**General Purposes Committee**

Minutes of meeting held at Devizes Conservative Club

on Tuesday 30th January 2018

**Present**: Mr Andrew Ryczanowski (AR) (Wilts ASA Chairperson), Mr Graham Reeve (GR)(Hon Treasurer), Mrs Michele Greenan (MG)(Hon Secretary), Mrs Andrea Christmas (AC) and

Mr Richard Moorhouse (RM).

* AR was elected Chairperson

1. **Apologies** – Apologies received from Mr D Jones (President) and Mrs P Livesey (President elect).
2. **Minutes** – The minutes of the previous meeting held on the 4th October 2017 were approved as a true record of the meeting and signed by AR.
3. **Matters Arising and Actions from the previous minutes**

**3.3** **Draft Budget Template** **for use by sub committees** - RM presented the revised template which was approved. This template is attached to these minutes of circulation and use. **Action: RM** to supply new Template.

**7.1 County Contracts** – New tenders are expected in April 18 and CDPP will need to be reminded to issues these. **Action:** **GR** to review current contract templates and pass on to Sandra Yeoman.

**7.5 Sla with WASP.** Matter is still ongoing. **Action: AC** to continue with the review of SLA with WASP.

1. **Old Bank Accounts** – AC has managed to close old bank accounts and transferred ©£11k into the Wilts Main account with ring fencing around it.
2. **Bulk Purchase of Medals for 2019** – Due to current supplier likely not to be in business next year it was agreed to the financing of the bulk purchasing of medal for next year now. This will give time to investigate alternative supplier for the future.
3. **Photocopier Expenses** – Sandra Yeoman submitted a question in relation to the 3.5p per copy allowance. After consideration it was confirmed there would be no change in the 3.5p per copy allowance for another year.
4. **Fee Changes From Swim England** – in the last quarter of the year Swim England will reduce fees to: Cat 1 - £4.55; Cat 2 - £13.20; Cat 3 - £2.60. Discussions took place as to what should happen to County Fees and it was decided not to change the current practice.
5. **Development Camp Funding** – it was previously agreed to support Development Programme by using some of the Buckle money. To this end the Development Camp will be supported in respect to covering pool & room hire and expenses. **Action: GR** is to manage the income and expenditure for the camp as a separate line in the accounts.
6. **County Box Office** – **RM** reported that ticket sales at the Link Centre for the Age Groups due to the allocated seating to individual clubs was a little problematic with money coming through in a haphazardly manner.

The main Championships will revert back to sales at the door so he doesn’t expect a repeat of these issues.

1. **Moonraker Leagues** – Funds are coming in with no issues reported. **Action: GR** is to check that all clubs are sending in the money.

At the recent Officials Panel meeting it was agreed to increase fines for Clubs for not supplying the correct number of officials. The raising of fines need to be pursued more vigorously and referees should be encouraged to pass on information regarding defaulting clubs to the Summer and Winter League Secretaries. To aid clubs the number of Timekeepers needed at the Winter League has been reduced to 1 per club.

1. **Proposed Amendments to the Constitution** – Further to the proposal made at the last meeting it was felt the name of the Wilts Executive Meeting should be renamed to Wilts Representative Meeting as this could be more inviting and may encourage better attendance. The use of “Executive” could be misinterpreted as being very high powered and as a result off-putting. **Action: GR/AR** to feed this through to the rules meeting.

1. **County Champs Job List** – Due to perceived confusion at the recent Age Group weekend at the Link Centre some duties were not covered. MG reported that she had a conversation with Sandra Yeoman and Sandra has said that she would be adding a new jobs list into the black book once she has reviewed and re-defined the jobs.

1. **AOB** – Budgets to be returned by each sub-committee by 31st May 2018.

The date of the next meeting was agreed as Wednesday 20 June 2018 at 7:00pm for 7:15pm at Devizes Conservative Club.

The Meeting Closed at 9:05pm