

Minutes of the Board of Directors

7th July 2021 at 9.30 am

By Zoom

Members Present:

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

Also present:

Leanne Brace (LB)	Regional Development Manager
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21/99

Apologies

21/99.1 None, all were present.

21/100

Declarations of conflicts of interest

21/100.1 LB declared a conflict of interest in the discussions relating to staffing.

21/101

Minutes

21/101.1 The minutes of the meeting held on 9th June 2021 were confirmed as a correct record.

21/102

Matters Arising

21/102.1 A Matters Arising report, circulated with the agenda, was noted and, where appropriate, updated at the meeting.

21/102.2 In discussion of the report the following issues were raised:

21/90.1.3 Coomber – LB had collected this and would leave it in the storeroom for KB to pick up. **(Action KB)**

21/92.1.3 Masters Entries – KB would contact Louise Mackie to discuss the process for masters entries. **(Action KB)**

21/103

Ratification of Decisions Taken Between the Meeting

21/103.1 None

21/104

Finance

21/104.1 Former Association – A Finance Report, circulated by KB, was noted.

21/104.2 Budget Reports for the Company – The Budget Reports for June had been circulated by Jo Stalley.

21/104.2.1 It was noted that there had been recent activity from income and expenditure relating to the Future Champions and Festival of Swimming. KB reported that the level of entries gave confidence to the aim of breaking even across the meets.

21/104.2.2 The issue with BT Invoices had yet to be resolved. **(Action KB)**

21/104.3 Update on Bank Accounts -KB reported on progress with bank accounts for the new Company.

21/104.3.1 Money had been transferred from the old accounts to the new Co-op account, and it should therefore be possible to close the old accounts in the near future.

21/104.3.2 With regard to the Santander account, KB had a telephone meeting scheduled with a Business Advisor from Santander immediately following the Board Meeting.

21/104.4 Regional Membership Fees 2022 – the Directors discussed the Regional Membership Fees for 2022.

21/104.4.1 After discussion, and consideration of likely spend and current balances, it was agreed that the fees remain unchanged from the 2021 level, and be set at:

- £35.00 per club, association or organisation
- £5.00 per Category One member
- £6.00 per Category Two member
- No charge for Category Three member.

21/104.4.2 With regard to the previous reduction for those joining, or upgrading membership, after 30th September, it was agreed to follow the decision made by the Swim England Board on this issue. LB was asked to delete from the website the current information which stated that a discount would be applied. **(Action LB)**

21/104.4.3 It was agreed that LB would write to county secretaries and chairmen, advising them of the decision on regional fees, and reminding them of the need to consider county fees. **(Action LB)**

21/105

Report from the Regional Development Manager

The Board had received a report from the RDM on key areas of work and issues. In discussion of the report the following matters were raised:

21/105.1 Storeroom – LB had recently been advised by Gulbourne that as, under COVID Regulations the deadline for the eviction of tenants had been further extended to 31st March 2022, it was not currently possible to offer the adjacent storage area. An alternative storeroom had recently become available, which may be suitable. LB had arranged to inspect the storeroom offered and send photographs, together with details of the proposed rent, to the Directors so that a decision could be made. **(Action LB)**

21/105.2 Office – LB advised that a few items of furniture remained in the former office, with items that would continue to be needed to be moved to the storeroom when possible. KB reported on an issue over the rates, which had yet to be resolved with the local council.

- 21/105.3 SwimMark and Stronger Affiliation – It was agreed that the information of SwimMark and Stronger Affiliation should be reported to the ROC when it met in September. **(Action LB)**
- 21/105.4 New Club Application – LB reported on a new club application, currently being dealt with by the Membership Officer. It was agreed that there was a need for Swim England to consider the issue of nationally based clubs as the current membership regulations were not as relevant to such clubs. **(Action LB to raise with SE)**

21/105.5 Hints and Tips – agreed that these should be shared with the County Forum. **(Action LB)**

