

Halliwick Penguins Swimming Club

for disabled people

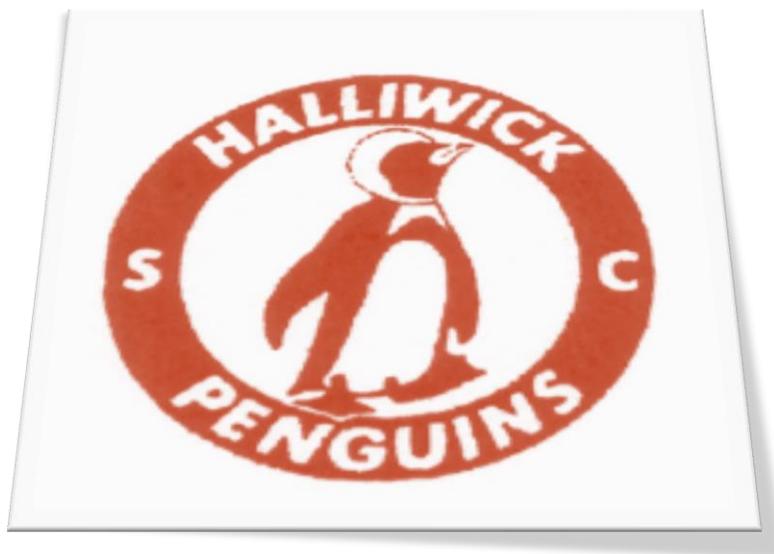
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Registered Charity No. 1033588

ANNUAL GENERAL MEETING 2019

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Time Plan and Agenda for AGM 2019

TIME PLAN

12.30 pm—1.30 pm : Buffet Lunch

1.30 pm—2.30 pm : AGM 2019

Please note that our usual swimming session will take place after the AGM at Southgate Leisure Centre

AGENDA

Present (Please ensure that you write your name on the “Present” list circulated at the meeting)

Apologies for Absence

1. Minutes of the Preceding Annual General Meeting (21st April 2018)

2. Matters Arising

REPORTS

3. Executive Committee Reports

- a. Chair
- b. General Secretary
- c. Treasurer (see financial accounts attached – not published on website)
- d. Chief and Senior Instructors

4. Sub-Committee Reports

- a. Administration
- b. Instructors
- c. Competitions
- d. Liaison
- e. Communications
- f. Social/Welfare

5. UNDER DISCUSSION

- a. Committee election terms
- b. DBS updating and personnel
- c. Data Protection / GDPR
- d. Safeguarding
- e. Celebrating 70 Years!

6. Election of Executive and Committee for 2019/20

7. Special Award: Matthew Hennessy Club Member of the Year Award for 2019/2020

Minutes of HPSC Annual General Meeting, Held on 21st April 2018

Held at 1330 hours at Southgate Leisure Centre, Winchmore Hill Road, London, N14 6AD.

Present: Jackie White MBE (President), William Wyatt (Chair), Arti Khullar (Secretary); David Ward (Treasurer), Janet Jones BEM, (Chief Instructor), Edward O'Byrne (Liaison Sub-Committee), Wendy Berry (Liaison Sub-Committee), Eva Salisch (Competitions Officer), Debbie Fisher (Trophy Officer), Liam Byrne, Sally Hennessey, Ivan Lavrich, Joe Chapman, Anne and Laura Cannon, Joy Heaton, Prakash Patel, Agnes and Benjamin Adjei, Nina Joannou, Brian Tippings, Oscar Gray and mum, Raj Sekaran, Vicky Barnes (Minutes).

Apologies were received from: Martin Hennessey (Senior Swimmers' Representative), Christina Symonides, Slava Drabat, Catherine and Maria Leung, Paul Marshall, Liza and Julie Mutabazi.

