised and able to be on the system.</p> <p><b>ACTION</b> Committee to discuss how to recruit more volunteers to fulfil needed roles.</p> <p><b>ACTION</b> Committee to agree details of sessions and to ensure adequate lifeguard cover (including approve costings).</p>
005	<p><b>Treasurer's Report -HCo</b></p> <p>All present were invited to look over the summary of the 2023-24 financial report- TWPC's End of Year Accounts to 31/3/24.</p> <p>HCo read out her AGM Financial Report "As the accounts show; at the end of the financial year (31/3/24) TWPC account had a balance of £14,809.81.</p> <p>Throughout our second year we have received £16,008.50 in training fees, a rise of almost £5k on last year. £1742 in membership fees, of which £1265.60 has gone straight out to Swim England, this is a drop of £500 from last year but can be explained by an increasing number of our members also belonging to other clubs where they pay their primary</p>	

	<p>membership. Cardnet payments have dropped significantly to £70.74 and we are now no longer using the machine as all memberships and payments now go direct to the account, thereby saving us the commission fee (1.75%). This was an aim achieved over the past year.</p> <p>Our total income from members has been £17,821.24.</p> <p>This year additional funding has come from a £1000 Tesco grant – a result of collecting blue tokens in the local store. Easyfundraising have also paid us £216.66 – money sent to us when members use the easyfundraising link to complete any online shopping. We need to do another promotion on this in the coming months as it doesn't cost users anything but we do see some financial rewards from it.</p> <p>Last year (2023) Active Devon awarded us £4954 – we have used this towards the new adult goals, hats and to subsidise the pool sessions we ran at Blundells school. There remains £900 ringfenced to subsidise a year membership for 6 people from their target groups.</p> <p>Overall income from grants/trusts fell significantly this year (£5k) and it is something we would like to pursue as a committee focus again in the coming year.</p> <p>Our total income has been £19,050.90</p> <p>Our biggest expenditure is pool hire and we have spent £9591.93 on this. This is an increase of £3000 compared to last year, mostly because pool fees increased but also the use of Blundells pool in the summer. Moving forward the rate at Exe Valley will remain the same for the next 12 months, we are however moving to paying in arrears so if there should be pool closures they can adjust the monthly invoice immediately.</p> <p>Swim England fees are invoiced to us with every batch of members we sign up and are currently £1265.60 for the year. Swim England have raised their fees this year and after maintaining ours in 2023 we did implement a small increase for 2024. This will remain under review into 2025. An annual Senior/Junior/U11 membership is currently £23, minis £17.50. If a member is already registered with another club the fees are halved. This remains significantly below the rate similar clubs are charging.</p> <p>We have spent £5219.37 on equipment this year – the largest cost being the new goals for the main pool and a full set of junior and senior hats (both colours). We have also purchased a number of balls. Moving into</p>	<p><b>ACTION</b> Committee to push out advertising to encourage more members to sign up to easyfundraising in order to receive increased donations from them.</p> <p><b>ACTION</b> Committee to continue to look for opportunities to identify and implement the subsidised membership option.</p> <p><b>ACTION</b> Committee to increase focus on applying for additional funds/grants this financial year.</p> <p><b>ACTION</b> Committee to continue reviewing membership and training prices to ensure viability of club moving forward.</p>
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	<p>the next financial year we have just ordered a similar set of floating Junior goals so we comply with hosting U13 matches.</p> <p>This leaves us with a positive balance of £14,809.81, an increase of £2,887 from last year.</p> <p>As we now have a second year of accounts for Tiverton Water Polo Club we feel the Committee has indeed secured the financial viability of the club.</p> <p>This year we were able to introduce a Family Discount for multiple members of the same family paying from the same account and we now have several families using this. The first person pays full price and each subsequent family member receives a £5 discount (excluding minis)."</p> <p>KG proposed and LD seconded that the accounts were accepted as a true record. All present were in support.</p> <p>GC raised that the club is in an unusual position in that the Chair and Treasurer are from the same household but MF said that he mitigated any risks as he has access to the accounts to check them whereas GC does not have access at all.</p>	
006	<p><b>Head Coach's Report - HCl</b></p> <p>HCl reported that coaching numbers are strong with GC coaching the U11, KG U13 (with AF when he is available) and himself taking the U15+ and Seniors. He also recognised we have additional coaches during University holidays (Eve and Harry) and in the coming months Tula is going to be more available to assist.</p> <p>HCl made it clear that we are still looking to welcome more coaches and he has information available for anyone interested.</p> <p>HCl explained that the roles available are not limited to coaching and other opportunities such as Team Managers and Table Officials are also looking to be fulfilled. These roles are very easy to do once trained and there are courses available for anyone interested, we need these roles in order to host matches at the club. They also are not time consuming and the more people qualified the better.</p> <p>HCl acknowledged that the U11 are currently the strongest cohort, they are consistently present which means they are easier to coach and develop. The older age groups tend to attend more sporadically (clashes with other sports? Timings of training?) so it is harder to build team cohesion and develop team skills.</p>	<p><b>ACTION</b> Committee to approach and speak to a range of parents to try to recruit additional volunteers.</p>

