



ORCA AGM – Monday 4^h November 2024 at 7.15PM

Agenda

- Opening remarks/Welcome – Secretary
- Chairman’s Report – Chairman
- Presentation of Accounts – Treasurer
- Membership Report – Membership Secretary
- Competition Report – Competition Secretary
- Head Coach’s Report – Head Coach
- Resignations and Election of Committee/Office Bearers – Chairman
- Questions from Club Members – Secretary
- Any Other Competent Business for consideration at next Committee Meeting – Secretary

Invited

- All Club Members – Invites sent via Club Website Subscription list and via Social Media channels

Attendees

| | |
|-----------------|---------------------|
| Phil Minshall | ORCA Club Chairman |
| Adelle Hart | ORCA Club Secretary |
| Lisa Topham | ORCA Treasurer |
| David Rees | Head Coach |
| Karen Crossman | ORCA Welfare |
| Marc Brierley | Parent |
| Andrea Kinuthia | Parent |
| Elaine Peers | Parent |
| Rachel Wayte | Parent |
| Katy Morrish | Parent |
| Julie Brown | Parent |



Annual General Meeting

Welcome – Club Secretary

The Club Secretary opened the meeting by thanking all of the attendees for giving up their time to attend the ORCA AGM 2024.

It was highlighted that the AGM is an opportunity for ALL current members of the club to attend a meeting to discuss the running of the club, including the appointment of all of the committee roles that run the ongoing business of the club.

The following pages detail the reports from the committee officials and the election of the committee for 2024/20245

In accordance with the Club's Constitution, it was deemed that the meeting was quorate with eleven people being in attendance. The Club Secretary then handed the meeting to the representatives of the agenda items.

Adelle Hart
Club Secretary
ORCA Swimming Club



Chairman's Report

I would like to start with expressing my thank you to all of the committee, coached, parents/guardians and swimmers that have been members of ORCA through 2024. Running a club can give great pleasure in the opportunities that it provides to the swimmers, their parents/guardians and the wider circle of family and friends. It is also a testament to those that give up their time either poolside or behind the scenes, and without the whole community of the Team ORCA members the club would not exist.

I would like to express my thanks to those on the poolside and committee that have left or are standing down in 2024. Poolside Charlotte Taylor stepped down as Deputy Head Coach after being part of the poolside furniture since its inception, and previously Crompton Classics SC.

Natalie Schofield stepping down as Membership Secretary with her children now embedded into the Aquabears Swimming Club.

In addition, I would also like to welcome Vicky who has joined ORCA in 2024 as Deputy Head Coach and to specifically mention my thanks to Dave as Head Coach; Martyn, Charlotte Elson, Michelle and Lee on the coaching team; and Adelle, Lisa, and Natalie as the committee club officials; Karen as Welfare officer and Lynn for her support to the committee through 2024.

Since 2022 when ORCA was under some threat financially and with diminished membership, we have come a long way, the club is now in a stable footing and looking forward to enhancing it offer in terms of training and competitions. We have some way to go poolside, with the ongoing feed from OCLL swimming lessons developing swimmers at an older age range, we are actively working with OCLL to link into developing swimmers that feed into club competitive training and provide more training time for swimmers to develop the competitive swimmers of the future.

Along with the pleasures of running ORCA, 2024 has been a year of change for swimming in Oldham. With Oldham Community Leisure Limited (OCLL) making the decision to close the Oldham Advance Training squad and effectively closing the offering of Advance Competitive swimming in Oldham. This decision puts the responsibility for Advance Competitive swimming in Oldham directly into the hands of the four competitive swimming clubs, their coaches and their committee.

Looking to 2025, ORCA has the challenge to grow the clubs training and competition calendar, and also to take up the work previously provided by Oldham Aquatics. As the 2024 committee stand down, we need to grow the support of the club both on the committee and poolside and would ask for your consideration on what time and skills you could offer to support your club for your swimmers of the future.

Yours sincerely

Phil Minshall
Chairman
ORCA Swimming Club



Treasurers Report to the AGM – Year Ending 31.08.2024

Introduction

ORCA Swimming Club's (the Club) accounts are attached having been prepared on a receipts and payment basis. As stated in the ORCA Club Constitution the financial year runs from September – August each year. The Club's accounts are not subject to statutory audit but should be independently reviewed, this has been carried out for this financial year and the report is detailed below.

Review of the Year - 1 September 2023 – August 2024

The accounts of the Club are attached overleaf. The Club this year has made a profit of £194.64 and at the end of this financial year the balance at the bank was £12,589.82 this is split between the current account and £6145.13 is held in a reserve account.