1. **MINUTES OF PRECEDING AGM held on 25th March 2017:** These were agreed by all as a true and accurate record of that meeting and were duly signed by Chair.
2. **MATTERS ARISING:** None not otherwise appearing on the agenda for this meeting.
3. **EXECUTIVE REPORTS:**
 - a) **Chair's Report:** Circulated prior to and at meeting. William stressed the need for both swimmers and Instructors to attend regularly to ensure smooth running of the club and continued progress of swimmers.
 - b) **Secretary's Report:** Circulated prior to and at meeting.
 - c) **Treasurers Report:** Accounts circulated prior to and at meeting. Of note, Connie Dieckmann (former club president), who passed away in April 2017, left a very generous legacy in her Will to the club of £3,590-00. We will consider what should be done in memory of Connie in due course. Club finances are healthy with bank balances standing at approximately £12,000-00. A record sum of £2,811-00 was raised through the sponsored swim which will keep the club running. Accounts were Proposed by Prakash Patel, Seconded by Debbie Fisher and agreed by all unanimously.
 - d) **Chief Instructor's Report:** Circulated prior to and at meeting. The one-hour BLDSA swim which we combined with our sponsored swim had 13 swimmers taking part and they swam a total of 19,725 metres between them – well done to all!
4. **SUB-COMMITTEE REPORTS:**
 - a) **Administration:** The club website is kept up-to-date and William sends out circulatory emails to save on paper/postage which is very expensive. William requested that members acknowledge emails and advise of any changes in contact details as soon as possible. We are not producing many newsletters given the website is now fully up-to-date. Club members are requested to use this resource. William has a new email address that is exclusively for the club (halliwickpenguins.chair@gmail.com.) The Halliwick Association of Swimming Therapy's newsletter is usually put on the club noticeboard also – Halliwick AST is the national Halliwick Association to which we affiliate. They are organising a special event on 12/5/18 in Euston, London and club members are invited to attend.
 - b) **Instructors:** No other report apart from Chief Instructor's report circulated and above.
 - c) **Competitions:** Report circulated prior to and at meeting. Eva advised that she will need more help for timings ready for galas. Eva thanked all the competitions committee, who help and advise. She also thanked Janet and Jackie and their team of instructors/helpers, who do such a great job training the swimmers.
 - d) **Liaison:** Report circulated prior to and at meeting. The meeting was advised that hoist and chars were actually our property, but that Fusion maintain it. The reasons behind this were historical.
 - e) **Communications:** See administration above. Brian Tippings, as a relatively new member of the club asked how we publicised the club as he found it difficult to obtain details. He added that he was benefiting greatly

from being a member of the club. We are registered with EVS and with the LBE but otherwise, it's really though word of mouth and our website. Further consideration would be given as to how we might further advertise but there is always a balance to be struck; we need to be sure that we have sufficient helpers/instructors to cope with demand and there is a waiting list for those wishing to join the club.

- f) **Social/Welfare:** Wendy reported that the leisure swims were pretty well supported and said how grateful they are to Fusion in allowing us to have the pool and supplying the lifeguards. The fees for the lifeguards have not changed and remain at £50/month. Anne Cannon says that she will organise a list for a summer meal at the Cherry Tree, possibly to include the quiz at the pub after the meal.

5. UNDER DISCUSSION:

- a) **Committee Election Terms:** Some discussion took place; this is again to be reviewed by the Executive Committee.
- b) **DBS Updating and Personnel:** All up-to-date except a few in progress with people needed to produce their documentation. William Wyatt and Arti Khullar are the club's DBS officers with assistance from Jackie White also.
- c) **Data Protection:** New regulations come into force on 25/5/18. It was reported that preparations are underway so that we are compliant with the new GDPR requirements and a number of key officers attended a training session this-morning organised and presented by William. A Privacy Policy and consent form will soon be sent to all members and members are encouraged to raise any concerns they may have and return their consent forms as soon as possible. It was confirmed that since we use personal data only to administer the club, there is no requirement that we register with the ICO but also confirmed that William would be appointed as the club's Data Protection Officer; although it was not a strict requirement that the club has a DPO, this was thought sensible so that any queries can be directed to the DPO.
- d) **Safeguarding:** Janet and Jackie are arranging a visit from someone at Swim England to come and discuss safeguarding issues with us.