	<p>HCl reported that the single minis slot has made it simpler for the coaching team as GC has been able to complete U11 training and move straight across to the minis training, this also leaves the main pool free for the older groups to start a training match.</p> <p>Seniors are consistently strong in attendance and so it is easier to develop a playing style amongst them. HCl is aiming to offer more match opportunities and the potential to enter the league in due course.</p> <p>HCl thanked Freya for her outstanding support and for stepping up when it was most needed.</p> <p>HCl would like to encourage anyone who wants to have a go at any of the volunteer/coaching roles to please contact him – he emphasised there is no need to have a polo background and all training is given.</p> <p>HR explained by volunteering and taking on one of these roles it means you will understand more about the game as you watch your children play!</p>	
007	<p><b>Secretary’s Report – HR</b></p> <p>HR had no report to give but said that she is stepping down from the role and wishes the club all the best moving forward.</p> <p>GC thanked her for her efforts, experience and all she has shared with the club (including the success of her children). Any advice from her in the future will be appreciated.</p>	
008	<p><b>Welfare Officer’s Report – NM</b></p> <p>NM stated that she too is stepping down from the role, she has been in the role since the club started and has undertaken a range of training courses both online and face to face.</p> <p>NM reported that some changes have been brought in from September by SE – U18 matches must have a Team Manager and Level 2 Coach present.</p> <p>NM reported that from the beginning of January guidance on mobile phones in changing rooms from SE has been issued. A video has been released aimed at teenagers to be shared. GC said it has been put on the FB page, NM said it is on the SE website- “Keep it in your locker”</p> <p>NM explained her decision to move on, her son has moved on from the club (although will continue to train with us when he can) and so she has more commitments elsewhere. She has working on the handover for some time and can confirm JL has already begun her training to step into</p>	

	<p>her shoes, NM acknowledged JL's background in teaching helps her with the safeguarding elements. JL has received her DBS.</p> <p>NM shared that she is very impressed with how the club has developed and wants to see every level of play continue to thrive. TWPC is a very encouraging environment and she is happy to still be Team Manager if required.</p> <p>GC thanked NM for her commitment and effort in helping getting the club established and will reach out to her for advise as needed in the future.</p>	
009	<p><b>Fixture Secretary's Report – KG</b></p> <p>KG said the he has been building club relations with Taunton, Newton Abbott and Barnstaple.</p> <p>KG said that there are upcoming fixtures in the pipeline with Paignton U11/15/Senior teams, the Royal Marine team (with GC's help) and Exeter University. Conversations have been opened about visiting the Uni pool.</p> <p>Sunday 9<sup>th</sup> June is the next fixture with a Senior game against Taunton at 7:30 and U11 at 6pm, away at Taunton Pool.</p> <p>KG has been approached about getting the U11 into the Devon League, but this requires commitment from the parents before we agree to it as it involves travelling county wide.</p> <p>GC explained that U11 and U13 is tournament based and means travelling to other pools for an approx.. 3hour session a few times a year. Challenges for TWPC would be pooltime to host the reciprocal tournament and commitment from parents and appropriate supervision from volunteer.</p> <p>KG explained the coaches are looking to build upon the confidence and teamwork from the recent U11 Taunton matches. "A team won't improve unless pushed competitively."</p> <p>JM said that after the recent U11 game the kids were really excited and she has noticed that they have played better since.</p> <p>CM commented on the big step from minis into U11. GC confirmed it is a bigger step again into U13 competition which uses 20m by 20m spaces and is usually 2m deep throughout, the swim ability needs building in those U11s.</p>	
010	<b>Confirmation of the Committee</b>	

An email was sent out to all club members on 29<sup>th</sup> March 2024 giving everyone the opportunity to put themselves forward for any of the roles on the Committee. Role descriptors for each role were included. Members were requested to express interest by email to the Club Secretary no later than 6<sup>th</sup> May 2024. LW and JL put themselves forward for the Club Secretary and Welfare Officer respectively, no other club members put themselves forward. The rest of the existing Committee all agreed to stand again for election.