The main source of income for the Club is Swim Fees and Memberships, which make up 100% of income, this income is vital for the Club to be able to remain a going concern. We received £250.00 from Swim England which is for remaining an accredited Swim Mark club. Donations totalled £604.30, this figure is made up of swim fees that have been overpaid and coaching bursaries from BCM to support training and development for club coaching. Fundraising and Raffles collected £1900.81, this is made up from the One Lottery, Easy Fundraising and Gala Raffles. We were successful this year in being selected for a Tesco Stronger Starts grant and the donation from them was £500.00 Other income for the Club came from OCL for Link Lane fees, the total collected was £809.57. The OCL Link Lane was discontinued in June 2024.

The main expenditure of the Club is for Pool Hire and Coaching staff wages and these have increased this year for the Club to remain competitive and attract new coaching staff. Pool Hire costs did not increase this year, but this should be anticipated for the next financial year. The Club does not have any debts that are to be carried forward from any previous years.

Swim Fees were increased but it is too early for us to predict the overall impact on club finances. The Club did make a small profit this year it is vital that income is monitored on an ongoing basis to ensure that any expenses do not spiral out of control, which would then mean the Club could not cover its own operating costs. The Club's reserves continue to be adequate to be used as a buffer for the months where income falls below the required level.

| | |
|------------------------|------------------------|
| YE Aug 2023 | YE Aug 2024 |
| Income £46,820.74 | Income £45,102.79 |
| Expenditure £44,401.66 | Expenditure £44,908.15 |

The Future – Financial Year – September 2023 – August 2024

The Club needs continue to investigate additional funding streams in the form of grants that could be applied for, to further Club boost income. It may also be worthwhile to think about more locally based sources of fundraising for the Club.

Summary

Financially, ORCA has had another good year, and several new swimmers continue join the club. We move into a new financial year with positive balance of funds and this report assumes that the income needs to be maintained at a similar level in order to remain financially viable.



Independent Accounts Review Year End Aug 2024

The Club's accounts are not subject to statutory audit and as such this review does not seek to imply that such an audit has been carried out and should not be relied upon as such. Where the word 'audit' has been used below it should be noted that the correct terminology should be 'examined'.

As part of the audit, I checked that the bank balance in the accounts matches the bank balance on the bank statements and that a sample of transactions have been recorded accurately.

I also checked the expenses and requested a sample of back up receipts and documents to ensure that there are clear audit trails in place. All but one of these was provided, with the missing document being the annual invoice for pool hire. Oldham Council have not provided you with an official invoice but you have asked for one so this could not be verified but is in line with last year.

I checked the profit and loss account and also checked the balance sheet and am happy that these reports are fair.

From my audit of the transactions entered into QuickBooks for Orca Swimming Club, I can confirm that I believe these to be a true and fair view of the finances of the club.

Again, I would recommend attaching documents to the expenses and income transactions where possible for completeness, but this is just for ease of audit trails and is simply a recommendation from an audit stance.