6. ELECTION OF EXECUTIVE & COMMITTEE FOR 2017/18 INCLUDING NECESSARY APPOINTMENTS:

President – Jackie White MBE	Treasurer – David Ward
Vice Presidents – Laurie Rackind and Judith McLaughlin	Assistant Treasurer – Jackie White MBE
Chair – William Wyatt	Senior Swimmers' Representative – Maria Leung
Secretary – Arti Khullar	Club Captain – Noah Potter

Remaining Executive and Sub Committees voted for *en bloc* as per nomination form circulated prior to and at meeting

PROPOSED – Edward O'Byrne, SECONDED Eva Salisch and unanimously agreed by all at meeting.

7. MATTHEW HENNESSY "PENGUIN OF THE YEAR AWARD"

Sally Hennessy presented the award again this year in memory of Matthew Hennessy, this year the award being presented to Debbie Fisher for her dedicated service to the club. Sincere thanks were given to Debbie for all that he does and has done for the club over many years.

With there being no other business of the meeting, the meeting was closed at 1430 hours, with thanks and special thanks to Debbie and Arti for organising the delicious buffet preceding the meeting.

DATED _____ SIGNED _____ (CHAIR).

Annual Reports 2018/2019

CHAIR – WILLIAM WYATT

It has, as always, been a privilege for me to be chair of Halliwick Penguins SC, which continues to thrive in days when clubs and organisations such as ours struggle to find commitment. It is a tribute to all members of the club, swimmers, instructors and helpers alike that we continue as we do. The club began in 1949 and so, believe it or not, **we are 70 years old this year!**

As part of our celebrations, we are having another special meal at the Royal Chase Hotel in Enfield and this will be on **Sunday, 21st July 2019**. Details will follow in due course but for now, please remember to put the date in your diary!

As far as our weekly sessions are concerned, we still have a strong membership, and, for the most-part, our weekly swimming sessions run well. However, regular attendance of both helpers and swimmers is vital to this success. We cannot effectively run our sessions without that. Thanks go to all swimmers and helpers who do regularly attend.

We have been no less busy than usual in terms of competitions entered (see Eva's report below). The club gala 2019 will be on 8th June. A date for the regional gala is yet to be finalized but will be published as soon as possible. The Halliwick AST (the UK national Halliwick association to which we affiliate) National Championships 2019 will be hosted by Halliwick ASTRA 15 in Ebbw Vale, Wales, on 19th October 2019.

We had a very successful one-hour BLDSA Postal Swim in February 2019. Our swimmers did fantastically well – thank you to all of you!

We do try to keep our members up-to-date with things and one of the best and most cost-effective ways we can do this is through email. If there are any changes to your contact details, then please do remember to let me know as soon as possible so that our records are kept up-to-date. You should also check our website regularly (www.halliwickpenguins.org) and you can follow us on Twitter and Facebook (@halliwick). As you know, last year we did quite a bit of work to ensure that how we deal with personal data in the club is compliant with new regulations. If you have not yet completed and returned your consent form, it is very important that you do this as soon as possible.

As usual, the reports that follow this one give a good flavour of the club's activities in the past year so I will not repeat things here but please do read the reports which I have no doubt, have taken the various people concerned some time to write for you!

I must end by thanking each and every one of you for your continued support of the club and what the club tries to achieve. There are far too many of you to thank individually here but so many of you give up so much to be at the club that it is humbling to be part of it all. I am genuinely thankful to you all, whether swimmer, instructor or helper – all of you play a vital role in the club and its continued success.

GENERAL SECRETARY – ARTI KHULLAR

Secretarial duties are being covered well in the club by a variety of people, Vicky Barnes being Minutes Secretary, William Wyatt keeping our membership lists up-to-date, and Jackie White and I ensuring that our DBS records/ASA (Swim England) records are kept up-to-date. Otherwise, there has been very little general correspondence but when this is received, I have passed it onto the relevant person in the club. A good proportion of club enquiries are coming through our website or being passed onto Janet Jones or Jackie White. Please remember to help us keep your information up-to-date: If there is a change, then please let William Wyatt know as soon as possible.

