



**Swim England East Region**  
**Minutes of the Management Board Meeting**  
**9<sup>th</sup> December 2018**

<b>Present:</b> Mrs Joan Wheeler (JW)	Chairman
Mr David Metcalf (DM)	Vice-Chairman
Mr Keith Belton (KB)	Finance Manager

**Elected Members**

Mr Tom Baster (TB)  
Mr Ian Mackenzie (IM)  
Mrs Geraldine Metcalf (GM)  
Mr Stewart Murray (SM)

**County Representatives**

Mr Chris Galer (CG)	Norfolk County ASA (Substitute representative)
Mr Ian Knight (IK)	Cambridgeshire ASA
Mrs Sheila Mackenzie (SMM)	Swim England Hertfordshire
Mr Phil Pelling (PP)	Bedfordshire ASA
Mr David Robinson (DR)	Suffolk County ASA

**18/77 Welcome**

18/77.1 The Chairman welcomed everyone.

**18/78 Apologies**

18/78.1 Ian Cotton (IC) – Elected Member  
Paul Hayes (PH) – Essex County ASA representative  
Darren Peck (DP) – Norfolk County ASA  
Marcello Tontodonati (MT) – Elected Member  
Chris Vinter (CV) – Swim England East Region President

**18/79 Declaration of conflict of interest**

18/79.1 CG, who was again present as the substitute County Representative for Norfolk County ASA, confirmed that he had been advised that, as a member of the Judicial Appointments Panel, he can attend this regional Board meeting, but only as a substitute, not as the named County Representative or as an Elected Member. Darren Peck had been appointed as the Norfolk County ASA representative but was unable to attend this meeting.

**18/80 Minutes of the previous meeting**

18/80.1 The minutes of the meeting on 15<sup>th</sup> September 2018 were accepted as a true record.



**18/81 Matters arising from the minutes**

- 18/81.1 Minute 18/63 The current version of the constitution has been published on the website.
- 18/81.2 Minute 18/63.2 Changes to the constitution - JW will seek clarification from Richard Barnes at Swim England regarding the name of the region agreed at the September meeting. **(Action - JW)**
- 18/81.3 Minute 18/67 The new website was launched on 17<sup>th</sup> September. Staff have been trained and a guide produced. Volunteer training is being rolled out. **(Action - Amy Bryant)**
- 18/81.4 Minute 18/72.2 The revised *Guidelines for County Representatives* document will be circulated. **(Action - JW)**

**18/82 Ratification of items agreed since the last meeting**

- 18/82.1 There were no items to ratify at this meeting.

**18/83 Finance**

- 18/83.1 The budget statements for October and November had been received.
- 18/83.2 A detailed statement had been sent for November. It was agreed that, in future, both the monthly summary statements and detailed reports would be sent.
- 18/83.3 Commenting on the detailed report. KB said that variations were due to timing issues only. There were no questions from Board members.
- 18/83.4 TB commented that forecasting budgets is difficult because of late notice of changes nationally which impact on regional plans. TB asked if contingency budgeting might be used. JW said that contingency budgeting is difficult to control, but budget variation is available. The Management Committee will discuss this. **(Action - Management Committee)**
- 18/83.5 The revised Finance Policy was approved.

**18/84 Progress against Annual Plan**

- 18/84.1 The Management Committee reviews this. Progress is monitored against the plan agreed by the Board in March 2018, and in conjunction with the budget reports. There has been some slippage, but this is inevitable. Synchronised swimming plans have been delayed because of the national changes which have been implemented. For the discipline of water polo, it has not been possible to deliver what was planned in terms of Regional Academy delivery.

**18/85 Report from regional staff**

- 18/85.1 A written report had been received and was noted.
- 18/85.2 JW that the regional staff were working well as a team to cover for Leanne Brace, the Regional Development Manager, who is on maternity leave. There are no issues regarding covering in this short-term.

