ANNUAL GENERAL MEETING 2026

MINUTES

Saturday 17 October 2026, 5:00 pm | The Blue Bar, Porthtowan

Attendance

Adam Richards, Gail Frost, Will Spencer, Ian Finlay, Freya Richards, Shaun Richards, Kerry Richards, John Craze, Anna Craze, Jamie Roberson, Robert Richards, Nick Barry, Dave Chanter, Dan Lasesing, Roger Langford, Adam Mills, Tom Cosgrove, Katy Cosgrove, Anna Bidmead and Cath Richards.

Apologies: Anna Shekdar, Nipper Manager.

1. Welcome and Opening

Gail Frost, Club President, opened the meeting, welcomed those present and confirmed that the meeting was quorate.

Gail explained the voting arrangements, including eligibility to vote and how votes would be conducted during the meeting.

2. Apologies

Apologies were received from Anna Shekdar, Nipper Manager.

3. President's Report

Gail Frost thanked Adam Richards and Ian Finlay for their hard work in progressing the replacement clubhouse project to its current stage, including their work with the local community, Making Space for Sand and the Dunes Group.

Gail also thanked all members and volunteers for their continued hard work and highlighted the exceptional level of community support for the Club and the new-build project.

The meeting acknowledged Ben Davey for becoming National Champion Board Paddler in his age group.

4. Club Captain's Report

John Craze presented the Club Captain's Report. He highlighted the qualifications gained by members during the year and the increased focus on competition, particularly within the Nipper section.

John confirmed that he is now a Level 2 Coach and Trainer/Assessor, placing the Club in a strong position to expand training and qualification opportunities for members.

The Club had enjoyed a successful competition season. Six members attended the National Masters Championships, competing in a range of events and contributing points. John reported that the event had been thoroughly enjoyed by those taking part.

Looking ahead, the Club wants to increase participation next year by circulating competition dates early, supporting members to gain the necessary qualifications and helping to remove barriers to participation.

5. Section and Operational Reports

Senior, Surf Boat and IRB

John Craze reported that Wednesday evening Senior training remains very popular, with most Senior members regularly training in the sea across a range of surf lifesaving disciplines.

The Surf Boat section continues to flourish, with around 20 members rowing across four boats. Crews train on most Wednesday evenings and every Sunday morning and compete at events across the South West. Gary continues in the role of Sweep.

IRB crews continue to train, with Junior members encouraged to progress from Surf Lifeguard qualification to IRB Crew and then Helm qualifications. The IRBs are regularly used on Wednesday evenings and on Saturdays to provide safety cover for Nippers, with occasional Sunday use. The County IRB has been returned to the regional surf lifesaving organisation as it is no longer required by the Club.

Junior Section

Ian Finlay reported that the Junior section is thriving, with approximately 35-40 Junior members. Training takes place on Wednesday evenings at the pool and on Saturday afternoons at the beach.

There is a strong Year 10 group, many of whom will be in a position to qualify as Surf Lifeguards during Year 11 next summer. Ian described the current group of surfers as enthusiastic and capable. During the final beach session of the season they successfully negotiated a significant rip current and surfed in challenging conditions.

Ian thanked the coaches and parents for their support. Junior members also regularly help at Nipper sessions, with a number using this volunteering towards their Duke of Edinburgh Bronze and Silver Awards. This contribution was recognised as an important part of maintaining the Club's family ethos.

Nipper Section

Nick Barry reported a strong sense of belonging within the Nipper section and a very successful year in both training and competition.

Nippers competed at the Cornish and National Nipper Championships and performed extremely well, finishing 11th out of 26 clubs from across the UK at the National Championships.

Nick highlighted the strong family support around the section and the welcoming culture created by parents and carers. Nippers are very excited about the prospect of the new clubhouse and enjoyed the recent end-of-season party at the Club.

Saturday swimming sessions remain full, with approximately 15-20 enquiries each week from families seeking places. The Club is beginning to develop new coaches as part of succession planning and to maintain strong provision as Nippers progress into Juniors.

IRB and Surf Boat Update

Adam Richards provided a brief additional update on the IRB and Surf Boat sections. Building on the Club Captain's report, Adam noted that the Surf Boat crews are rowing and training well, with winter training due to restart in January as usual.

The IRBs have now been packed down for the winter season and are not expected to return to the beach until Easter 2027.

6. Safeguarding Report

Adam Richards presented the Club Safeguarding Report, with Anna Shekdar serving as Deputy Club Safeguarding Officer.