TREASURER – DAVID WARD

See Financial Accounts from page 9 onwards.

- Financial Accounts are not published on the website but are available on request.

CHIEF INSTRUCTOR – JANET JONES

2018-19 has again been a busy year. We continue our teaching sessions with young swimmers. Over the year we have taken on some new swimmers, all of whom are doing very well indeed thanks to the excellent help from our helpers and instructors.

We also have some new young helpers; some of them are involved in the Duke of Edinburgh Award scheme. One of our young helpers has recently completed both the Foundation Course run by Alison Skinner and Ann Thomson at Arnos Pool. We hope that next year we will be able to send others. Judith McLaughlin, one of our Vice Presidents has recently been able to come to some of our sessions and I very much value her help.

We recently completed the BLDSA One Hour Swim. We had 21 participants who swam a total of 754 lengths – a total of 25,053 metres. Well done to all.

Ann and Alison successfully tested some of our young swimmers for the Green Badge but there are still some outstanding.

As ever our thanks go to Eva for all her work on competitions. My thanks go to all our instructors and helpers – without their help we would not be able to run our club so successfully.

COMPETITIONS SUB-COMMITTEE – EVA SALISCH

The competitions sub-committee have met regularly throughout the year in order to plan both our own annual gala and also to select our teams for the invitation club galas, the Regional Gala and National Championships.

The league swims and teams were run by Liam Byrne and John Bentley and we are very grateful to Liam for organising our teams and John for organising the league. A big “thank you” goes also to Mrs. Byrne, who transported our teams.

In 2018 we again had an ‘open’ club gala” and 4 Halliwick clubs (Barracuda SC, Barking Beavers SC, Pimlico Puffins SC and Venturers SC) were all invited and joined us. Everyone enjoyed the gala and there was a lot of cheering! At the start of the gala, we held our own club championship events, each race being 3 lengths (100m). It was most encouraging to see that we had new swimmers participating in this year’s club championships. Janet and Jackie and their team of instructors and helpers have really worked very hard so that these members were able to participate. Our Junior Champion was Joe Chapman, with Liza Mutabazi second and Aayush Parekh third. The Ladies’ Champion was Maria Leung and the Men’s champion was Liam Byrne, closely followed by Ashi Sekeran. Congratulations to all. The ‘invitation’ part of the club gala was won by Halliwick Penguins SC, with Barracuda SC coming a close second.

The Regional Gala was this year held at Albany Leisure Centre in July. Aayush, Liza, Joe, Salas, Elizabeth, Liam and Maria all represented Halliwick Penguins SC and once again we were overall winners despite having so few swimmers. Our winners represented Halliwick ASTRA 1 (our region) in the Halliwick AST National Championships, which were held in October 2018 in Sevenoaks Kent, hosted by Halliwick ASTRA 2. Our swimmers helped the region to come fourth overall. A big “thank you” to Debbie, who looked after everyone on the coach and at the event.

We were sorry to have to say goodbye to Aayush and his family in August 2018 as they moved away from the area; they are greatly missed.

The only invitation gala was to Pimlico Puffins SC’s gala on 4/11/18. We only had a small team available, but our swimmers did very well: Joe won a gold medal, Liam won gold and silver medals, Ashi won a bronze medal and the 3 seniors won gold medals in the senior relay race. Well done swimmers! Again, a big “thank you” to Debbie for looking after the team and timing.

I would like to say another big “thank you” to Keith Richardson for all the training and timing he has been doing over the weeks; both stroke techniques and times of swimmers have improved tremendously. Thanks also to Raj Sekeran for helping with timing, the hoist and whenever else needed; it is much appreciated.

I cannot finish without saying a very big “thank you” to the competitions sub-committee (who help and advise me), to Janet and Jackie and their team of instructors helpers (who do such a great job training our swimmers), to all the parents of the swimmers (who help in many ways), to Debbie, and, of course, to our chairman, William, who supports us all the way. I also want to thank the manager of Southgate Leisure Centre, Mohamed, and all the pool staff, who all support and help us every Saturday afternoon in so many ways.

