

**COPELAND AMATEUR SWIMMING CLUB'S
40th ANNUAL GENERAL MEETING
WEDENSDAY 26th NOVEMBER 2025 AT 7:30PM COPELAND POOL STUDIO**

MINUTES

Meeting started: 7:30pm

Attendees: Andy Sutton (Chair), Lissa Deverson (Treasurer), Andrea Clarke (Secretary), Claire Todhunter (Head Coach), Michele Pool (Membership Secretary), Ian Richardson, Natalie Jarvis, Amanda McEwan, Brad Sutton, John Conery, John Freestone, Toby Patton, Kerri Young, Ian Glendinning, Toni McClurry, Jonnie Graham, Nigel Goddard, Emma Robertson

Apologies: None

Welcome

A presentation format was used throughout the meeting. The Chair opened the meeting and welcomed everyone to Copeland Amateur Swimming Club's Annual General Meeting. Full presentation attached.

Purpose of the meeting:

- Agree minutes from 2024.
- Receive Chair's summary of the club's achievements over the past 12 month.
- Receive report from Treasurer on the club's financial position and consider recommendations.
- Receive coaches report.
- To elect the Officers and other members of the Committee.

2024 AGM Minutes agreed.

Chair gave a presentation and provided detail on the club's achievements throughout 2025, also gave overview of the work carried out by volunteers to ensure the club continues to run in accordance with swimming guidelines. The Chair thanked all volunteers for all their efforts – committee, coaches, officials, timing helpers and front of house.

The Chair also spoke about the Governance in the club and achieving the Swimmark and updating the club constitution.

In 2024/25 there was a lot of change of roles – Secretary /Treasurer/ Membership secretary / Welfare officer.

Copeland is represented well within the Cumbria ASC with Ian Richardson as President, John Connery as Chairman and Keith Chisholm as Treasurer and John Freestone as past President. A lot of experience who are happy to advise.

John Connery highlighted the importance of SwimMark and the need to be compliant, Claire completing level 2 coaching, without the work of committee would not be a competitive swimming club.

Treasurer Report

Treasurer gave a presentation and provided detail on the club's financial position, including the overall income and expenditure for 2025, 2025/2026 budget, the importance of fundraising and detail on the club's main income streams

Treasurer's recommendations for 2025/2026

- Adopt the accounts as an accurate record
- Continue as a charity
- Hold membership fees until the new calendar year and review position considering squad balance and increase in Swim England membership fees.
- Continue fundraising options.

Independent review of account will be carried out by Toni Graham.

Questions and comments put to the Treasurer.

Q - MP- Do we always run at a minus?

A - AS- We tend to because hard to predict what fundraising will take place.

Q - NG – Are the membership fee in comparison to other clubs?

A - JC – very good compared to other clubs – South of county £100 a month per swimmer. To keep at £46 a month is very reasonable. Aim for membership fees to covers pool hire.

Q - TM – Fees not covered by a governing body? Shocked how cheap it is for time in the pool.

A – JC - No not governed

A – AS- Fees to be reviewed next year – do not want to increase the fees.

Treasurer proposed recommendations, seconded by Andy Sutton.

Coaches Report

Head coach gave a presentation and provided an update on the pool success over the past 12 month. Claire thanked Richard for his hard work and commitment. The club stayed in division one in the arena league, a number of swimmers qualifying for Regionals and Nationals, swimmers achievements with club records broken and the introduction of a development squad targeted for Diddy league swimmer.

The coach also provided projections for 2025/2026 and thanked everyone for all their support over the past 12 month.

Claire also stressed the need for volunteers in assistant coaching and poolside helpers and the consequences without additional volunteers.

Questions put to the Coach.

Q - Is there a plan to encourage off the balcony?

A – Keep asking – 1 volunteer going through training. It is not through lack of trying, really struggling with coaches.

JC Big effort from level 2 coaches because without their effort it stops.

Q – Winter meet target ages changed so has younger swimmers been taken into account?
A – I did think about that but with changes in club decided to keep the target swimmers as 3.

Election of Committee:

Chair thanked the Committee members for their support, and the work carried out over the past 12 month.

Chair – Andy Sutton, proposed by Michele Pool, seconded by Ellie Sutton

Treasurer – Lissa Deverson, proposed by Andy Sutton, seconded by Michele Pool

Secretary – Andrea Clarke, proposed by Andy Sutton, seconded by Michele Pool

Membership Secretary – Michele Pool, proposed by Andy Sutton, seconded by Toni McClurry

Head Coach position – Claire Todhunter, proposed by Andy Sutton, seconded by Michele Pool

Committee member – Toni McClurry, proposed by Mark Adams, seconded by Andy Sutton

Committee member – Jonathan Graham, proposed by Andy Sutton, seconded by Natalie Jarvis

Committee member – Kerri Young, proposed by Brad Sutton, seconded by Alison Owen

Committee member – Amanda McEwan, proposed by Andy Sutton, seconded by Claire Todhunter

Committee member – Toby Patton, proposed by Claire Todhunter, seconded by Brad Sutton

Co-opted Committee member - Ian Richardson, proposed by Andy Sutton, seconded by Andrea Clarke

Next Committee meeting: 18th December 2025

AOB –

MP - More committee members, so need to share the load more. AC suggested to put on the agenda for next committee meeting.

