

Minutes of the Board of Directors
9th February 2022 at 9.30 am
By Zoom

Members Present:

Joan Wheeler (JW)	Chairman
Keith Belton (KB)	Finance Director
Ian Mackenzie (IM)	Director
David Metcalf (DM)	Director

Also present:

Leanne Brace (LB)	Regional Manager
Jo Stalley	Regional Operations Officer
Christine Wade	HastingsWade

22/15

Independent Examiner

- 22/15.1 The Independent Examiner, Christine Wade, and Jo Stalley, Regional Operations Officer attended the meeting for this item to satisfy the requirements with regard to money laundering regulations. All present introduced themselves.
- 22/15.2 Christine Wade had received proof of identity from all Directors and from Jo Stalley, and could now confirm that she had met the relevant Directors and Officers.
- 22/15.3 Christine Wade and Jo Stalley left the meeting at this point.

22/16

Apologies and Welcome

- 22/16.1 None, all were present.

22/17

Declarations of conflicts of interest

- 22/17.1 None were declared.

22/18

Minutes

- 22/18.1 The minutes of the meeting held on 9th January 2022 were confirmed as a correct record of the meeting.

22/19

Matters Arising

- 22/19.1 A Matters Arising report, circulated with the agenda, was noted and further updates made at the meeting. The following issues were discussed:
- 22/12.4– Regional Pins – LB had sought alternative quotes. Agreed to purchase 50 of the oval pins. **(Action LB)**
- 22/19.2 Other actions were completed.

22/19.3	It was agreed that the updated Matters Arising reports should be stored on the One Drive. Completed actions would be deleted for the next meeting. (Action JW)
22/19.2	JW to update the Matters Arising Report and send to ARP. (Action JW)
22/20	Ratification of Decisions Taken Between the Meeting
22/20.1	The decision to change the date of the April Board meeting to 13 th April was ratified.
22/21	Finance
22/21.1	<u>Budget Reports</u>
	22/21.1.1 The Budget Reports for January, including a revised Management Report, had been circulated and were noted.
	22/21.1.2 KB reported that there had been minimal expenditure and income. A late claim had been received from a water polo event in 2021. This would be paid from the 2022 budget.
	22/21.1.3 LB reported that the Artistic Manager had requested a cash float for a forthcoming event. It was agreed that there was no facility for cash to be used at events and that spectator entry tickets should be sold online via Stripe. (Action LB)
22/21.2	<u>End of Year Accounts</u>
	22/21.2.1 Good progress was being made with the draft End of Year Accounts. These would be sent to HastingsWade together with the draft Trustees Report.
	22/21.2.2 JW had circulated a draft Trustees Report. KB would refine this and circulate a second draft for comment. (Action KB)
22/21.3	<u>Bank Accounts</u>
	KB reported on the response from Santander. It was agreed not to pursue the issues to formal complaint.
22/21.4	<u>Expenses Policy</u>
	22/21.4.1 The Board reviewed the Expenses Policy.
	22/21.4.2 It was noted that, although last amended in June 2021:
	<ul style="list-style-type: none"> • there had been a significant increase in the price of fuel • Swim England's decision to revert to a 45p per mile rate for volunteers, had resulted in an inequality to volunteers.
	22/21.4.2 It was therefore agreed that the mileage rate should be increased to 45p per mile with immediate effect.
	22/21.4.3 The following actions were agreed:
	<ul style="list-style-type: none"> • amend the published Finance Policy (Action LB) • amend the multi event excel claim form (Action KB) • amend the word version of the Expenses Claim Form (Action LB) • inform managers of the increase and clarify that, where necessary, budgets would be adjusted accordingly (Action LB).
22/22	Plans and Budgets
22/22.1	LB reported on a range of emerging variations to the plans, including:
	<ul style="list-style-type: none"> • The Regional Disability Competition – a pool had been booked for 9th June. A

deposit of £300 was approved.

- Masters Development Day – 27th March, pool hire more than budgeted for
- Water Polo – no plans for a Junior Intercounty Competition in February
- Water Polo – dates and venues for the Inter-regional competitions have been published and differ from those in the plan
- Safeguarding Training for a member of staff – cost £25 approved

22/22.2 LB reported that, in general, pool hire had increased and, in some instances, was higher than budgeted for.

22/22.3 As some of the figures were certain, it was agreed that LB would contact managers and provide a written summary of the budget implications to KB, KB to report on the consequential Sage changes at the next meeting **(Action LB and KB)**

22/23

Report from Regional Manager

22/23.1 A report from the Regional Manager, circulated with the agenda, was noted. The following issues arose from discussion of the report:

22/23.2 Club affiliation – all East Region clubs had completed Club Affiliation. Thanks were recorded to Jo Stalley for her working in supporting clubs through the process.

22/23.3 Coaches Forum – LB reported on an issue related to the Swimming Coaches Forum. LB would establish the protocols from forums in other regions. **(Action LB)**

22/23.4 Constitutions

22/23.4.1 LB reported on the number of clubs needing to review their constitutions over the next 4 years, in line with the new model Club Constitution for unincorporated clubs

22/23.4.2 It was agreed that the peak in 2023 was a concern, and must be managed.

22/23.4.3 The possibility that some clubs may wish to undertake a review sooner than required, together with increasing capacity, be considered and discussed with the Membership Officer. **(Action LB)**

22/24

Regional Chairs' Meeting

22/24.1 JW reported on issues discussed at the Regional Chairs' Meeting held on 31st January 2022.

22/24.2 A paper on Membership, showing trends by regions over the past three years, was discussed.

22/25

Counties

22/25.1 Role of Counties – a paper from the Regional Chairs Group, on a proposed project to look at the role of counties, was shared with the Board and discussed. There was general support for this work.

22/25.2 JW gave an update on issues relating to East Region counties.

22/26

Risk Register

22/26.1 The Risk Register was reviewed. No updates were considered necessary.

22/27

Future Meetings

22/27.1 It was noted that the next meeting was scheduled for 2nd March 2022, and the following meeting for 13th April 2022.