

**Swim England East Region**  
**Minutes of the Management Board Meeting**  
**21<sup>st</sup> March 2021**

**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)	Swim England Cambridgeshire
Sheila Mackenzie (SMM)	Swim England Hertfordshire
Darren Peck (DP)	Norfolk County ASA
Dave Robinson (DR)	Swim England Suffolk

**Specialist Co-opted Member**

Lottie Thompson (LT)

**Also present**

Leanne Brace (LB), Regional Development Manager.

**21/01**

**Apologies**

- 21/01.1 Ian Cotton sent his apologies as he was volunteering at a local vaccination centre at the time of the meeting. Paul Hayes also sent his apologies for the meeting.
- 21/01.2 Due to an error when sending out the meeting papers Phil Pelling did not receive the dial in details for the meeting and therefore was unable to attend.
- 21/01.3 JW clarified that, the meeting was the final meeting of the Management Board for the former association. The agenda comprised some decision items relating to the former association, and some information items relating to the new incorporated Company, which was now managed by the Board of Directors.

- 21/02**                      **Declarations of conflict of interest**
- 21/02.1                    None were received.
- 21/03**                      **Previous minutes**
- 21/03.1                    The minutes of the meeting on 13<sup>th</sup> December 2020 were confirmed as an accurate record.
- 21/04**                      **Matters arising**
- 21/04.1                    JW reported that all matters arising from the previous meeting were completed.
- 21/04.2                    SMM asked about minute 20/70.7, which suggested the loan repayment between the new company and the old association was going to be paid once membership renewal payments began to be received. KB reported that he had looked at it following receipt of the first renewal payment but had decided that as the amount received was less than expected the repayment should not be made. Another renewal payment is expected this month and the position will be looked at again then.
- 21/04.3                    With reference to minute 20/68.2, SMM asked about the proposals for Conflict of Interest Forms in the new structure. JW advised that, following the forthcoming SGM, all members of the new committees, plus managers, officers and staff will be required to complete the form. LB was working on an online form.
- 21/05**                      **Ratification of items agreed since last board**
- 21/05.1                    There were none.
- 21/06**                      **Finance**
- 21/06.1                    i)            Budget Report for February for the former Association
- A SAGE Summary Report for the unincorporated Association had been circulated prior to the meeting. There were no questions for the Finance Manager on the report.
- 21/06.2                    i)            End of Period Accounts April 2020 to December 2020
- The End of Period Accounts, which had been examined by the Independent Examiners, had been circulated with the meeting papers. KB reported that Hastings Wade had recommended a few changes, mainly around the terminology used, and these have been completed.
- 21/06.3                    The End of Period Accounts for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> December 2020 were approved by the Management Board for publication with the papers for the Special Council Meeting (SCM).
- 21/06.4                    i)            Unaudited Financial Statement as at 28 February 2021
- KB reported that this was an example of a document that will be presented to the SCM made up to 31 March 2021. The figures on that version will be different than those on this report as some more assets have been sold and some more interest

income is expected. There may be updates after the report is issued for the SCMs and they will be detailed verbally at the SCM.

21/06.5 i) Draft Winding Up Timetable report to be considered by the SCM

The timetable was circulated prior to the meeting. KB reported that the purpose of the timetable is to provide transparency to the ACM on the decisions they are being asked to agree to. Only one of the two yellow paragraphs will be included and KB will contact the Coop bank to find out the latest position of the account opening in order to select the correct one. The new company loan line will be deleted if the loan has been repaid by the time the document is issued.

**21/07 Membership Update**

21/07.1 i) Membership Renewals

A report detailing membership renewals had been circulated as a late paper prior to the meeting. The report summarised the national renewal rate as having a 29% drop off rate. The region would have a clearer picture on regional return at the end of the month once further payment had been received from Swim England.

21/07.2 i) Report from the Membership Officer

A report from the Membership Officer, Chris Galer, had been circulated prior to the meeting. The report included information on two new club applications. TB advised that the proposed new Essex club could impact on the viability of an existing club. It was confirmed the counties are contacted by the region as part of the consultation process. The counties should ask for views on the application from any clubs the application may affect.

**21/08 Governance**

21/08.1 i) Progress with Governance Changes

A report was circulated prior to the meeting which summarised the actions taken over the last few months to establish the incorporated company.

21/08.2 JW introduced the report by advising that the region has been granted charitable status and the Members Forum has been established. Nominations Committees and the Audit, Risk and Probity Committee have been set up and have started to meet.