GJ - What the objective & Committee?

AS - Club aim is on the website – support swimmers to best of ability.

G - What is the role of committee? Do we have strategy and tactics?

AS – The role is to support the coaches and one of the focuses is on governance. We don't have strategy and tactics.

MP - Thanked John & John for their help with time system / Ian for the support we have at the high level.

JC – Raised easy fundraising, which his wife currently manages but is no longer involved there =fore is there anyone who will take it over. – It gives percentage of sale back to club. To go on next committee agenda

JC - Is there any vision to push officials?

AS – Yes, at least 3 training. Without officials we cannot run club. Three refereed affiliated. Need J1s coming through. We need them at other galas. Discussion on potential barriers e.g learning rules for turns etc. Reassurance given by others about excellent level of support from our referees, experienced judges etc.

Close meeting 20:15

Copeland ASC AGM



Proposed Agenda

Welcome

Apologies for Absence

Minutes from Previous meeting

Chair's Summary of 2024/25

Treasurer's Report

Coaches Report

Election of Committee

AOB

Summary of the year 2024-2025

Four main
themes to the
Club

Volunteers a key
part to all of this

Swimming (see
coaches report
later)

Fundraising

Governance

Charitable Status

Fundraising

- Strong showing from Griffin and Graded Galas
- Also supported Diddy Event at our pool
- Summer raffle

Massive thanks to all who have supported the club at these events!



Governance

- Maintained charitable status with charity commission
- Successfully completed SwimMark Health Check
- Club constitution successfully updated and endorsed by Swim England, approved at SGM
- Club committee continues to be well supported with key executive posts filled (Chair, Secretary, Treasurer)
- All DBS, Safeguarding and Protecting Children, and other mandatory requirements in place
- Club ran in line with Codes of Conduct
- Successfully filled Welfare Officer position

Charitable status

Keswick 2

Barrow walk marshalling

- Club involved in various charity events over the last 12 months



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Support our swimmers to reach their full potential NYE dip

Positives/ Challenges

Positives	Challenges
Good attendance at galas/ events	Attrition of coaches and officials
Took ownership of new Scoreboard, turning boards and block covers	Committee position changes
Hosted visit from our MP	Progressing actions from questionnaire
Continued coach development	Maintenance of timing system!
Julie shortlisted for Cumbria awards.	Maintenance/ Update of website
Julie, John F & Keith C voted into Cumbria ASC Hall of Fame.	



Claire Todhunter

has achieved

Swim England
Swimming Coach

Certificate Number
SC240540

Date Achieved
28-May-2025





Swimming Club – Treasurers Report

	£76,620.68	£84,188.31
Transactions	Income Actual	Outgoing Actual
Subscriptions	£44,119.00	
Pool Hire		£46,280.00
Land Training	£200.00	£840.00
Coaching Services		£338.98
Club Gear	£999.50	£1,739.48
Gala Pool Hire		£1,957.50
General Income inc. Fund Raising	£10,425.75	£60.00
Bus Charges	£1,738.85	£2,725.00
ASA Memberships	£0.00	£6,835.15
Gift Aid	£3,546.78	
Trophies and Gala Equipment		£1,601.72
Coaches Budget		£1,884.33
Capital Project	£3,591.30	£14,719.20
R&R		£422.96
Misc/Contingency	£55.50	£110.49
Gala Entry	£11,944.00	£4,673.50
Current Account Opening Balance	£25,061.02	
Current Account Closing Balance	13,945.99	
Transactions	Income	
Interest	£136.81	
Reserve Account Opening Balance	£11,240.48	
Reserve Account Closing Balance	£11,377.29	
Closing Current Account Balance	£13,945.99	
Closing Reserve Account Balance	£11,377.29	
Total Balance	£25,323.28	
Cash Held	£3,392.02	

Total Income Reserve	£ 136.81
Total Outgoing Reserve	£ -
Variance	£ 136.81

Total Income	£ 76,757.49
Total Outgoings	£ 84,188.31
Variance	-£ 7,430.82

Opening Bank Balance Main	£ 25,061.02
Opening Bank Balance Reserve	£ 11,240.48
Opening Balance exc Cash	£ 36,301.50

Closing Bank Balance Main	£ 13,945.99
Closing Bank Balance Reserve	£ 11,377.29
Closing Balance exc Cash	£ 25,323.28
Closing Balance inc. Cash	£ 28,715.30

Variance inc cash held late banking	-£ 7,586.20
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Copeland Amateur Swimming Club – Treasurers Report



- Current Account £11,115.03 decrease
- Reserve Account £136.81 increase (interest rates)
- Total decrease £7,586.20
- True year end position is £3,187.80 increase (See Caveat to Reporting).
- £25,323.28 in the bank with £3,392 cash held
- Club continues to be in a stable financial position.
- Membership numbers continue to grow
- Fee increases will not be proposed now but position will be reviewed in January 2026 due to ASA membership price increases.

