



**Swim England East Region
Minutes of the Board of Directors
8th July 2025 at 7pm, via Zoom**

Present	Stewart Murray (SMu)	Regional Chairman
	Keith Belton (KB)	Finance Director
	Ian Mackenzie (IM)	Director
	Sheila Mackenzie (SMa)	Director
	Gerry Metcalf (GM)	Director
	Helen Stephens (HS)	Director
	Lottie Thompson (LT)	Technical Specialist

Also in attendance:
James Salmon (Jsa), Regional Manager

25/093 Apologies and introductions

25/093.1 Apologies were received from Tom Baster.

25/094 Declarations of conflict of interest

25/094.1 There were no declarations of conflict of interest.

25/095 Minutes

25/095.1 The minutes of the meeting on 10th June, circulated with the agenda, were approved as a true record.

25/096 Matters arising – using the Action Log

25/096.1 **Stock insurance**
Ongoing.

25/096.2 **County Forum and Members' Forum -Terms of Reference (ToR)**
To be picked up with JSa.

25/096.3 **Whistleblowing policy**
JSa has produced a policy based on Swim England's policy.

25/096.3.1 SMa has not compared this to the Swim England policy but was unsure about the use of "our" and "we" rather than "The Region".
LT suggested that once the policy is agreed, it should be sent to the Audit, Risk & Probity (ARP) Committee before publishing.

Action: JSa to send the Swim England policy to SMa and LT for comparison.

25/096.4 **County Governance**



Four counties have completed, and the two remaining are updating their constitutions.

Action: JSa to contact the two counties to see if support is needed.

25/096.5 **New Regional Operations Committee (ROC) structure**
A final version has been circulated.

Action: KB to organise the first meeting in September or October, in time for the budgets and plans. The reference to “he” needs to be updated to “they” in 7.8.

25/096.6 **Issues with the website**
Some progress has been made, but this has now stopped.

Action: JSa to organise a meeting.

25/096.7 **Cross-discipline training days**
Ongoing - to be discussed at the ROC meeting.

25/096.8 **Fabric badge for the President’s blazer**
Badges have been ordered.

25/096.9 **Vice-Chairman vacancy**

Action: SMu to review job role before advertising.

25/096.10 **ARP Committee Member-Nominated Director**
All agreed for IM to be the Member-Nominated Director on the ARP committee.

25/097 **Ratification of items agreed since 10th June**

25/097.1 There were no items for ratification.

25/098 **Finance**

25/098.1 The monthly budget reports had been circulated.

25/098.2 Income and expenditure is down for Water Polo, but this is understandable given the situation with the Manager.

25/098.3 SMu questioned whether the increasing overall balance was part of the yearly cycle or was predicted to continue to increase. KB advised that this is normal for the year, as more income is received at the beginning of the year from affiliation fees and the Swimming long-course entries. The amount will gradually decrease.

25/098.4 KB confirmed that no invoices have yet been received for the hire of the lake at Whitlingham for the Open Water Championships.

25/099 **Leadership Group minutes**

25/099.1 The minutes for Diving, Swimming, Artistic Swimming and Water Polo Leadership Group meetings and for the County Forum had been circulated.



- 25/099.2.1 JSa explained that as the Water Polo Leadership Group meeting was already arranged for the day after Dean Walker's resignation, the meeting still went ahead. At the meeting, it was explained that, without a manager, no regional water polo activity should go ahead. The process of recruiting a manager was explained and the role description was sent to all the Water Polo Leadership Group members.

Action: JSa to put advert on website and circulate this to the Water Polo Leadership Group members as well.

- 25/099.2.2 Tim Whitwham attended the Water Polo Summit in Manchester in the absence of a manager.

- 25/099.3 There were no other comments regarding the Leadership Group minutes.

25/100

East Region Strategy

- 25/100.1 SMu reported that the Strategy was published on 1st July. It was published on the website, shared on social media and in the newsletter, as well as being sent to Leadership Group members, County Chairs and Secretaries, Members of the Members' Forum, the ARP Committee members and Club Chairs and Secretaries.

- 25/100.2 On the day before the launch, Swim England provided feedback on the layout and the corporate identity of the Strategy. Most of this was adopted, but the original Swim England East Region front cover was kept rather than using a standard Swim England Strategy cover.