Adam outlined the new safeguarding guidance and recent updates, including changes linked to Keeping Children Safe in Education and the SLSGB six-month grace period for implementing new requirements.

He emphasised the importance of all adults who regularly support Club activities completing the appropriate DBS checks through SLSGB and encouraged those adults to work towards achieving their Level 1 coaching qualification.

Kerry Richards volunteered to support this work by helping to increase the number of Club members who have completed their DBS checks through SLSGB.

A discussion followed regarding safeguarding training and the importance of individual members keeping their safeguarding training records up to date on JustGo. Members were reminded that relevant safeguarding training completed through employment or other recognised roles should be recorded on their JustGo profile where appropriate.

It was agreed that Adam Richards would email all Senior members asking them to review and update the safeguarding section of their JustGo profile with any relevant training they have completed.

The Club will also develop a safeguarding training pipeline for coaches, ensuring that those requiring refreshed safeguarding training complete an update every 12 months using appropriate NSPCC training materials.

> **Action:** Adam Richards to email all Senior members regarding updating safeguarding training records on JustGo. The Club will establish an annual safeguarding refresher training programme for coaches.

7. Membership Report

The meeting was advised that the Club currently has approximately 190 members, with a further 40 or so people who regularly support the Club.

Around two-thirds of the membership are under the age of 16, which was noted as being broadly consistent with other surf lifesaving clubs, where children and young people make up a significant proportion of the membership.

Many Senior members are parents who support Club sessions or compete themselves. Other Senior members include longer-standing members whose children are now adults, as well as members actively involved in Surf Boat rowing and other senior activities.

The Club continues to receive regular enquiries from people seeking membership across the Nipper, Junior and Senior sections. Membership applications are managed through the Club website and, wherever capacity allows, the Club seeks to enable as many people as possible to participate and enjoy the beach.

Membership arrangements will continue broadly as normal next year.

A discussion also took place regarding the possibility of introducing a Social Membership category in the future, similar to arrangements used by other surf lifesaving clubs. This may be considered once the new clubhouse is complete and the Club has greater capacity to offer social use of the premises.

8. Treasurer's Report

The Treasurer updated the AGM on the Club's current financial position and explained that funding for the new clubhouse project is being managed separately from the Club's operational account.

The operational account continues to fund the day-to-day running of the Club, including costs such as pool swimming sessions, utilities and other routine operating expenses.

It was noted that the RNLI contributes 40% towards the Club's electricity and water costs under the existing arrangement for use of the premises.

The meeting was also advised that Helen Laws, mother of Jess Laws, acts as the Club's independent accountant and prepares the annual accounts for submission to the Charity Commission.

The Treasurer emphasised the importance of the Committee maintaining close oversight of the Club's finances over the next six months, particularly to ensure that sufficient funds remain available in the operational account while the Club is without its normal building.

It was noted that the Making Space for Sand funding milestones and new-build project finances should become more straightforward once the main construction contract is agreed. The Project Manager will then oversee that element of the project and the associated payment milestones.

> **Action:** The Committee will maintain close monitoring of the operational account throughout the construction period to ensure that the Club remains financially sustainable while operating without the clubhouse.

9. Replacement Clubhouse Project Update

Adam Richards provided an update on the replacement clubhouse project.

The project has now moved into the delivery phase following an extensive period of planning, design, consultation and fundraising. The scheme is being supported through the Making Space for Sand programme, working alongside Cornwall Council, the Environment Agency and other project partners, with the new building designed to support both Porthtowan SLSC and RNLI operations.

Planning permission has been secured and the Club has been working through the final landlord, funding and contractual arrangements required before the main construction work can proceed. The RNLI has vacated the existing clubhouse and is operating from temporary facilities while redevelopment takes place.

The project will replace the existing building with a modern, single-storey facility providing improved changing, training, storage and operational space, including dedicated facilities for the RNLI. The new building is also being delivered alongside wider coastal adaptation work at Porthtowan, including dune restoration and improved natural flood resilience.

The current funding package is sufficient to progress the project significantly, but further fundraising will still be required to complete the internal fit-out and provide the standard of facilities the Club ultimately wants to achieve.

The main construction contract and associated payment milestones are being finalised with the contractor and Project Manager. Once agreed, the Project Manager will oversee the build programme, contractor payments and delivery against the agreed milestones.

The target remains to have the building sufficiently complete for the RNLI to resume operations from the new clubhouse by 1 April 2027, ahead of the start of the next lifeguard season.

