

Minutes of the Board of Directors
13th April 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

22/40		Apologies and Welcome
	22/40.1	Apologies for absence were received from Leanne Brace (LB), who was on annual leave.
22/41		Declarations of conflicts of interest
	22/41.1	None were declared.
22/42		Minutes
	22/42.1	The minutes of the meeting held on 2 nd March 2022 were confirmed as a correct record of the meeting.
	22/42.2	It was noted that the reference to contracts for staff telephones in minute 22/33.1.2, should have clarified that KB was to look at the new contract price and revise the budget accordingly.
22/43		Matters Arising
	22/43.1	A Matters Arising report from LB, circulated with the agenda, was noted. The following issues were discussed:
		22/32.2 – LB had reported that London Swimming appeared to be processing coach passes for their Open Water Championships, to be hosted by East Region. Paul Kendal was pursuing this issue.
		25/35.3 Silver Pins – agreed that the stock of the old style Silver Pin be retained to replace worn or broken pins for existing award holders.
		22/35.2 – Start Para Funding – LB had spoken to Martyn Lees. JW had also raised the issue with George Wood and Brain Havill, SE.
	22/43.2	All other actions were completed.
22/43		Ratification of Decisions Taken Between the Meeting
	22/43.1	The following decisions, taken by email between meetings, were ratified:
		22/43.1.1 To replicate the Swim England pay award for regional staff.

		22/43.1.2 To purchase a second card reader for use on the spectator entry desks at regional events.
22/44		Finance
	22/44.1	<u>Budget Reports</u>
		22/44.1.1 The Budget Reports for March, had been circulated, and were noted.
		22/44.1.2 KB reported that the Management Income was higher than predicted in the Budget due to one payment being received for income expected in February and April.
		22/44.1.3 In terms of discipline budgets, it was noted that: <ul style="list-style-type: none"> • Artistic – entries for the two events are not in line with the budget. LB to clarify with Amy Davis (Action LB) • Club Leadership – Time to Listen was shown as February, April and November in the budget, but there has been no spend. JW to ask LB to clarify (Action LB) • Disability – the timing of the regional training days was not aligned with the budget plans. LB to clarify when the training days had been and when they were planned for (Action LB) • Diving – KB to look at the timing of events and revise the budgets accordingly (Action KB) • Masters – noted that there is a potential loss for the Masters Development Day, due to lower attendance than predicted • Open Water – additional budget codes needed, for example for Stripe costs (Action KB) • Swimming – KB to revise the budgets in accordance with the agreed competition calendar (Action KB) • Water Polo – It was understood that, at late notice an East team did not compete in a mini-polo regional meet. An entry fee of £150 had been paid to SE South East– LB be asked to clarify whether the competition was cancelled and, if so, whether a refund is expected (Action LB)
	22/44.2	Budget Variations – noted that the pool hire costs for the hire of Newmarket Leisure Centre for the Masters Championships is higher than budgeted for.
22/45		Directors and Trustees Report and Financial Statements
	22/45.1	The Directors and Trustees Report and Financial Statements 2021 had been circulated with the agenda, and some minor amendments agreed by email.
	22/45.2	RESOLVED that the report be approved and signed by the Chairman.
	22/45.3	JW would sent three copies of the signed accounts to Christine Wade and ask that these be returned to Keith Belton when countersigned. The unsigned accounts would be circulated to Members of the Members Forum, with a signed copy displayed at the AGM. (Action JW/LB)
22/46		Planning for the AGM
	22/46.1	JW gave an update on preparations for the AGM.
	22/46.2	The need for an election for the final SE Members Forum place had been resolved. As there had been no nominations for the role of President Elect by the closing date of 8 th April, it was agreed that the Board should re-advertise the role at a later stage (Action LB to include on the agenda for the first Board meeting)
22/47		Meetings
	22/47.1	The Board discussed issues arising from recent meetings:

	22/47.2	Regional Operations Committee 10 th March – the meeting had gone well. George Wood had attended and provided useful updates on Swim England issues.
	22/47.3	County Forum 16 th March – the meeting had been a useful meeting, although attendance had been patchy.
	22/47.4	22/47.4.1 ARP – KB had attended the ARP meeting on 17 th March.
		22/47.4.2 In response to discussions about the format of the Annual Report and Accounts, KB had clarified that had advice from the Independent Examiner had been followed.
		22/47.4.3 With regard to the Risk Register, ARP had sought further information on steps taken in response to identified risks. KB would propose some amendments to the Risk Register to a future Board meeting.
22/48		Regional Chairs Meeting
	22/48.1	JW gave an update on issues discussed at the Regional Chairs Meeting held on 28 th March. The agenda for the meeting had been circulated to the Board and the notes would be sent when available.
	22/48.2	JW reported on an additional meeting held with the Chairs of regions with boundaries that split county boundaries. The notes of that meeting, and a response sent by JW, had been circulated to the Board and were noted.
22/49		Swim England Strategy
	22/49.1	JW reported that Swim England was currently drafting a ten year strategy. In preparation for a meeting between the external facilitator and Regional Chairs, planned for mid-April, a series of questions had been posed.
	22/49.2	In discussion it was agreed that JW would gather responses from the Board and share these at the consultation meeting as an East Region view.
22/50		Next Board Meeting
	22/50.1	The Board would next meeting on 27 th April 2022, immediately following the AGM.
	22/50.2	It was agreed that the agenda should include the following items: <ul style="list-style-type: none"> • Resignation • Signatories for accounts • Calendar of Board meetings
	22/50.3	It was agreed that LB be asked to discuss the agenda with the incoming Chairman (Action LB)
		There being no other business the meeting closed at 12 noon.