

Minutes of the Board of Directors
10th February 2021 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

Also present:

Leanne Brace (LB)	Regional Development Manager
-------------------	------------------------------

21/20

Apologies

21/20.1 All were present.

21/21

Declarations of conflicts of interest

21/21.1 KB declared an interest in item 21/25.3.

21/22

Minutes

21/22.1 The minutes of the meeting held on 13th January 2021 were confirmed as a correct record, with the following amendment:

21.13.5 Kevin Pickard was working on a regional roadshow targeting members from 21 clubs, comprising those that had sought assistance during the pandemic and the larger clubs.

The minutes, as amended, were signed by the Chairman.

21/23

Matters Arising

21/23.1 A Matters Arising Report, circulated with the agenda was noted. An updated Matters Arising Report, showing actions reported, is attached.

21/24

Ratification of Decisions Taken Between the Meeting

21/24.1 The following decisions, taken between meetings by email, were ratified:

21/24.1.1 To appoint Chris Vinter as Chairman of the Nominations Committee

21/24.1.2 To appoint Ian Cotton to the Nominations Committee instead of Stewart Murray

21/24.1.3 To appoint David Metcalf to the Nominations Committee instead of Keith Belton.

21/25

Finance

21/25.1 Budget Reports

21/25.1.1 The Budget Reports for January for the former Association, circulated with the agenda, were noted.

21/25.1.2 The Budget Reports for January for the Company, circulated with the agenda, were noted.

21/25.1.3 Budget reports had been circulated to the former Management Board. JW would look at the terms of reference for the ROC and recommend where budget reports should be circulated to in future. **(Action JW)**

21/25.2 Affiliation fees update

21/25.2.1 The Board received an email from Brian Havill, SE Chief Financial Officer, giving an update on membership renewals up to the end of January. The email also included information on Stronger Affiliation by region. It was noted that although this showed 5 East Region clubs yet to compete, it was known that all five clubs had decided not to renew.

21/25.2.2 KB had also circulated a spreadsheet showing membership renewals for the first 20 working days in 2021, compared to the same period in 2020.

21/25.3 Review of Regulations

21/25.3.1 The Board consider whether a review to its Regulations was necessary in the light of the recent vote by the SE Members Forum over the renewal deadline.

21/25.3.2 JW reported that although the vote had supported a proposal that the deadline for renewals be deferred to 31st March 2021, Swim England had decided to only offer the option of a month's delay to those clubs who made contact with the Membership Team to advise that renewal by 28th February would not be possible.

21/25.3.3 It was agreed that, as there was no change to SE Regulations a potential change to the regions regulations was inappropriate.

21/25.3.4 JW would contact SE to establish what would happen in terms of suspension for clubs who did not complete their renewals. **(Action JW)**

21/25.4 Bank accounts update

21/25.4.1 KB reported that, following confirmation of the granting of charitable status, the Co-operative Bank had agreed to process the application previously submitted. They had advised that the application could take 12 weeks to complete.

21/25.4.2 The application to transfer the existing Santander accounts had been less successful. KB had been advised that as applications could not be made on line, he would have to visit a branch but that an appointment could not be offered given the current

restrictions.

21/25.5 The accounts had been submitted to Hastings Wade for examination and the examiners were aware of the timescales. In view of the delay in opening new accounts it may be necessary to ask the SCM to agree to the Directors having delegated authority to close the accounts for the former association.

21/26

Report from Regional Development Manager

21/26.1 LB confirmed there was a Club Chairs Forum planned for the 22nd February, and a Covid Lead Forum would take place when we are advised that pools will be reopening. There were also plans for a Welfare Officer Forum later in the year to assist with learning and best practice for this role.

21/26.2 Cambridgeshire ASA had notified the region that they are changing their name to SE Cambridgeshire. Members voted on this some time ago, and the county association had received the logos from SE, but they are yet to change their constitution and formally notify the membership department.