21/106

Staffing

- 21/106.1 LB gave an update on the staffing issues following her discussions with Swim England People Development.
- 21/106.2 The Directors noted the information and reconfirmed their original decision with regard to the Job Description and salary for the Regional Operations Officer post. It was agreed that the actions previously agreed for the Regional Manager and Regional Operations Officer posts should be implemented from 12th July 2021, with the recruitment of the new regional administrator actioned in September. **(Action JW/ LB)**

21/107

Update of Plans from Leadership Groups

- 21/107.1 LB gave an update on emerging plans from Leadership Groups.
- 21/107.1.1 Disability – Six members from East Region, invited to a classification event earlier in July, had been classified. The meeting with Swim England had proposed regional events to be jointly hosted with London, LB was establishing whether SE London had any appetite in exploring this for the current year. JW would then contact the Disability Manager to discuss.
- 21/107.1.2 Water Polo – LB presented a proposed budget drawn up with Dean Walker. This was approved. **(Action LB to advise DW)**
- 21/107.1.3 Masters – a provisional pool booking had been made at Newmarket for regional championships on 10th October. KB would contact Louise Mackie to discuss online entries. **(Action KB)**
- It was agreed that clarification be sought from SE on the Intercounty Masters Competition, usually held in November. **(Action JW)**
- 21/107.1.4 Diving – an online Development Camp had been held. Although the attendance had been disappointing, the event had been planned to be cost neutral.
- 21/107.1.5 Swimming – plans for the Festival and the Future Champions Meet were progressing well, although the online entries had generated a multitude of emails from parents.
- Plans were also progressing for a Swimming Camp for 12 year olds, with the Head Coach appointed. It was noted that budget provision should be made for these staffing costs. Consideration could be given to all 12 year olds attending the Festival to be invited to the Camp. **(Action LB)**
- 21/107.2 Club Leadership Group The newly formed Club Leadership Group had held its first meeting, which had gone well. The Internal Disputes document had been agreed, with some minor changes. LB would circulate the revised document to Directors before publication. **(Action LB)**

21/108

Governance

- 21/108.1 The Directors discussed how the Governance arrangements were working after the first cycle of meetings.
- 21/108.2 Board - With regard to the Board, it was agreed that future minutes of Board Meetings should be published. Full minutes would be shared with ARP, but confidential items would be removed for publication. It was agreed that it was impractical to publish earlier minutes as these had not been written on that basis, and included detailed confidential issues. **(Action JW)**
- 21/108.3 Audit Risk and Probity - No issues. The next meeting was planned for 30th September. Directors had been invited to attend for the beginning of the meeting.
- 21/108.4 Regional Operations Committee – The ROC recently had its first meeting. With limited sporting activity, the agenda was light. In order to develop the role of the committee, it was agreed that:
- i) JW should ask ROC members what agenda items they would like included **(Action JW)**
 - ii) ROC should focus on issues arising from leadership groups
 - iii) Representatives on groups, or where appropriate Managers, should be invited to respond to questions or issues arising from the minutes **(Action JW to draft a role description to include this)**
 - iv) Format and accuracy of group minutes would be an early action for the new administrator. LB to pick this up when new member of staff is in post. **(Action LB)**
- 21/108.5 Nominations Committees – these had worked well for ROC appointments. The next Nominations Committee would be needed leading up to the 2022 AGM. It was agreed that, as an Awards Panel, had been established the Nominations Committee had no role to play in awards. JW to delete this from the Terms of Reference. **(Action JW)**.
- 21/108.6 Leadership Groups – some were working well. Others had not met as there had been no need during the pandemic, although this would change as competitions recommenced.
- 21/108.7 County Forum – LB had circulated a poll to agree dates for future meetings. She would follow this up with an email confirming the planned dates to March 2022. **(Action LB)**

21/109

Regional Chairs Meeting

- 21/109.1 JW reported on the Regional Chairs meeting held on 21st June 2021. The agenda had been circulated, but notes were not available.

21/110

Next Meeting

- 21/110.1 The next meeting was scheduled for 15th September 2021, with Wednesday 18th August at 7.30 pm held in reserve for an additional meeting.
- The following dates had also been agreed for meetings of the Board of Directors: 13th October, 10th November and 8th December 2021.