



Swim England East Region
Minutes of the Management Board Meeting
13th December 2020

Present:

Officers

Joan Wheeler (JW)	Chairman
David Metcalf (DM)	Vice Chairman
Keith Belton (KB)	Finance Manager

Elected Members

Tom Baster (TB)
Ian Mackenzie (IM)
Gerry Metcalf (GM)
Stewart Murray (SM)
Chris Vinter (CV)

County Representatives

Ian Knight (IK)	Cambridgeshire ASA
Sheila Mackenzie (SMM)	Swim England Hertfordshire
Gary Applin (GA)	Norfolk County ASA
Phil Pelling (PP)	Bedfordshire ASA
David Robinson (DR)	Suffolk County ASA

Specialist Co-opted Members

Lottie Thompson (LT)

Also present

Leanne Brace (LB)	Swim England East Region Development Manager
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20/65

Apologies

- 20/65.1 Darren Peck, Norfolk County ASA, sent his apologies and had arranged for GA to attend as his substitute.
- 20/65.2 TB sent his apologies for lateness and joined the meeting during item nine.
- 20/65.3 Following the meeting, apologies for absence were also received from Ian Cotton and Paul Hayes.

20/66

Declarations of conflict of interest



- 20/66.1 None were received.
- 20/67 Previous minutes**
- 20/67.1 The minutes of the meeting on 12th September 2020 were confirmed as a true record.
- 20/68 Matters arising**
- 20/68.1 A report on Matters Arising from the Minutes was circulated prior to the meeting. The actions that had been completed were noted.
- 20/68.2 JW reminded the Board there was an outstanding Conflict of Interest form to be returned.
- 20/68.3 SMM asked for clarification on whether the countersigned copy of the approved accounts for the year 2019/20 had been returned by the examiners. JW confirmed that it had been received.
- 20/69 Ratification of items agreed**
- 20/69.1 The decision to transfer £25,000 from the existing association to the new incorporated company was ratified.
- 20/69.2 JW thanked all Board members for their prompt responses to her email.
- 20/70 Finance**
- i) Budget reports for November
- 20/70.1 The summary and detailed budget reports were circulated prior to the meeting. There were no questions for the Finance Manager on the reports.
- ii) Predicted End of Year position
- 20/70.2 KB provided the Board with a prediction of balances as at 31st December 2020. The total assets will likely be circa £285,000, of which £259,000 will be cash balances in the banks. The remainder is made up from stock and equipment.
- iii) Planning for 2021
- 20/70.3 KB reported that the overspend for 2021 was currently predicted as £23,000. This is based on no face to face delivery spend in the year, and with 70% of members returning.
- 20/70.4 As the restrictions set by the Government change, the Board will amend delivery plans, for development and competitions, for 2021. This flexible approach to the budgets seemed the best way of working given the current uncertainties.
- 20/70.5 KB reported that Swim England will be scrutinising the returning membership from mid-January, which will give us an indication of the percentage of those returning in our clubs.
- 20/70.6 LT gave an insight into the competition plans for diving. The Return to Competition guidance is being written, but there is no indication on when the country might be able to return to competition.



iv) Loan to the new company

20/70.7 KB advised that a contract has been signed between the existing association and the new incorporated company, to outline the agreement of the loan put in place. There is an expectation for the loan to be paid back once income from membership renewals starts to be received.

20/71

Report from the Regional Development Manager

i) Pandemic- Returning to the pool

20/71.1 LB had circulated a report with the meeting papers. Clubs on the whole were coping well. Those that had flagged that they were struggling, were continuing to receive support as needed.

20/71.2 Swim England has confirmed that where pools were not opening in the near future, clubs could 'hibernate'. This still requires the club to complete Stronger Affiliation, and to renew membership of the committee and coaches, but the athletes can renew once the pool reopens.

20/71.3 There is a lot of work being done to encourage members to renew as category two. For example, in order for an athlete to compete in Level X, they must be affiliated as category two. Membership resources have also been sent to all clubs, to assist with key messaging.

ii) Stronger Affiliation

20/71.4 LB gave an update on Stronger Affiliation and reported that regional staff had successfully reduced the potential deficit from £18,000 to £246; this being the financial consequence if the non-accredited clubs were lost. Forty of the previously non-accredited clubs, wishing to renew their membership in the new year, had however completed the accreditation process. Swim England East Region is the only region to have achieved accreditation status for all their clubs.

20/71.5 LB expressed her thanks to Chris Galer, Regional Membership Officer, as he has worked very hard supporting the clubs with updating their constitutions. This was one of the requirements for Stronger Affiliation.

20/71.6 JW expressed her thanks to the staff and Chris for all their help in supporting clubs achieve this. She had received a congratulatory phone call from George Wood, Swim England Sport Development Director.

