



Special General Meeting- MINUTES

18th March 2026 - ZOOM 7pm

1. Welcome and Opening of Meeting

The Chair, Chad Northcott, opened the meeting and welcomed all attendees. He confirmed that the meeting was convened in accordance with Rule 10.2 of the Club Constitution and that the required notice period had been met. He noted that quorum was achieved, with more than the required six voting members present.

Present: Chad Northcott (Chair), Paula Mills, Alison Johnson (Welfare Officer), Helen Bailey, Wayne Pritchard, Mary Ward, Veronica Gutu, Rebecca Birchall, Carrie Stirrup (Coach), Julie Latham, Lisa Edwards, Kelly Sivill (Head Coach), Wayne Pritchard (President), Jodie Owen (Comp. Sec), Jessica Whittle (Coach), Vanessa Chen, Paul Jones (Treasurer), Christina Jones (Membership Secretary)

2. Apologies for Absence

No apologies for absence were received.

3. Declarations of Interest

No declarations of interest were made.

4. Purpose of the Meeting

The Chair outlined that the SGM had been called to consider three governance resolutions:

1. Withdrawal from the Club's historic CASC status
2. Adoption of the updated Swim England-approved constitution
3. Establishment of a formal volunteer recruitment and appointment process

5. Resolution 1 – Withdrawal from CASC Status

Summary - the Chair explained that the Club had discovered in 2025 that it remained registered as a Community Amateur Sports Club (CASC), despite no committee member recalling an intentional decision to register. The Club has never operated as a CASC in practice, does not own facilities, and the CASC framework is not suited to a Swim England club of this type. Removing CASC status would simply align the Club's legal position with its operational reality.

Questions

No questions were raised.

Vote

- For: Unanimous
 - Against: 0
 - Abstentions: 0
- Resolution 1 carried.**

6. Resolution 2 – Adoption of Updated Constitution

Summary - The Chair presented the updated Swim England–approved constitution, approved by Swim England North West in 2025. Key changes include:

- Removal of CASC-related clauses
- Modernised governance aligned with Wavepower and equality standards
- Change of financial year from September–August to January–December, aligning with Swim England and Club operational cycles

Questions

No questions were raised.

Vote

- For: Unanimous
 - Against: 0
 - Abstentions: 0
- Resolution 2 carried.**

7. Resolution 3 – Volunteer Recruitment and Appointment Process

Summary - The Chair outlined a new process to ensure fair, transparent, and consistent recruitment of Club volunteers. Key elements include:

- Publication of a list of volunteer roles
- Invitation for expressions of interest
- A Volunteer Appointment Subcommittee (Chair + at least two members) to review applications and make recommendations to the Committee
- Use of biographies from applicants to understand skills, experience, and vision
- Clarification that most roles are ongoing (not elected), except Executive and Committee roles elected at the AGM

Additional Clarification

Jodie Owen raised the importance of criteria for selecting between multiple applicants for limited roles, including safeguarding considerations and role suitability. The Chair confirmed that all volunteers would be supported and that the subcommittee would consider skills, experience, and contribution.

Vote

- For: Unanimous
 - Against: 0
 - Abstentions: 0
- Resolution 3 carried.**

8. Next Steps

The Chair confirmed the following actions:

- Notify relevant bodies of the Club's decision to withdraw from CASC status
- Replace the 2023 constitution on the website with the newly adopted version
- Recirculate the volunteer role list and invite further expressions of interest
- Convene the Volunteer Appointment Subcommittee later in March to review applications and prepare recommendations for the Committee

9. Any Other Business (SGM-related)

No additional business was raised.

10. Close of Meeting

The Chair thanked members for attending and formally closed the SGM.



Chad A Northcott
Chair