21/26.3 Jo Stalley is now one of a select few Team Manager Module 2 tutors, which was a voluntary role. Despite the workshop being organised centrally, SEER had been able to secure a regional workshop for 23rd February.

21/26.4 LB had been working with JW on updating the Governance pages on the website. As it is almost complete, and LB requested a head and shoulder shot of the Directors in the formal white shirts to replace the 'blue shirt' versions. It was noted that the Articles of Association and Regulations needed updating to the latest version. KB would send these to LB in word format and LB would also file these on the One Drive.

21/26.5 LB reported on problems with AR Forms and the decision to replace this with a more up to date version, called Fluent Forms.

21/26.6 Regions have been asked to consider whether or not they would be in a position to fund the coach mentor programme for the current year. LB had asked some questions about the use of the £2000, and whether the region would be able to decide who the mentor was, and which coaches would be included in the programme, but had received no response to date. It was agreed that the Directors would consider this further when clarification had been received.

21/27

Governance

21/27.1 Company Diary – KB had drafted a Company Diary, showing key milestones for actions. It was agreed that:

- i) KB would send this to Lottie Thompson to check that everything was included
(Action KB)
- ii) JW would work on a second spreadsheet to show timescales for other governance actions
(Action JW)

SWIM ENGLAND EAST REGION



Company number: 12931432 Registered Charity Number 1193136
Registered office address: 6A, Lanwades Business Park, Kennett, Newmarket, Cambridgeshire, CB8 7PN

- 21/27.2 Update on ROC – JW gave an update on ROC, in which she reported that the elections for the Member Elected roles had resulted in the election of Gerry Metcalf, Ian Cotton and Sheila Mackenzie. The Nominations Committee had met and agreed the way forward for the Independent posts, and these would be advertised today, with a closing date of 15th March.
- 21/27.3 Meeting with Managers – all agreed that this had been successful. JW had sent the draft Terms of Reference for the proposed Leadership Groups to the Managers and was waiting for their comments.
- 21/27.4 County Forum – The Directors discussed the format for the County Forum. JW had circulated proposed Terms of Reference and these were agreed as a starting point. It was agreed that JW would ask Chris Vinter whether he would be willing to chair the Forum.
(Action JW)

21/28 **Regional Chairs Meeting**

- 21/28.1 JW gave an update from the Regional Chairs' Meeting held on 4th February 2021, including:
- 21/28.2 Regional Agreements – the draft had been updated in line with comments received from regions. All the concerns raised by ER had been accommodated. The next stage would be for individual discussions with regions when membership income was clearer.
- 21/28.3 Awards – SE were planning a revised volunteer awards scheme for 2021. IM and JW were part of a working group looking at the details.

21/29 **Staffing**

- 21/29.1 Consultation with staff over homeworking – JW reported that a formal two week period of consultation with staff over homeworking, which had been led by SE, would conclude this afternoon. None of the staff had raised any concerns about the proposals.
- 21/29.2 Revised contracts – All staff had signed revised contracts in the name of the new Company.
- 21/29.3 KP resignation – The Board received a report from JW about issues arising from the resignation of KP.
- 21/29.4 The Board discussed the vacant post and agreed that, in view of the uncertainty over income, the post should remain vacant in the short term. LB would look at what commitments there were and how these could be covered. Staffing would be an agenda item for the next meeting. LB would lead on swimming development in the interim.

21/30 **Hertfordshire Aquatics**

IM reported that Directors would receive an invitation to an update on the Hertfordshire Aquatics 50m Pool Project, to take place on 17th February.

21/31 **Next Meeting**

SWIM ENGLAND EAST REGION



Company number: 12931432 Registered Charity Number 1193136
Registered office address: 6A, Lanwades Business Park, Kennett, Newmarket, Cambridgeshire, CB8 7PN

The next meeting would take place on 10th March 2021.

Signed

A handwritten signature in black ink that reads 'Ian Wheeler'. The signature is written in a cursive style and is placed on a light-colored rectangular background.

Date

10th March 2021