21/08.3 The President Elect post has been advertised and the closing date is 26<sup>th</sup> March for nominations. The Management Board was asked to refer any suitable candidates to the advert on the website. The appointment of a President Elect would be managed by a Nominations Committee.

- 21/08.4 Member Nominated members of the Regional Operations Committee (ROC) have been elected and are now in place. These are Ian Cotton, Sheila Mackenzie and Gerry Metcalf. The region has received three suitable nominations for independent positions on the ROC from Tom Baster, Stewart Murray, and Lottie Thompson and therefore no election has been needed. A lot will be drawn at the end of the meeting to determine terms of service.
- 21/08.5 The traditional discipline committees are changing over to become Leadership Groups and will report to the newly formed ROC. Revised Terms of Reference are being agreed with Managers. Where appropriate to service delivery, County Representatives would continue.
- 21/08.6 The former SwimMark Panel is expanding to become the East Club Leadership Group and will incorporate themes of affiliation and club governance. The Regional Membership Officer will be a member of this group.
- 21/08.7 The proposed Terms of Reference for the County Forum had been circulated. This group will hold its first meeting in May.
- 21/08.8 ii) Arrangements for the SCM and SGM 22<sup>nd</sup> April at 7.30pm
- A Special Council Meeting (SCM) and the Special General Meeting (SGM), will take place on the 22<sup>nd</sup> April. The SCM will deal with the closing of the unincorporated association and will be open to the Management Board, all clubs and associations that are members of the region. The SGM, which will deal with appointments for the Company, will be open to the Members of the Members' Forum, the President and President Elect and the Directors.

- 21/08.9 iii) Annual Report
- The draft Annual Report was circulated prior to the meeting. Some minor edits were suggested. It was noted that the report now does not include articles that are published on the website throughout the year.

## 21/09

### Staffing

- 21/09.1 JW gave an update on staffing. The Board were reminded that Amy Bryant had left the organisation last April and the post was frozen as a temporary cost saving. Kevin Pickard left the organisation at the end of February, leaving the region with two members of staff. As restrictions ease this will not be sustainable and the region will need to look at its staffing structure in the light of development plans.

## 21/10

### Report from the Regional Development Manager

- 21/10.10 A report from the Regional Development Manager had been circulated prior to the meeting. LB drew the attention of the Board to the recent Club Chairs' Forum. LB explained how it was a positive meeting with clubs sharing examples of successful funding applications and ways to engage club membership.

21/10.2 LB also described how the regions were much more involved with Swim England discussions and resources. Weekly regional staff meetings were taking place to share ideas and issues. There were no questions on the report.

## **21/11 Regional Office**

21/11.1 JW reminded the meeting that the region is nearing the end of the six month notice period of the office rent agreement. The managing agent has confirmed the furniture can remain in the office until either the new storage room is available on site, or another company is ready to move into the office. Forwarding arrangements had been made for the delivered post, although the Registered Company Address will be the Swim England address.

## **21/12 Sub group items**

21.12.1 Disability Committee, 16<sup>th</sup> November 2020: No minutes have been received. JW will attempt to produce some notes from the meeting.

21/12.2 Diving Leadership Group, 14<sup>th</sup> January 2021: Minutes were received and noted. LT provided an update on some development activity the Group had recently delivered. There had been sessions for Category one members and others for category two members. There was also a workshop to work on the skills needed for the Level X diving Series One event.

21/12.3 LT confirmed that the new structure of the Group was working well with LT as the Chair and Alice Clarke as the new Development Lead.

21/12.4 Diving Leadership Group, 11<sup>th</sup> February 2021: Minutes were received and noted.

21/12.5 Diving Leadership Group, 11<sup>th</sup> March 2021: Minutes not yet available.

21/12.6 Open Water Leadership Group, 11<sup>th</sup> February 2021: Minutes were received and noted. The Board recognised it is challenging at the moment to discuss plans for regional events whilst the Swim England Return to Competition Map is yet to be published.

21/12.7 Swimming Officials Leadership Group, 13<sup>th</sup> February 2021: Minutes were received and noted. There had been a further meeting on the 13<sup>th</sup> March. Minutes were circulated by DM and noted.

21/12.8 DM explained the issues he was facing with representatives not attending the meetings, nor sending substitutes. County representatives of the Management Board would follow up on this.

## **21/13 Any other business**

21/13.1 There were none.

**21/14**

**Confidential items**

21/14.1 There were none.

**21/15**

**Next meeting**

21/15.1 The Regional Operations Committee (ROC) will meet in May via Zoom. Members of the ROC will be asked for their preference for dates and times of meetings.