**18/86 Issues arising from the Annual Council Meeting**

- 18/86.1 Awards: JW had dealt with a query as to why a silver pin had not been awarded to a nominee, and why a Regional Award had been made to someone who was no longer a club member. It was decided that, in future, Leanne Brace would make enquiries about a nominee before passing the nomination to the Awards Panel.  
  
It was noted that Swim England is reviewing the format of awards for 2019, and so there may be a need to review the regional awards to keep them in line with the national awards.



There was discussion about awards in general. It was acknowledged that the national governing body gave awards, and that awards were a good public relations exercise.

- 18/86.2 Quorum: At present there must be representation from 10% of affiliated clubs (including counties and leagues) for the meeting to be quorate. Other regions have a certain number of people as the quorum.
- It was decided to recommend to the Annual Council Meeting 2019 that the quorum shall be 12 people, present and eligible to vote.  
**(Action – JW)**

- 18/86.3 Annual Report: The news and information in the Annual Report relates to the year ending six months before the Annual Council Meeting and is therefore out-of-date. In addition, the current detailed report is costly to produce in terms of staff time.
- The Management Committee had proposed, for 2019, to have a shorter governance report rather than information and reports on individual disciplines etc. The aim will be to have timely reports and news provided on the website during the year. This was agreed.  
**(Action – discipline managers and regional staff)**

**18/87 Swim England Leadership Team briefings**

- 18/87.1 As the region no longer has a Sport Governing Board representative, JW had provided the Swim England Leadership update for October 2018. It was agreed that, in future, the monthly updates would be circulated to the Board.
- JW asked that any issues which Board members wished to raise should be advised to her so that she can raise them at the Regional Chairs' meeting.

**18/88 President's report**

- 18/88.1 A written report was received from the President.

**18/89 Membership report**

- 18/89.1 The Membership Officer, Chris Galer, had provided a report.
- 18/89.2 CG reported that many clubs were failing to comply with the requirement to submit constitutions to the region every four years. In addition, there was a requirement for clubs to update their constitution in line with the Swim England Model Club Constitution issued in August 2018. The issue was with non-SwimMark clubs. SwimMark clubs are picked up through their health checks.
- It was planned to carry out an audit of club constitutions, calling in those that have not been seen in the past four years. Unless a club has an up-to-date constitution, the club will not be able to affiliate.
- If necessary, county representatives will be asked to assist.

- 18/89.3 CG reported that North Beds Diving Club had not re-affiliated, but had requested the club name to be protected in case they re-established. CG had advised them that this could not be guaranteed.

- 18/89.4 CG advised that the affiliation process for new clubs is not on the website. **(Action – JW to instruct Amy Bryant)**

**18/90 Diving**

- 18/90.1 East Region has been asked if the National Skills event could be run by the region in 2020. It had been successfully run by the regional diving committee previously, and the committee were keen to do so again in 2020.
- 18/90.2 East Region had made an excess on the event previously. Previously the region had received funding of £2,000, and IM stated that financial support would be given by Swim England for the 2020 event.



18/90.3 The date of the event is yet to be confirmed, but is likely to be in the middle of the year. Southend Diving Centre would be the venue,

18/90.4 Approval was given in principle for Swim England East Region to run the event.

**18/91 Sub-group items**

18/91.1 Management Committee – 18<sup>th</sup> October 2018: Minutes received and noted.

18/91.1.1 Minute 18/113.2.1 IK sought clarification of the Bridging Group initiative.

18/91.1.2 Minute 18/117.2 JW had sought clarification from the Chairman of the Judicial Appointments Panel and from Richard Barnes at the Legal Department of Swim England regarding whether Chris Galer could be a Regional Management Board Member. Chris wished to continue on the Judicial Appointments Panel. The advice was that Chris could be a member of his county's management board/executive, but could not be an Elected Member of the Regional Management Board. He could however attend the Regional Management Board as a substitute County Representative.

JW will discuss this matter with the Regional Chairs.

