

**Swim England East Region**  
**Minutes of the Special Council Meeting**  
**22<sup>nd</sup> April 2021 at 7.30 pm by Zoom**

**Present**

**Management Board:** Joan Wheeler (Chairman), Keith Belton (Finance Manager), Ian Cotton, Ian Knight, Ian Mackenzie, Sheila Mackenzie (and Swim England Hertfordshire), David Metcalf, Geraldine Metcalf (and Biggleswade SC), Darren Peck, Phil Pelling (and Bedfordshire ASA), Dave Robinson, Lottie Thompson, Chris Vinter (and Swim England Suffolk).

**Club Representatives:** Sharyn Bord (Cambridge Dive Team), Anne Byrne (Norwich Swan SC), Lesley Cox-Smith (Leighton Buzzard SC), Paula Ellison (Dunstable SC), Lu Ford (Hadleigh SC), Gemma Gordon (Cambridge Dive Team), Jackie Harvey (Hoddesdon SC), Louise Hughes (Hitchin SC), Simon Lever (Swim England Hertfordshire), Nick Lomax (Impington SC), Andy Merrill (Norwich Swan SC), Marie Murray (Dunstable SC), John North (Team Ipswich Swimming), Max Paines (City of Ely SC), Miles Ogden (Dereham and District SC), Cheryl Rose (West Norfolk SC), Helen Stephens (Colchester SC), Lottie Thompson (Cambridge Dive Team), Alison Vinter (Team Ipswich Swimming), Dean Walker (Chelmsford SC).

**Staff:** Leanne Brace (Regional Development Manager) and Jo Stalley (Regional Administrator).

**21/01**

**Introductions, purpose of the meeting and voting arrangements**

- 21/01.1 The Chairman introduced herself and explained that the Special Council Meeting (SCM) was being held in the context of the decision taken by the Annual Council Meeting in September 2020 to form a company limited by guarantee, which had now been done. This meeting had been called to complete tasks relating to the old Association and then to formally wind up that Association.
- 21/01.2 The Chairman clarified that the constitution of the old Association applied to the SCM, in that club and association representatives, plus members of the Management Board were able to attend the meeting, and to vote. The voting arrangements were explained.

**21/02**

**Apologies**

- 21/02.1 Apologies for absence had been received from Stewart Murray (Management Board) and Andy Chapman (Stevenage SC).

**21/03**

**Declarations of conflict of interest**

- 21/03.1 None were declared.

**21/04**

**Previous minutes**

- 21/04.1 The Minutes of the Annual Council Meeting held on 12<sup>th</sup> September 2020 were confirmed as a correct record.

**21/04****Diving Manager**

- 21/04.1 The resignation of Ian Macleod from the post of Diving Manager on 13<sup>th</sup> October 2020, was noted.
- 21/04.2 The appointment of Lottie Thompson to the post of Diving Manager, made by the Management Board on 13<sup>th</sup> December 2020, until April 2023, was noted.

**21/05****Accounts**

- 21/05.1 The accounts for ASA East Region (known as Swim England East Region) from 1<sup>st</sup> April to 31<sup>st</sup> December 2020 had been circulated with the papers for the meeting.
- 21/05.2 Presenting the accounts, Keith Belton, Finance Manager, reported that, following the decision made at the 2020 ACM, to change the financial year to be compatible with the membership year, the accounts were for a nine month period. Consequently, any comparison with the accounts for the previous year would be unreliable as the figures for 31/3/20 represented a full twelve month period and were also based on a year of normal activity, whereas the 31/12/20 figures reflected nine months of restricted activity due to the pandemic.
- 21/05.3 A question was asked about the expenditure and income shown under 'Management'. Keith Belton clarified that the expenditure included staff salaries and office rent and rates, whereas income included affiliation fees, and interest.
- 21/05.4 The accounts for ASA East Region (known as Swim England East Region) from 1<sup>st</sup> April to 31<sup>st</sup> December 2020 were approved by vote.

**21/06****Annual Report**

- 21/06.1 The Annual Report, for the period April 2020 to December 2020, was noted. There were no questions about the Report.

**21/07****Closure of ASA East Region (known as Swim England East Region)**

- 21/07.1 Keith Belton, Finance Manager, presented a report on the Winding up of the Association together with a Financial Statement, which had been circulated with the Agenda.
- 21/07.2 Keith Belton explained the processes taken in preparation for winding up the former association, including the loan and repayment of start-up funding to the new Company, and the difficulties in opening new bank accounts during the pandemic.
- 21/07.3 The SGM agreed, by vote, that the association ASA East Region (known as Swim England East Region) be formally closed in accordance with the timetable and processes outlined in the report.

**21/08****Regional Awards**

- 21/08.1 David Metcalf, Regional President, presented Silver Pins to the following Members:  
**Paul Hayes** - For services to the region as a Board Member since 2005, a former Regional President, a member of the Open Water Committee and previously Masters Manager  
**Ian Knight** - For services to the region as a Board Member, a former Regional President, and a former member of the Swimming Committee and Swimming Officials Group  
**Simon Lever** - For services to the region as a Board Member and for his work on the Incorporation Working Group  
**Darren Peck** - For services to the region as a Board Member

**Phil Pelling** - For services to the region as a Board Member, and member of the Open Water Committee

**Lottie Thompson** - For services to the region as a Board Member and for her work on the Incorporation Working Group

**Chris Vinter** - For services to the region as a Board Member and a former Regional President

21/08.2 As the business of old Association was concluded, the Chairman thanked all those who had been members of it Management Board and everyone who had supported the Association. She thanked everyone for their attendance at the SCM and closed the meeting at 7.50 pm.