Committee Role	Nominee	Proposer	Seconder	
Chair	GC	HCI	MF	The appointment was voted in by those present.
Vice Chair	MF	HC	KG	The appointment was voted in by those present.
Treasurer	HCo	GC	MF	The appointment was voted in by those present.
Secretary	LW	MF	KG	The appointment was voted in by those present.
Welfare Officer	JL	NM	HCI	The appointment was voted in by those present.
Head Coach	HCI	GC	KG	The appointment was voted in by those present.
Fixture Secretary	KG	HCI	HC	The appointment was voted in by those present.

Those present voted on each of the above appointments. The appointment of each of the nominees was agreed unanimously.

GC explained that the Community Outreach Secretary had resigned and it seemed that over the past 12 months the role had become unnecessary so there was no need to replace SP. It was deemed that at the moment there are plenty of other roles that need filling as a priority over this one.

**011**

**Proposals – GC**

No official proposals were made in the lead up to the AGM, the proposals below were first mentioned at the meeting.

**JM – A family picnic/social event to bring parents on board.**  
BF suggested that that would mean we probably needed a Social Secretary.

**ACTION** The Committee will look into the feasibility of



<p>GC agreed it would improve club cohesion and team building. He asked if anyone would be interested in the role. No responses.</p> <p><b>KG commented that the club needs a greater Social Media presence.</b> GC would like someone to take on this role, MF suggested ARe as a possibility but she was not present to represent herself. GC acknowledged that the Committee need to look into this as we do not yet have a successful approach to this, we will look into someone taking this on. CM voiced concerns about potential kids/photo issues on Social Media so to be wary.</p> <p><b>AF asked if the club was likely to return to original timings of 4-6pm at the pool.</b> GC explained that we ask that question at every opportunity with the pool management but they will not engage in discussion about it.</p> <p><b>GC proposed a possible Taunton/Tiverton collaboration</b> GC explained that Taunton have lost one of their training slots midweek due to high pool costs and so have approached TWPC with the idea of sharing a slot. GC said the club are open to this idea and currently are awaiting possible times/costings to find out the viability. It would involve sharing costs, pooltime and possible coaching staff. Wellington Pool is a possible venue. GC reiterated that to develop as a club we need more pooltime and that is our biggest constraint. BF commented that there is a risk of losing kids to other clubs as they develop and to becoming a feeder club if we cannot offer enough to help their development.</p> <p><b>KG wants to approach schools to present assemblies letting children know who we are at what water polo is about</b> KG wants to raise awareness as there are still a lot of local people that do not know we exist. HCl pointed out it is also an Olympic year and so this year water polo will get more exposure, its also one of the cheapest tickets to go and watch at the Games.</p> <p><b>HCl wanted to discuss changing the supplier of some/all of the TWPC kit</b> HCl pointed out that some of the quality is less than expected and could we shop around to see what other suppliers are out there. KG wants the option for names to be added still. CW suggested speaking to Tiverton Swim Club to see who makes theirs as it is good quality.</p>	<p>this idea and ask for volunteers to assist.</p> <p><b>ACTION</b> Committee to discuss</p> <p><b>ACTION</b> GC to continue conversations with Taunton and to report back to the Committee with any developments.</p> <p><b>ACTION</b> Committee will discuss in due course and look at different options.</p>
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	JM requested that T-shirts be provided with the annual membership price (price adjusted to supply them), she said other clubs that her son belongs to provide them.	
<b>012</b>	<p><b>AOB</b></p> <p><b>Anderson Award Presentation</b>  GC explained the context of the Anderson Award – Mark Anderson epitomised what the club represents with his values and sense of fun. The club has set up an award in his memory which will be presented every year to the Junior member who best represents the qualities and ethos of the club.</p> <p>GC thanked the previous winner, OW, and presented him with a trophy to keep as he had returned the engraved shield.</p> <p>GC said that this year's recipient of the Anderson Award was AR. GC explained that AR trains every week, works hard to improve her game, helps out younger members and is always smiling with a positive attitude.</p> <p>GC presented the shield and a trophy to AR.</p> <p>The shield will be re-presented to AR at the next water polo training session so other club members can be present and learn about the award.</p>	<p><b>ACTION</b> GC will re-present AR with the shield at training and photos will be taken for social media.</p>
<b>013</b>	<p><b>Closure</b>  <b>Meeting end : 6:04 pm</b></p>	

**Agreed as a true record :**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_