Copeland Amateur Swimming Club – Treasurers Report – Caveat to reporting



- Reported Loss for FY 2024/25 is £7,586.20
- As part of fundraising activities in the previous year Copeland ASC successfully secured a grant of £14,365 to improve our aging infrastructure.
- The 1st £10,774 had been paid into our accounts in 23/24 and used for it's purpose in 24/25.
- Taking this into consideration the true year end position is £3,187.80 increase.
- This is a good outcome and is largely down to hard work by a small number of dedicated people.

Copeland Amateur Swimming Club – Treasurers Report

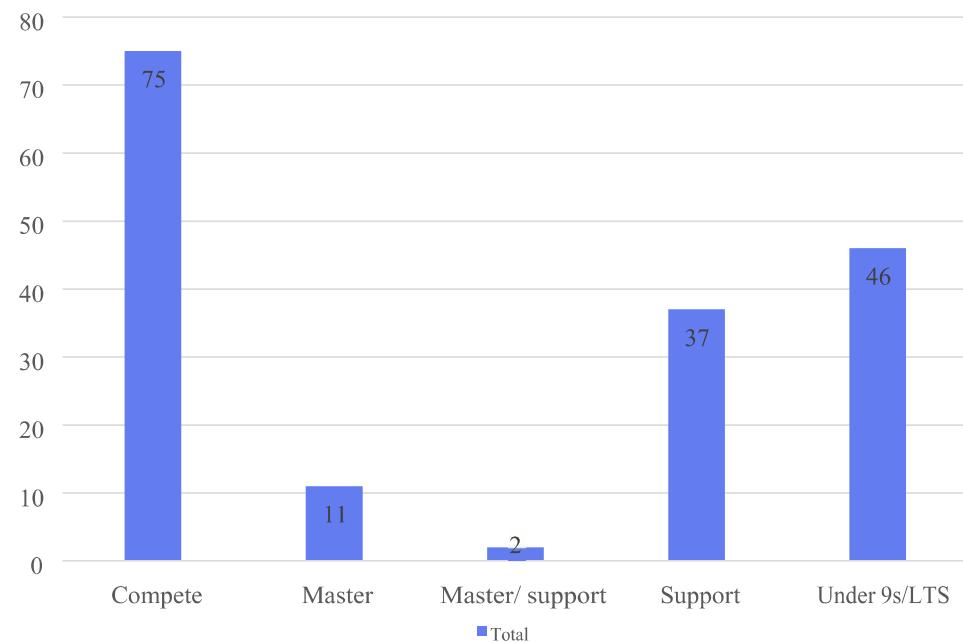
- Membership numbers continue to grow
- LTS numbers have increased and LTS remains very popular
- Masters squad has maintained a good uptake
- Overall increase in paying members over the year
- 122 in 2024
- 134 in 2025



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Copeland Pool and Fitness Centre
C/O Copeland ASC
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Copeland ASC Members Nov 25





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Treasurers Report





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Copeland Amateur Swimming Club – Treasurers Report – Budget 2025/26

	£77,588.70	£0.00	£0.00	£80,281.70	£0.00	£0.00	Total Expenditure	Commentary
Transactions	Income	Income Actual	Income Forecast	Outgoing	Outgoing Actual	Outgoing Forecast		
Subscriptions	£44,400.00							Based on £3,650 monthly with no increase in 25/26 financial year. Possibility to revisit in January 2026 due to increase in licence fees.
Pool Hire				£48,000.00				Assumes £4,000 per month. Assumes some months have ups and downs and the club ensures pool utilisation is efficient.
Land Training	£630.00			£950.00				Assumes c.9 attend c.45 sessions annually. Consider promoting land training and making it more accessible.
Coaching Services				£700.00				Travel expenses for head coach and related requirements
Club Gear	£750.00			£2,200.00				Outgoing increased due to need for new computer and software to improve timing machine
Gala Pool Hire	£0.00			£3,000.00				Assumes £1.5k per gala. 2 off - Griffin Gala & Graded Gala
General Income inc. Fund Raising	£13,608.70			£500.00				Fundraising kept the same due to lower income from previous years but the addition of the Winter Meet being held at Copeland
Bus Charges	£1,700.00			£2,725.00				Considering increase in outgoing 24/25, assumed bus will be taken for Diddy League
ASA Memberships	£0.00			£7,806.70				In line with 24/25
Gift Aid	£3,500.00							In line with 24/25
Trophies and Gala Equipment				£3,000.00				In line with previous years
Coaches Budget				£2,000.00				Increased to account for teaching certification support agreed last year
Capital Project	£0.00			£3,000.00				Lowered from last year due to scoreboard project completed in 24/25
R&R				£400.00				In line with 24/25
Misc/Contingency	£1,000.00			£1,000.00				In line with 24/25
Gala Entry	£12,000.00			£5,000.00				In line with 24/25