Adam thanked everyone who has contributed to the project so far, including Club members, volunteers, funders, professional advisers, community organisations and partner agencies.

> **Action:** Trustees and project leads to continue monitoring the construction programme, funding position and cashflow, and to keep members updated as key milestones are reached.

10. Proposed Constitution Update

Adam Richards introduced the proposed Porthtowan Surf Life Saving Club Constitution 2026 and explained that the purpose of the review was to modernise the Club's governance arrangements while retaining its existing charitable identity and core purpose.

The Club's central charitable object remains unchanged: "TO SAVE LIFE BY PREVENTION OR BY RESCUE FROM THE BEACH."

Adam outlined the principal changes, including a clearer Board of Charity Trustees, three-year Trustee terms, clearer separation between governance and operational roles, updated membership and voting arrangements, strengthened safeguarding and disciplinary procedures, modern financial controls, and clearer arrangements for property, contracts, insurance and major capital projects.

Members were also advised that the transitional provisions are designed to preserve continuity, including existing memberships, Life Memberships, contracts, grants, banking arrangements, insurance, lease arrangements and current activities.

The following resolution was put to the meeting: "That Porthtowan Surf Life Saving Club adopts the Porthtowan Surf Life Saving Club Constitution 2026, in the form circulated to members, as the Club's governing document with effect from the Effective Date specified in that Constitution."

For	Against	Abstentions
20	0	0

The resolution was carried unanimously. The Constitution will take effect once all required member resolutions and any necessary Charity Commission or other regulatory requirements have been completed.

11. Election and Appointment of Club Officers

The following elections and appointments were made for the 2026/27 year:

Role	Appointee(s)	Proposed by	Seconded by	Result
President	Gail Frost	Adam Richards	Ian Finlay	Elected unanimously
Club Captain	John Craze	Jamie Roberson	Nick Barry	Elected unanimously
Charity Trustees	Adam Richards, Gail Frost, Will Spencer, Shaun Richards and Ian Finlay	John Craze	Jamie Roberson	Elected
Vice Captain	Shaun Richards	John Craze	Ian Finlay	Elected unanimously
Vice Chair	Ian Finlay	Gail Frost	Adam Richards	Elected unanimously
Treasurer	Tom Cosgrove	Will Spencer	Ian Finlay	Elected unanimously
Secretary / Membership	Charlie Wansborough	Cath Richards	John Craze	Elected unanimously
Senior Manager	John Craze	Adam Richards	Ian Finlay	Elected unanimously
Junior Manager	Roger Langford	Jamie Roberson	John Craze	Elected unanimously
Nipper Managers	Anna Shekdar and Nick Barry	Adam Richards	Gail Frost	Elected unanimously
Safeguarding Officer	Adam Richards	Will Spencer	Roger Langford	Elected unanimously
Deputy Safeguarding Officer	Anna Shekdar	Nick Barry	Shaun Richards	Elected unanimously
Equipment Officer	Will Spencer	Roger Langford	Tom Cosgrove	Elected unanimously
Community Liaison Officer	Jamie Roberson	Nick Barry	Ian Finlay	Elected unanimously

In accordance with the new Constitution, the Chair of Trustees will be appointed by the Trustees from among their number at the first Trustee meeting following the AGM.

12. Life Membership

No new Porthtowan SLSC Life Memberships were proposed or awarded at the AGM.

Adam Richards informed the meeting that John Richards had achieved Life Membership of the UK Surf Rowers League. The meeting acknowledged and congratulated John on this achievement.

13. Membership Subscriptions

It was agreed that there would be no change to membership subscription rates for the coming year. Current subscription levels will therefore remain in place.

14. Club Priorities

A wider discussion followed regarding the Club's priorities for the coming year. The principal areas identified were the successful delivery of the new clubhouse project, continuing to develop the Club's training and qualification pipeline, implementing the new SLSGB safeguarding requirements and maintaining a strong focus on fundraising.

Members recognised that further fundraising will be particularly important during the construction and fit-out period, and agreed that the Club should continue to pursue grants, donations, sponsorship and community fundraising opportunities wherever possible.

15. Any Other Business

There was no other business.

16. Date of Next AGM

The next Annual General Meeting will be held on Saturday 16 October 2027.

17. Close

There being no further business, Gail Frost, Club President, closed the meeting.

Approval of Minutes

These minutes are to be approved as an accurate record in accordance with the Club's governance arrangements.

Signed: 	Date: 21st October 2026
Name / role: Adam Richards / Chairperson	