- 25/100.3 No feedback has been received on the Strategy.

- 25/100.4 SMu will present the Strategy to each of the Counties, if they so wish, starting with Norfolk on 17th July.

25/101

Risk Register

- 25/101.1 There have been no updates to the Risk Register.

- 25/101.2 KB reported that Swim England have sent some information out regarding Martin's Law. More information will follow on the impact on events. Some regional events will be affected.

25/102

Regional Manager's report

25/102.1 Open Water Development Day

This was held on 7th June at Stanborough Lakes. The day went well and places went very quickly. A questionnaire was sent to the participants after the event. All participants rated the event Good or Excellent, and there were also some suggestions on improvements.

For next year, it is planned to increase the numbers of swimmers which can be accommodated, as well as adding Master's swimmers to the event.

25/102.2 Regional Development Programme



This was on 8th June at New Hall School. Following feedback from the first session, the strength and conditioning session was lengthened as the athletes found this particularly engaging and useful. A questionnaire was sent to the participants after the event, and most of the feedback was positive.

25/102.3 Club constitutions and Open Water

Swim England have just clarified that any club which has a member participating in any open water activity must have open water included in their constitution. As it is the middle of the open water season at the moment, and only a few days away from the Regional Open Water Championships, it has been agreed that a club can add this to their constitution without the need for a Special General Meeting.

25/102.4 DBS and Safeguarding compliance data

The trend for this is still improving. Jo Stalley has been contacting non-compliant clubs to inform them that they are non-compliant.

25/103 New ROC structure

25/103.1 SMu advised that a Director needs to be appointed to the ROC.

LT confirmed that the ToR states that the ROC shall consist of the Finance Director and another Director who shall also be the Chairman of the ROC. KB is on the committee as the Finance Director, and there needs to be another Director as well.

SMu advised that this will need to be addressed prior to the first meeting.

25/103.2 LT advised that following the updated ToR for the ROC, the ARP ToR needs to be reviewed regarding the ROC representative.

Action: LT to review the ARP ToR.

25/104 In-person Board meeting

25/104.1 At the June Board meeting TB had proposed having an in-person Board meeting at least annually.

There was discussion on possible dates and venues. It was suggested that November would be a good time as plans and budgets are being agreed then.

It was proposed that there would be an in-person Board meeting on the morning of 9th November near Biggleswade, before the Masters' Inter-County gala.

Action: JSa to find a venue.

25/105 Water Polo Leadership Group Manager

25/105.1 This has been covered in 25/099.2.1.

25/106 Awards Panel ToR

25/106.1 This has been updated to reflect the changes to the ROC.



The new ToR includes Board and Leadership Group Manager representatives. There will be representation across the different disciplines.

25/106.2 HS, GM and LT all agreed to be part of the panel.

Action: JSa to contact the Leadership Group Managers to ask for volunteers

25/107

Any other urgent business

25/107.1 GM asked about a decision on engaging an independent welfare advisor - no decision had been made at the June Board meeting.
A discussion took place.
It was proposed that an external advisor would be engaged, based around the previously shared role description from London Region. It was further proposed that GM should be informed whenever advice was being sought.

The proposals were agreed.

25/107.2 LT advised that Freedom Leisure is the new operator at Southend. They appear to be addressing a lot of the problems, but there will probably be an increase in the hire cost.
LT plans to invite someone from Freedom Leisure to the National Skills Final.

25/107.3 LT advised of new legislation which requires all directors to register and go through an identity verification process at Companies House. It comes into effect in Autumn 2026, but if a confirmation statement needs to be filed before this, then the verification process will be needed earlier.

Action: LT to provide more information on this, to be shared with the Board.

25/107.4 HS reported on difficulties in getting volunteers for the Open Water Championships. This is not helped by club secretaries using personal email addresses which are not available to her.

JSa stated that clubs are advised that the preferred way of working is to use generic email addresses, but there is no way of making them do so.

JSa confirmed that regional staff will continue to support in the sending out of bulk emails when requested to do so.

25/107.5 LT invited the regional staff to the National Skills Final on 19th and 20th July. JSa will pass this invitation on.

25/108

Confidential Items

25/108.1 No confidential items were discussed.

25/109

Date for the next Board meeting

25/109.1 The date for the next Board meeting is 12th August at 7pm.