Annual General Meeting



ORCA Swimming Club Profit & Loss September 2023 - August 2024

| | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 | Apr 2024 | May 2024 | Jun 2024 | Jul 2024 | Aug 2024 | Total |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Income | | | | | | | | | | | | | |
| ATS Fees | 326.00 | 289.50 | 249.01 | 264.01 | 257.50 | 233.00 | 272.49 | 302.43 | 251.55 | 293.99 | 282.99 | 293.99 | 3,316.46 |
| Bronze Fees | 775.00 | 854.49 | 824.99 | 799.99 | 894.50 | 895.00 | 979.02 | 920.57 | 895.95 | 992.01 | 930.51 | 939.01 | 10,690.04 |
| Club & SE Membership Fees (In) | 75.00 | 90.01 | 280.00 | 1,480.00 | 3,015.00 | 172.00 | 89.99 | 110.00 | 45.00 | 230.00 | 130.00 | 30.00 | 5,747.00 |
| Club Membership (No SE Fees) | | 10.00 | | 27.00 | 243.00 | 27.00 | | 81.00 | | 27.00 | 39.00 | 25.00 | 480.00 |
| Club Social Party | | | | | | 354.00 | 31.00 | 120.00 | | | | | 505.00 |
| Donations & Bursaries | 129.00 | 10.00 | 110.00 | 0.30 | | 273.00 | 9.00 | | 9.00 | 44.00 | 10.00 | 22.00 | 616.30 |
| Fundraising/Raffles | 42.08 | 539.32 | 244.32 | 151.26 | 69.46 | 79.41 | 54.00 | 38.08 | 45.00 | 38.00 | 40.32 | 549.56 | 1,900.81 |
| Gala Door Fees | | | | 87.00 | | 245.70 | | 11.00 | | | 116.00 | 191.07 | 650.77 |
| Gala Fees (In) | 28.00 | 403.00 | 110.00 | 130.00 | 289.00 | 201.43 | | | | | 201.00 | 226.00 | 1,588.43 |
| Gold Fees | 245.00 | 245.00 | 280.00 | 280.00 | 282.50 | 225.00 | 337.50 | 375.00 | 450.00 | 450.00 | 487.50 | 500.00 | 4,257.50 |
| Link Lane Fee | | | 259.06 | | | | | | | | | | 809.57 |
| Mercury Fees | | | | | 85.00 | 85.00 | 43.00 | 43.00 | 43.00 | 43.00 | 43.00 | 129.00 | 516.00 |
| Other Club Income | | | | | 144.00 | | | | | | | | 144.00 |
| Silver Fees | 1,185.50 | 1,209.00 | 1,218.80 | 1,433.00 | 1,240.00 | 1,179.00 | 1,054.00 | 1,082.00 | 990.00 | 1,154.00 | 990.00 | 1,022.00 | 13,756.30 |
| Swim Hats/Club Merch | | 10.00 | 114.21 | 52.40 | | | | 13.00 | | | | | 194.61 |
| Unapplied Cash Payment Income | 25.00 | -5.00 | -10.00 | -25.00 | 34.00 | -34.00 | 2.00 | -5.50 | 5.50 | -57.00 | 15.00 | -15.00 | -70.00 |
| Total Income | £ 2,830.68 | £ 3,856.32 | £ 3,880.39 | £ 4,889.98 | £ 6,654.96 | £ 3,836.64 | £ 2,872.00 | £ 3,090.68 | £ 2,735.00 | £ 3,871.61 | £ 3,381.39 | £ 3,826.68 | £ 46,102.79 |
| Gross Profit | £ 2,830.68 | £ 3,856.32 | £ 3,880.39 | £ 4,889.98 | £ 6,654.96 | £ 3,836.64 | £ 2,872.00 | £ 3,090.68 | £ 2,735.00 | £ 3,871.61 | £ 3,381.39 | £ 3,826.68 | £ 46,102.79 |
| Expenses | | | | | | | | | | | | | |
| Advertising/Promotional | | 437.39 | | | | | | | | | | | 437.39 |
| Club Kit | | 229.19 | 66.84 | 89.95 | 73.54 | 26.50 | 21.00 | 92.50 | | | | 135.50 | 736.13 |
| Club Social Party (out) | | | 80.00 | 80.00 | 180.00 | 577.24 | 205.22 | 47.49 | 87.21 | | | 35.50 | 1,292.66 |
| Digital Marketing | | | | 6.08 | 12.71 | 12.00 | | 8.76 | 12.80 | 7.81 | 15.55 | 29.58 | 105.29 |