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Copeland Amateur Swimming Club –

Treasurers Report - Recommendations

- Adopt the accounts as an accurate record
- Continue as a charity
- Hold membership fees until the new calendar year and review position considering squad balance and increase in Swim England membership fees.
- Continue fundraising options.



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Coaches Report



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Coaching Transition & Headline Achievements

Coaching update & club progress 2024/25

- Richard stepped down as Head Coach at the end of the 2024/25 season (31 July).
- Huge thank you to Richard for his hard work, commitment and the progress made over the last few years.
- Under his leadership, we were promoted to Division 1 of the Arena League and successfully stayed up last season.
- We saw a strong increase in performance, with a number of swimmers qualifying for Regionals and Nationals.
- Strategic focus on our younger swimmers for Diddy League paid off – we finished higher than we have in years.
- New Head Coach in place from 1 August to build on the solid foundation and continue that trajectory.



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2024/25 Targets vs Objectives

Performance against 2024/25 objectives

- 6 swimmers to qualify for Summer Regionals – achieved.
- Some swimmers chose not to attend due to GCSE exams, and one swimmer moved clubs, but qualification target still met.
- 2 swimmers to qualify for Nationals – partly achieved.
- Adam qualified and had a fantastic experience with 3 PBs and new club records.
- 5 swimmers to qualify for Winter Regionals – largely achieved.
- 3 swimmers attended Winter Regionals.
- We would have had a further 2 had they not left to swim at other clubs – they were in the numbers when objectives were set.
- 3 County Age Group Champions – achieved.
- Adam: County champion in 50m & 100m Breaststroke.



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- Scarlett: County champion in 800m & 1500m Freestyle.
- Finish higher in Diddy League – achieved.
- Focus on younger swimmers and broader experience resulted in our best placing for several years.



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Building the Base

2025/26 Season – Club development

- Overall, a really positive year on and off poolside.
- We lost a number of swimmers to other clubs but have seen a big increase in new swimmers joining across Learn to Swim and Squads.
- Morning session attendance is improving, with many younger and newer squad swimmers keen to develop and training more regularly.
- Introduced a new Development Session:
 - Targeted technique-focused sessions for Diddy swimmers and those needing extra support.
 - Already making a difference to skills and confidence in competition.
- Launched individual development plan opportunities for Upper B squad and above:
 - Swimmers can work with coaches to set and track specific goals.
- Arena League 2025:
 - We have completed two rounds so far, facing very tough competition.
 - Every swimmer has stepped up and represented the club brilliantly – as Head Coach, I'm proud of every performance.



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Looking ahead & Volunteers

2025/26 Priorities – Performance & People

Competition & performance plans

- As well as the usual short-course galas, we are also targeting four key long-course meets in 2025/26:
 - Leeds New Year Meet – 50m experience for multiple squads.
 - York National Qualifier – key opportunity for National times.
 - Sunderland National Qualifier – performance focus for higher squads.
 - Sunderland Summer Splash – broad 50m race experience across squads.
- We have already started developing the next two years' Diddy teams:
- Aim to improve our placing every year and get younger swimmers excited about galas.
- Maintain our philosophy that everyone of the right age should have the chance to be part of the team, even if it's just one swim, rather than selecting only the fastest.
- New season performance objectives (adjusted for recent leavers in higher squads):
 - 4 swimmers to qualify for Summer Regionals.
 - 3 swimmers to qualify for Winter Regionals.
 - Maximise County Age Group entries – get as many as possible qualified and racing.



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Looking ahead & Volunteers Continued

2025/26 Priorities – Performance & People

Volunteers – a critical need

- Huge thank you to all current coaches and team managers who support poolside and at galas.
- To develop all swimmers and run the programme we want; we urgently need more volunteers:
 - Assistant coaches & poolside helpers (Any training will be given)
 - Despite several calls for help, uptake has been low.
- Without additional volunteers:
- We won't be able to get the best out of every swimmer, and
 - We may have to cancel sessions or reduce gala attendance in future.
- Clear ask:
- If you can help in any capacity – however small – please speak to me or any committee member after the meeting.



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Election of Committee Members





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