

Minutes of the Board of Directors

13th January 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
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21/8

Apologies

21/8.1 All were present.

21/9

Declarations of conflicts of interest

21/9.1 JW declared a conflict of interest in item 5.iii (Swim England Loan)

21/10

Minutes

21/10.1 The minutes of the meetings held on 2nd December 2020, 22nd December 2020 and 7th January 2021 were confirmed as a correct record and signed by the Chairman. JW would send all minutes to the ARP members.

21/11

Matters Arising

21/11.1 A Matters Arising Report, circulated with the agenda was noted. Most actions had been completed, but the following issues were discussed:

20.4.5 Application for Charity Status - KB gave an update on the Governance issues relating to the registering of updated documents with Companies House. It was noted that it may be necessary to gain approval of the Members Forum if the changes were rejected due to lapsed time.

21.6.1 Payment – KB had contacted Simon Lever and was waiting for an invoice to process the payment.

21/12

Finance

21/12.1 Budget Reports

21/12.1.1 The Budget Reports for December for the former Association, circulated with the agenda, were noted.

21/12.1.2 KB reported that the £25k loaned from the former association to the new

company should be noted in the accounts.

21/12.1.3 With regard to the 2021 Budget, KB had set up SAGE codes and would pass these over to Jo Stalley as soon as possible. He would then assume management of the 2020 accounts.

21/12.2 Reserve Policy

21/12.2.1 Following the previous discussions regarding the Finance Policy, the Board discussed a Reserves Policy in the context of committed expenditure and potential running costs.

21/12.2.12 It was agreed that a minimum of £100k should be held across the combined balances and loans as a reserve.

21/12.3 Further Loan to Swim England

21/12.3.1 An email received from Brian Havill, Swim England CFO, regarding future loans was discussed.

21/12.3.2 Responding to an email from KB, BH had clarified that the interest paid was likely to be 1.4% in excess of base rate.

21/12.3.3 Although there was no objection in principle, it was agreed that noted the loans would not be required until October 2021. As no decision was required at the present time, KB would reply to the email saying that SEER would consider the issue further in the light of the financial situation at that time.

21/13

Report from Regional Development Manager

21/13.1 The Board received a verbal report from the RDM on key issues.

21/13.2 In her report, LB advised that a fault in the SE OMS data base had meant that a significant number of Club Secretaries had not received emails sent to them by Swim England. The fault had now been rectified. DM commented that there had been a similar issue with volunteer emails.

21/13.3 Following an issue with SEER email addresses, Apphut had upgraded the Spam filter. This appeared to have resolved the problem.

21/13.4 LB was meeting with the Institute of Swimming to discuss course issues in the East region, including the plans for those waiting for practical assessments from coaching courses.

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.

21/13.6 LB was also looking at performance information for East Region, and would bring a report on this to a future Board meeting.

21/13.7 Staff morale was as good as could be expected. LB met the team on a weekly basis, with fortnightly 1:1 meetings, and a fortnightly team meeting.

- 21/13.7 LB gave an update on decommissioning the office. She had asked the Site Manager to clarify whether the alternative store was ready, but had received no reply, and had also written to other Lanwades tenants regarding the purchase of surplus equipment.
- 21/13.8 The disposal of equipment was agreed.
- 21/13.9 KB would give notice to BT.
- 21/13.10 In terms of vacating the office, the Directors agreed that it was not appropriate to ask staff to travel to the Regional Office given the current restrictions. If the office needed to be cleared in the near future it may be necessary to arrange for a professional removal service.

21/14

Governance

- 21/14.1 Members Forum
- 21/14.1.1 It was noted that as the nominations for the Members Forum had now been received from Counties, the shadow arrangements were no longer necessary.
- 21/14.1.2. The following resignations from the Members Forum were received as at 13th January 2021, and noted:
- Keith Belton
David Metcalf
Ian Mackenzie
Joan Wheeler
- 21/14.1.3 JW would record the resignations on the Register of Members.
- 21/14.2 21/14.2 Company Address
- 21/14.2.1 Following discussions with Swim England, it was agreed that from 1st April 2021, the company's registered address should be Swim England East Region, Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF .
- 21/14.2.2 KB would register the change of address at Companies House before 31st March. Consideration would be given to a PO Box for routine correspondence in due course.
- 21/14.2.3 Official Documents The information needed in the footers used in emails and official documents was discussed. JW would confirm the footer to LB.
- 21/14.2.4 LB would arrange for the current company email addresses used by JW and IM to be changed from divert addresses to addresses that would send and receive emails.
- 21/14.3 ROC Elections JW gave an update on ROC elections. It was noted that the nominations for Member Elected posts closed on 18th January. JW would liaise with the Nominations Committee.
- 21/14.4 Register Of Interests - The Board discussed the requirements to complete the Register of

Interest Forms in the context of SE Regulation 81 and the new Governance structure. It was agreed that forms should be completed by the following:
Directors, Staff, Officers, members of the Regional Operations Committee, members of the Audit, Risk and Probity Committee, Managers.

LB would update the form used previously.

21/14.5 President and President Elect 2021/2 – JW had informed Paul Kendall of the proposed arrangements to inaugurate him as President at the SGM on 22nd April 2021 and would liaise with the Nominations Committee about the call for nominations for President Elect. Counties would be advised on the process.

21/15 Review of Policies

21/15.1 The following policies, discussed at previous meetings and subsequently amended, were formally approved.

- Finance
- Confidentiality
- Privacy
- Social Media
- Retention

21/15.2 KB would send the approve version on the Finance Policy to LB and LB would add the footer and do a final check of formatting before publication adding January 21 final as a version control.

21/16 Meeting with Managers

21/16.1 The draft agenda for the meeting with Discipline Managers planned for 19th January, was agreed. LB would add the Zoom details and circulate the agenda to Managers and Directors.

21/16/2 KB would lead on the discussion about Plans and Budgets.

21/17 Staffing

21/17.1 JW gave feedback from her meeting with Melissa Lathom, SE People Development Team, regarding updating the staff contracts in the light of the new company, and homeworking. ML was seeking advice over whether a formal letter would suffice, or whether TUPE was necessary.

21/17.2 The Directors discussed the option of furlough for all staff in the context of current work streams.

21/18 Collection of Membership Fees by Swim England

21/18.1 It was noted that Swim England had recently sought approval from the SE Members Forum to defer the deadline for the payment of 2021 membership fee renewals to 31st March, and to waive the penalty for non-payment. The deadline for responses was 23rd January.

Registered office address: 6A, Lanwades Business Park, Kennett, Newmarket, Cambridgeshire, CB8 7PN

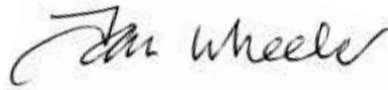
21/18.2 It was noted that it may be necessary to review the region's regulations in the light of a decision to change the stated dates. SE would liaise directly with counties.

21/19

Close of Meeting

The meeting was closed at 11.15 am

Signed

A handwritten signature in black ink that reads 'Ian Wheeler'.

Date

10th February 2021