SOCIAL COMMITTEE – LEISURE SWIMS – WENDY BERRY

We continue to hold the leisure swims during the holiday periods, for swimmers who can swim independently or who have their own support. These swims enable the instructors and officers to have a well-deserved break. Swims have been well supported and very much enjoyed by Halliwick members and their families, during the Easter, summer and Christmas breaks.

We do appreciate this opportunity for members to continue their swims throughout the holiday periods, and we are extremely grateful to Fusion for providing their facilities for our benefit.

HALLIWICK ASTRA 1 – WILLIAM WYATT (AS SECRETARY TO HALLIWICK ASTRA 1)

The year has again been a relatively quiet one so far as Halliwick ASTRA 1 is concerned, clubs in the region muddling along as best they can in these days when the struggle to find committed volunteers gets ever harder and finances/resources evermore scarce.

There have been the usual “round” of club and inter-club galas including the regional gala in July 2018, which Venturers SC kindly hosted. It was organised by John Bentley and was a great event and meant that we had competitors to go forward to the National Championships 2018 which, this year, again proved to be a great event hosted by Halliwick ASTRA 2 in Sevenoaks, Kent.

We also held our usual league swims between clubs in region, which were successful and are a great way for clubs to meet together outside of more formal galas.

Sadly, a number of the region’s clubs continue to struggle in the battle for pool time, volunteers and finances to keep going but they do what they can to continue.

The region was not able to have an AGM in 2018 but we are planning one soon. Janet Jones continues as Chair, with William Wyatt as Secretary and Alison Skinner as Treasurer (assisted by Darren Pallett). The region continues to be financially viable.

The usual Foundation Course was held although, because at the moment they continue to be held at Arnos Pool, space and therefore numbers are limited.

The National Championships for 2019 will take place in Ebbw Vale, Wales on 19th October 2019, to be hosted by Halliwick ASTRA 15 and we are looking forward to that.

Nominations for 2019/2020

The following were appointed/elected at the AGM on 21st April 2018 for 2018/2019:

President : Jackie White MBE
 Vice-Presidents : Laurie Rackind and Judith McLaughlin

Please use the form below to nominate any CLUB MEMBER for any of the following posts. Please note that a nominee must be willing to stand for the post for which they are nominated and should be aware of what the post involves before accepting the post. Nominees should also be seconded, either on the form or at the Annual General Meeting.

Executive elected at 2018 AGM as follows:

Club Chair : William Wyatt
 Treasurer : David Ward
 Assistant Treasurer : Jackie White MBE
 General Secretary : Arti Khullar
 Minutes Secretary : Vicky Barnes
 Chief Instructor : Janet Jones BEM
 Competitions Chair : Eva Salisch
 Liaison Chair : Edward O'Byrne
 Communications Chair : William Wyatt
 Social/Welfare Chair : Anne Cannon
 Senior Swimmers' Rep : Maria Leung
 Junior Swimmers' Rep : Debbie Fisher
 Helpers' Rep : Vicky Barnes
 Club Captain : Noah Potter
 Club DBS Officers : William Wyatt and Arti Khullar
 Data Protection Officer : William Wyatt

The following Sub-Committees were also elected:

Administration

Arti Khullar (General Secretary); William Wyatt (Membership Secretary); Janet Jones (Poolside Records); Wendy Berry.

Instructors'

Janet Jones (Chair); Jackie White; Vicky Barnes (Helpers' Rep).

Competitions

Eva Salisch (Chair); Debbie Fisher (Trophy Officer/Junior Swimmers' Rep); Liam Byrne (League Officer); Maria Leung (Senior Swimmers' Rep); Noah Potter (Club Captain).

Liaison

Edward O'Byrne (Chair); Wendy Berry (LBESA/Fusion Rep/Leisure Swims) Janet Jones; Jackie White; William Wyatt.

Communications

William Wyatt.

Social/Welfare

Anne Cannon (Chair); Wendy Berry.

POST	PERSON NOMINATED	SECONDED BY

Financial Accounts 2018

Not published on website – available on request.