20/71.7 Despite the process being challenging, LB explained how it had been beneficial for all involved. Communication with clubs the region had not worked with before, had been positive. Many of those clubs had seen the benefits of achieving good governance, with six of those clubs now working on SwimMark.

iii) SwimMark

20/71.8 Subject to all recommendations being approved at the Swim England Club Leadership Group, there will be 81 SwimMark accredited clubs in the region.



iv) Regional Talent Camps

20/71.9 LB reiterated the point that was detailed in the circulated report, that the online delivery of regional camps had been well received, and may form the basis of future camps.

20/72 Incorporation and future governance

20/72.1 The Board received a report on incorporation and future governance. Presenting this, JW gave an update on the steps taken since the last meeting to ensure that the region is ready for incorporation and the new governance structure agreed at the ACM. The update included the following points;

- 20/72.2 - The new company is now registered and a company number has been received.
- 20/72.3 - A list of actions had been created and was being worked through.
- 20/72.4 - KB had been working on opening bank accounts. A NatWest account has been successfully created, but a Co-op account was taking a little longer.
- 20/72.5 - Nominations for the Members' Forum were being received from counties and JW will write to those nominated, after the 15th December.
- 20/72.6 - A Nominations Committee was appointed to deal with the Audit, Risk, and Probity (ARP) Committee nominations. Names have been finalised and were provided in the circulated report. The ARP Committee had been appointed following a call for nominations on the website. Simon Lever (SL) had been appointed as Chairman of this Committee and would therefore be leaving the Management Board.
- 20/72.7 - The ARP Committee will have an ARP@ email address set up, which will be found on the regional website shortly.
- 20/72.8 - SL has submitted an application to the Charities Commission for the new company to be granted charitable status.
- 20/72.9 - A Nominations Committee has also been appointed to deal with the nominations for the Regional Operations Committee (ROC). If conflicts of interest present themselves, substitutions will be made as required. JW will write to county secretaries asking for nominations, with a deadline of 18th January. An election will follow. The region will then advertise for three independent members, and an election will follow.
- 20/72.10 - The current Management Board will make up the ROC in the interim, with a target of 1st April to commence the ROC. Members of ROC will have varying initial terms of office to ensure that future elections are phased.
- 20/72.11 - Updates to the Terms of Reference for the existing committees has begun, and committees will be consulted on these in the new year.
- 20/72.12 - The region will be reintroducing a clubs group, with a wider role that includes club development, SwimMark, and new club applications and constitutions. The Membership Officer will be a member of the group.
- 20/72.13 - An SGM is proposed for the 22nd April to formally close off the existing association, and to inaugurate the President and President Elect. The meeting will be held via zoom.



- 20/72.14 - April 2022 will see the first AGM of the new company, where the four initial Directors will stand down and elections will take place.

20/73 Membership report

- 20/73.1 A report from the Regional Membership Officer had been circulated in advance of the meeting. No questions on the report were received.

20/74 Sub-Group items

- 20/74.1 Management Committee, 1st October: Minutes were received and noted.
- 20/74.2 Management Committee, 4th November: Minutes were received and noted. Although it had been agreed that counties would not be consulted on proposals to change club names from synchronised swimming, to artistic swimming, SMM asked that counties be informed where such a change had been approved.
- 20/74.3 Management Committee, 18th November: Minutes were received and noted.
- 20/74.4 Management Committee, 2nd December: Draft minutes were received and noted.
- 20/74.5 Disability Committee, 16th November: Minutes were not available.
- 20/74.6 Diving Committee, 12th November; Minutes were received and noted.
- 20/74.7 IM reported that, following the resignation of the former Diving Manager, and the lack of response to an advert for his replacement, the Diving Committee had discussed the Diving Manager role. An additional meeting had been arranged for 10th December to look at the structure of the committee, in an attempt to resolve the lack of a Diving Manager. The meeting had agreed a sharing of the responsibilities with specific members managing operations, competitions, development and the coordination of officials.
- 20/74.8 By arranging the committee in this way, Lottie Thompson had agreed to stand as Diving Manager and this nomination had been endorsed by the Diving Committee.
- 20/74.9 JW asked the Board to approve this appointment. LT left the meeting for this item and the appointment was agreed.
- 20/74.10 IM notified the Board that, in the Queen's Birthday Honours, Sharyn Bord had received the British Empire Medal for her services to diving. The Board were pleased to hear this news and congratulated Sharyn on her achievement. A letter had been sent by the President.
- 20/74.11 Masters Committee, 31st October: Minutes were received and noted.
- 20/74.12 Open Water Committee, 12th November: Minutes were received and noted.

20/75 Confidential items

- 20/75.1 There were none.

20/76 Next meeting

- 20/76.1 It was noted the Regional Operations Committee was scheduled to meet on 21st March 2021, at 9.30am by Zoom.