



**Swim England East Region**  
**Minutes of the Management Board Meeting**  
**10<sup>th</sup> August 2020**  
**By Zoom**

<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 Cotton (IC)  
Mr Ian Mackenzie (IM)  
Mrs Gerry Metcalf (GM)  
Mr Stewart Murray (SM)  
Mr Chris Vinter (CV)

**County Representatives**

Mr Paul Kendall (PK)	Norfolk County ASA
Mr Ian Knight (IK)	Cambridgeshire ASA
Mr Paul Hayes (PH)	Swim England Essex
Mrs Sheila Mackenzie (SMM)	Swim England Hertfordshire
Mr Phil Pelling (PP)	Bedfordshire ASA
Mr David Robinson (DR)	Suffolk County ASA

**Specialist Co-opted Members**

Miss Lottie Thompson (LT)  
Mr Simon Lever (SL)

**Also present:**

Mrs Leanne Brace (LB)      Swim England East Region Development Manager

**20/37**

**Apologies**

20/37.1      Darren Peck, Norfolk County ASA representative, sent his apologies to the meeting. Paul Kendall attended as a substitute.

**20/38**

**Declarations of conflict of interest**

20/38.1      LT declared a conflict of interest in item 11(ii).



**20/39 Minutes of the previous meeting**

20/39.1 The minutes of the meeting on 7<sup>th</sup> June 2020 were confirmed as a true record.

**20/40 Matters arising**

20/40.1 A report on Matters Arising from the Minutes was circulated prior to the meeting. The actions that had been completed were noted.

20/40.2 SMM asked for an update on items 20/24.2 and 20/27.2. JW explained that these issues had been raised with Swim England (SE). A document relating to the date of the next SE Annual General Meeting (AGM) would be circulated to Members of the Members' Forum, seeking approval to defer the next AGM. The issue relating to the payment of membership fees would be raised as part of the formal agreement between Swim England and regions that JW is working on.

**20/41 Ratification of items agreed since the last meeting**

20/41.1 There were no items to ratify.

**20/42 Finance**

20/42.1 i) Budget Reports

A budget report to the end of July had been circulated in advance of the meeting. KB reported that budget continues to be closely monitored by the Management Committee (MC), and amended where appropriate to take account of the cancellation of events due to Covid-19. There were no questions on the budgets.

20/42.2 ii) End of Year Accounts

The accounts for the period 2019-20 had been circulated prior to the meeting. After a vote, it was unanimously agreed to approve the accounts for signature by the Chairman. KB will now send a signed copy to Hastings Wade, the region's Examiners.

**20/43 Incorporation**

20/43.1 Papers relating to incorporation had been circulated before the meeting. SMM gave a presentation to the Board, detailing the incorporation proposals for the region. The presentation included information on the proposed governance structure and relative responsibilities of the different groups, as detailed in the proposed Articles and terms of reference.

20/43.2 The Board was advised that the structure also made provision for a County Forum, to aid two-way communication with county chairmen and secretaries.

20/43.3 It was noted that the Articles, already agreed by the Board, but subject to tidying up of numbering, grammar and presentation, are ready for publication as part of the Annual Council Meeting (ACM) papers.

20/43.4 The proposal that until the inaugural AGM, if willing, the initial Directors and Trustees of the company would be the existing Management Committee members, and that the existing Management Board would form the Regional Operations Committee, was agreed.

20/43.5 Concluding the presentation, SMM explained that the processes of the company, set out in the proposed Regulations, were broadly in line with the existing constitution.

20/43.6 The Management Board then were asked to vote on the following;

- i) The proposal that Swim England East Region becomes an incorporated company with charitable status with effect from 1st January 2021
- ii) The proposed Regulations, and Matters Reserved for the Board



- iii) The proposed Terms of Reference for the Regional Operations Committee, Audit, Risk and Probity Committee, and the Nominations Committee  
A vote was taken and all proposals were unanimously agreed.
- 20/43.7 JW thanked SMM and the rest of the working group for all their hard work in preparing the documentation. Both the Articles and the Regulations will now be submitted for approval at the 2020 Annual Council Meeting (ACM) and, if accepted by the members, the company would begin trading from 1<sup>st</sup> January 2021.
- 20/44 ACM 2020**
- 20/44.1 JW provided an update on preparations for the ACM.
- 20/44.2 Board members were reminded they will be able to attend and vote at the ACM, and will not require nomination as a delegate. Dial in details will be sent to delegates and Board members a few days prior to the meeting.
- 20/45 Swim England restructure**
- 20/45.1 A summary on the new Swim England restructure had been circulated. JW explained that the restructure had been completed, 75 staff members had been unfortunate in losing their jobs, with the restructure primarily due to a drop in income from courses, membership and award sales.
- 20/45.2 The loss of the Club Development Officer (CDO) role, may mean that the regions are asked pick to up some additional work, particularly relating to Stronger Affiliation. LB and JW will be meeting with the appropriate SE officer to discuss how this could work.
- 20/46 Any other urgent business**
- 20/46.1 There was none.
- 20/47 Confidential items**
- 20/47.1 **Insurance**  
The Board discussed an issue relating to insurance and agreed with the MC's proposed resolution.
- 20/47.2 The Board considered a proposal from the MC that Lottie Thompson be re-appointed as a Specialist Board Member until September 2021. This was agreed.
- 20/48 Next meeting**
- 20/48.1 The next meeting is scheduled for 12<sup>th</sup> September 2020 by Zoom, following a short break after the ACM.