**(Action – JW)**

18/91.2 Management Committee – 26<sup>th</sup> November 2018: Minutes received and noted

18/91.2.1 Minute 18/111.1 Manual handling course – an online course is now available. Discipline Managers to be asked to consider whether committee members should be asked to complete the course. **(Action – JW)**

18/91.2.2 Minute 18/126.5 and Minute 18/126.7 The cost of purchase of a replacement laptop would be less than £1,000, and the Management Committee can authorise such a purchase.

TB will speak to Graham Spratt at the National Winters about his specific IT requirements. The expenditure will be from this year's swimming budget.

**(Action – Management Committee and TB)**

18/91.2.3 Recommendations to the Management Board

1. County Re-charge: After discussion, it was decided that the re-charge to counties for hosting county championships within regional events will remain at £100
2. Diving: See Minute 18/90 above.

18/91.3 Disability Committee – 19<sup>th</sup> November 2018: Minutes not yet available.

SMM advised that Paula Durrant had attended the meeting as the new representative from Cambridgeshire.

18/91.4 Diving Committee – 15<sup>th</sup> November 2018: Minutes received and noted

It was noted that Ian Rollinson is now a Specialist member of the committee, and this means that there will be a new representative from Bedfordshire.

18/91.5 Masters Committee – 12<sup>th</sup> September 2018 Minutes received and noted.

It was noted that the venue is not yet confirmed. Also noted was the possible impact of moving the event round the region, as regards pool hire cost and volunteer travel expenses.

18/91.6 Open Water Committee – the minutes of the May meeting have not been received by the Board, but are on the website for viewing. JW apologised for this oversight and asked that Board members read the minutes and refer any queries to her.



- 18/91.7 Open Water Committee – 28<sup>th</sup> October 2018 Minutes received and noted
- It was also noted that there was concern that the regional championships are outgrowing the capacity available at Whitlingham lakes.
- 18/91.8 Swimming Committee – 26<sup>th</sup> September 2018 Minutes received and noted
- TB reported on a Swim England document considered at the national swimming committee meeting regarding the organisation of short-course regional championships. Owing to the revised qualifying window for national championships, TB would propose to the Swimming Committee that, in 2020, the regional championships will be held over five days, on two consecutive weekends within the window, and excluding the last weekend of the window. Possibly being held on the last weekend of April and the May Bank holiday weekend. The competition will be for all age-groups, and will be for elite athletes, with only the top 14 of each age-group taking apart. The next 15-24 athletes will have a Development competition in July. The Inter-County competition would be abolished.
- 18/91.9 Synchronised Swimming Committee – 2<sup>nd</sup> December 2018 Minutes not yet available.
- 18/91.10 Swimming Officials Group – 21<sup>st</sup> September 2018 Minutes received and noted.
- 18/91.11 Water Polo Committee – no meetings held
- 18/92 Any issues raised by County Representatives**
- 18/92.1 Bedfordshire: Phil Winder has stepped down as County Secretary and Phil Pelling is the new secretary.
- 18/92.2 In his role as Records officer, DR requested access to the website for dates of birth so that records can be verified. **(Action - Regional staff to facilitate the information)**
- 18/93 Any other business**
- 18/93.1 IM informed the Board that synchronised swimming has been awarded a grant of £192,000 from the Aspire Fund to support the athletes on their journey to the Olympics.
- 18/93.2 IM stated that FINA had changed the name of the discipline to Artistic Swimming, and British Swimming has also accepted this name change.
- 18/93.3 CG raised an issue regarding the issuing of a licence for an open meet. JW will investigate the process, and the timeline for the process, to ensure that there are no issues which need to be addressed. **(Action – JW)**
- 18/94 Confidential items**
- 18/94.1 None
- 18/95 Date of next meeting**
- 18/95.1 The next Management Board meeting will take place on Sunday, 17<sup>th</sup> March 2019 at the regional office.