| Dues & Subscriptions | 18.19 | 31.39 | 19.39 | 19.39 | 15.79 | 421.99 | 15.79 | 377.78 | 15.79 | 22.03 | 83.94 | 50.47 | 1,091.94 |
| Gala Fees (Out) | 505.00 | 420.00 | | 75.00 | | | 325.00 | | | 184.00 | | | 1,509.00 |
| Medals/Trophies | | | | | | 321.05 | 69.13 | | | | | | 390.18 |
| Office/General Administrative Expenses | | 1.50 | 55.69 | 151.63 | 32.68 | | | 25.03 | | 73.50 | 139.27 | 155.44 | 633.84 |
| Payroll Expenses | | | | | | | | | | | | | 0.00 |
| Taxes | | | | | | | | 160.25 | | | 239.60 | | 399.85 |
| Wages | 349.00 | 673.50 | 827.50 | 839.00 | 538.50 | 567.00 | 659.00 | 825.00 | 682.00 | 599.00 | 865.00 | 625.00 | 8,050.50 |
| Total Payroll Expenses | £ 349.00 | £ 673.50 | £ 827.50 | £ 839.00 | £ 538.50 | £ 567.00 | £ 659.00 | £ 825.25 | £ 682.00 | £ 599.00 | £ 1,103.60 | £ 826.00 | £ 8,448.35 |
| Pool Hire | 2,040.48 | 2,040.48 | 2,040.48 | 2,040.48 | 2,040.48 | 2,177.28 | 2,177.28 | 2,177.28 | 2,177.28 | 2,177.28 | 2,177.28 | 2,177.28 | 25,443.36 |
| Printing, Postage & Stationery | | | | | | 3.50 | | | | | | | 164.69 |
| Swim England Membership Fees (Out) | 66.00 | 137.00 | 11.75 | 11.75 | | 2,693.15 | 74.40 | 136.45 | 74.40 | 109.10 | 126.45 | 57.05 | 3,497.50 |
| Training & Development | 774.99 | 922.80 | -752.99 | 12.00 | | 165.00 | | | | | 12.00 | | 1,123.80 |
| Travel & Accommodation | | 29.52 | | | | | | | | | | | 29.52 |
| Total Expenses | £ 3,763.68 | £ 4,922.87 | £ 2,338.88 | £ 3,325.29 | £ 2,889.80 | £ 6,984.71 | £ 3,648.82 | £ 3,850.54 | £ 3,048.48 | £ 3,172.72 | £ 3,657.09 | £ 3,432.61 | £ 44,908.15 |
| Net Operating Income | -£ 923.08 | -£ 1,287.55 | £ 1,341.73 | £ 1,384.87 | £ 3,881.18 | -£ 3,029.17 | -£ 874.82 | -£ 769.99 | -£ 314.48 | £ 898.79 | -£ 285.70 | £ 393.06 | £ 194.84 |
| Other Income | | | | | | | | | | | | | |
| Interest Earned | | 3.07 | 13.16 | 12.75 | 14.55 | 12.82 | 12.41 | 14.66 | 13.82 | 14.09 | 17.68 | 15.12 | 145.13 |
| Total Other Income | £ 0.00 | £ 3.07 | £ 13.16 | £ 12.75 | £ 14.55 | £ 12.82 | £ 12.41 | £ 14.66 | £ 13.82 | £ 14.09 | £ 17.68 | £ 15.12 | £ 145.13 |
| Net Other Income | £ 0.00 | £ 3.07 | £ 13.16 | £ 12.75 | £ 14.55 | £ 12.82 | £ 12.41 | £ 14.66 | £ 13.82 | £ 14.09 | £ 17.68 | £ 15.12 | £ 145.13 |
| Net Income | -£ 923.08 | -£ 1,284.48 | £ 1,354.89 | £ 1,377.42 | £ 3,875.71 | -£ 3,016.35 | -£ 862.41 | -£ 745.30 | -£ 300.66 | £ 712.88 | -£ 278.02 | £ 408.17 | £ 339.77 |
| Cash at bank and in hand | | | | | | | | | | | | | |
| ORCA Current NW | 10,948.77 | 4,767.62 | 5,648.15 | 7,099.22 | 10,833.59 | 7,890.21 | 7,305.79 | 6,620.23 | 6,395.15 | 6,168.74 | 5,950.04 | 6,444.69 | |
| ORCA Liquidity Manager - 35 Day | | 5,003.07 | 5,016.23 | 5,028.98 | 5,043.53 | 5,056.35 | 5,068.76 | 5,083.42 | 5,097.24 | 5,111.33 | 5,129.01 | 5,145.13 | |
| Total Cash at bank and in hand | £ 10,948.77 | £ 9,770.69 | £ 10,664.38 | £ 12,128.20 | £ 15,877.11 | £ 12,946.56 | £ 12,374.55 | £ 11,703.65 | £ 11,492.39 | £ 12,280.07 | £ 12,079.05 | £ 12,689.82 | |



Membership Secretary's Report

ORCA Swimming Club has continued to grow over the year with a consistent influx of members each month.
At 31.10.24

| | |
|----------------------|------------|
| Total Members | 154 |
| Club Train | 64 |
| Club Compete | 67 |
| Club Support | 23 |

Whilst membership has increased on the previous year, the club has seen an increased intake of 'support members'. This can be viewed as a positive thing, as the club looks to recruit more volunteers to support the club as it runs.

Membership over the year has seen members leave but these have balanced out by those joining, even late into the year.

Summary Points

- Significant changes to the advanced training provisions in Oldham have had a significant impact on all Oldham clubs and their members where some have moved to other advanced clubs and are no longer able to train with ORCA.
- Membership remains consistent and the club continues to attract new members. The regular influx is encouraging. However, promotion must continue as the landscape changes for swimming in Oldham and the Oldham clubs provide more opportunities to swim with their coaches.

Natalie Schofield (Membership Secretary 2022/23 & 23/24) would like to thank the committee for their support during her time in post, but with regret, Natalie would like to formally resign as membership secretary and wishes the new secretary well.



Results

Team Sprint

We didn't make the final of this league as we lost each fixture.

Intermediate League

With 2 wins and 2 losses we finished mid-table, so would remain in League 2 if we entered for 2025.

| Final Table | | | | | | | |
|--------------------|---|---|---|---|-----|-----|-----|
| Team | P | W | D | L | F | A | Pts |
| Trafford Metro (C) | 4 | 0 | 0 | 0 | 772 | 467 | 8 |
| Oldham Seals (P) | 4 | 3 | 0 | 1 | 651 | 613 | 6 |
| ORCA | 4 | 2 | 0 | 2 | 691 | 551 | 4 |
| Radcliffe | 4 | 1 | 0 | 3 | 513 | 733 | 1 |
| Dukinfield Marlins | 4 | 1 | 0 | 3 | 499 | 762 | 1 |

Open League

After losing all 5 fixtures we are relegated to League 2 in 2025 if we choose to enter it.

| Final League Table | | | | | | | |
|----------------------|---|---|---|---|-----|-----|-----|
| Team | P | W | D | L | F | A | Pts |
| Atherton & Leigh (C) | 5 | 5 | 0 | 0 | 530 | 356 | 10 |
| Ramsbottom | 5 | 4 | 0 | 1 | 485 | 390 | 8 |
| Howe Bridge Aces | 5 | 3 | 0 | 2 | 449 | 430 | 6 |
| Wigan | 5 | 2 | 0 | 3 | 406 | 471 | 4 |
| Swinton (R) | 5 | 1 | 0 | 4 | 411 | 488 | 2 |
| ORCA (R) | 5 | 0 | 0 | 5 | 359 | 505 | 0 |

Pathway

Much stronger links has been established throughout the year with OCL lessons. Becca Thomas, Swimming Co-ordinator at OCL is onboard with improving standards in lessons and communicating with parents to feed swimmers into competitive swimming. Our struggles in the leagues can be attributed to the lack of younger members available for galas. This is starting to address that, with increased numbers of younger swimmers joining the club from lessons. The challenge is to incorporate them into training and develop them from there.



Pool time

As per previous meetings, this is up, thanks to some extensive negotiations with OCL. A big question is do we expand from our new offering? Discussions are underway with Oldham Metro.

Future competitions

I have my views on this but would like to run this past committee.

Poolside

This is a really strong and improving area, with 4 x level 2 coaches coming on stream and more parents emerging as wanting to help with coaching. I'm hopeful that we will be able to cope with more coaching pool time.



Resignations of Committee / Office Bearers

The committee would like to send their thank and best wishes to Natalie Schofield who has decided to step down after 2 years as Membership Secretary.

Election of Committee for 2024-2025

In the meeting, the following committee members were proposed, seconded and accepted

| Club Officers | Role | Proposed | Seconded |
|--------------------------|-----------------------|-----------------|-----------------|
| Phil Minshall | Chairman | Adelle Hart | Lisa Topham |
| Lisa Topham | Treasurer | Phil Minshall | Adelle Hart |
| Adelle Hart | Club Secretary | Phil Minshall | Lisa Topham |
| Karen Crossman | Club Welfare Officer | Lisa Topham | Adelle Hart |
| Elaine Peers | Membership Secretary | Karen Crossman | Lisa Topham |
| General Committee | Role | Proposed | Seconded |
| Julie Brown | Competition Secretary | Karen Crossman | Lisa Topham |
| Martyn Parry | Team Manager | Phil Minshall | David Rees |
| Marc Brierley | Deputy Chairman | Phil Minshall | Adelle Hart |
| Charlotte Elson | Committee Member | Phil Minshall | David Rees |
| Michelle Thomas | Committee Member | Phil Minshall | David Rees |
| Chris Davison | Committee Member | David Rees | Phil Minshall |
| David Rees | Committee Member | Phil Minshall | Adelle Hart |
| Emma Brierley | Committee Member | Phil Minshall | Adelle Hart |
| Katy Morrish | Committee Member | Phil Minshall | David Rees |
| Rachel Wayte | Committee Member | Phil Minshall | Adelle Hart |
| Andrea Kinuthia | Committee Member | Phil Minshall | Adelle Hart |
| Vicky Morrish | Committee Member | Phil Minshall | David Rees |

| Appointment to Outside bodies | |
|--------------------------------------|-----------------------------|
| Phil Minshall / Julie Brown | BCM Representative |
| David Rees | Oldham Metro Representative |



Any Other Business

The Club Secretary gave opportunity for any other business to be discussed.

- 1 There was no other business to discuss