

**Swim England East Region**  
**Minutes of the Board of Directors**  
**9th September 2025 at 7pm, via Zoom**

<b>Present</b>	Stewart Murray (SMu)	Regional Chairman
	Keith Belton (KB)	Finance Director
	Tom Baster (TB)	Director
	Ian Mackenzie (IM)	Director
	Sheila Mackenzie (SMa)	Director
	Gerry Metcalf (GM)	Director
	Helen Stephens (HS)	Director

Also in attendance:

James Salmon (JSa), Regional Manager

Lottie Thompson (LT), Specialist

**25/127                      Apologies and introductions**

25/127.1      No apologies were received.

**25/128                      Declarations of conflict of interest**

25/128.1      There were no declarations of conflict of interest.

**25/129                      Minutes**

25/129.1      The minutes of the meeting on 12<sup>th</sup> August, circulated with the agenda, were approved as a true record.

25/129.2      LT queried if it was appropriate to publish two sections of these minutes as these could be deemed as sensitive items.  
It was agreed that some of the information would be removed from one item before publication.

25/129.3      TB joined the meeting.

25/129.4      In response to a question, SMu confirmed that the first meeting of the new Regional Operations Committee (ROC) had taken place on 8<sup>th</sup> September.

25/129.5      SMa asked if the grant from Swim England for the National Skills Final had been received. LT advised that the required report had been submitted to Swim England, but the grant has not yet been received.

25/129.6      In response to a question, GM confirmed that the next Masters Leadership Group meeting will be on 25<sup>th</sup> September.

25/129.7      KB commented that the comparison data on the Masters Championship entry numbers two weeks before the event predicted being on track for similar entry numbers to last year. The numbers were in fact slightly up.

- 25/130 Matters arising – using the Action Log**
- 25/130.1 **Stock insurance**  
Ongoing – The stock room items have been listed, with photos. A list is now needed for items not stored in the stock room.
- 25/130.2 **County Governance**  
Four counties have completed, and Essex has submitted all the documentation. This is awaiting approval.
- 25/130.3 **Vice-Chairman vacancy**  
Ongoing
- 25/130.4 **KB to pick up with Chris Galer regarding the Articles of Association**  
Ongoing
- 25/130.5 **Advertise for a Water Polo Manager**  
Agenda item
- 25/130.6 **The Audit Risk & Probity Committee (ARP) ToR needs to be reviewed regarding the ROC representative**  
LT has produced a document, and this has been amended by SMa. It will now be sent to Helen Kent-Jackson as the Chairman of the ARP.
- 25/130.7 **Appoint Director to the new ROC**  
SMu attended the meeting last night as an interim representative. The appointment is to be an agenda item for the November Board meeting.
- 25/130.8 **Set up website support contract**  
KB and JSa will meet with David Hutson tomorrow (10<sup>th</sup> September).
- 25/131 Ratification of items agreed since 12<sup>th</sup> August**
- 25/131.1 There were no items for ratification.
- 25/132 Finance**
- 25/132.1 KB advised that the budget is reasonably on track.
- 25/132.2 KB advised that Water Polo had overspent compared to the budget. This was due to the spend for the Regional Academy not being included. This has now been corrected.
- 25/132.3 KB confirmed to SMa that the issue with PayPal receipts was now sorted out.
- 25/133 Leadership Group minutes**
- 25/133.1 **Diving Leadership Group minutes**  
LT gave an update on the diving boards at Southend Leisure & Tennis Centre. Freedom Leisure do not currently want to purchase new diving boards because of the number of other items which need replacing at the centre. The diving club are now looking at the possibility of purchasing the boards themselves.

IM asked if the local council could apply pressure.

LT believes that Freedom Leisure are trying to get the council to fix some of the issues owing to the condition the centre was in when they took over.

SMu stated that it is not ideal for the club to pick up this cost, and asked what the approximate cost would be.

LT said that each board is about £8,000, and three are needed.

25/133.2

#### **Disability Leadership Group meeting minutes**

GM asked how many of those being classified at the Championships were from Swim England East Region.

JSa confirmed that all except one are from the East Region. There are 30 entrants in total including the eleven being classified.

**25/134**

#### **East Region Strategy**

25/134.1

SMu advised that the agenda item to go through the Scorecard is deferred until the next meeting.

**25/135**

#### **Risk Register**

25/135.1

There have been no updates to the Risk Register.

25/135.2

KB stated that when the Swim England reorganisation is complete, consideration will be needed as to how the Region may be affected, and whether additional risks should be added.

SMu stated that there will be changes in the way Regions interact with Swim England. A working party, including two Regional Chairs, has been set up to look at this. There are also additional Regional Chairs' meetings taking place approximately fortnightly.

**25/136**

#### **Regional Manager's report**

25/136.1

##### **Welfare Officer and Chair Conference**

The first Welfare Officer and Chair Conference took place on 6<sup>th</sup> September. The event was well attended with 42 chairs and welfare officers, attending as well as the speakers and some Directors.

Feedback on the day was all positive, and the initial feedback received from the questionnaire sent out following the event is positive. The majority of the scores being 4 or 5 out of 5, and 100% would recommend a future conference to others.

25/136.2

##### **Regional Development Programme**

Planning is well underway for the next programme. The pools are booked, a number of coaches are lined up, and all the swimmers have been invited. The first day will be on 28<sup>th</sup> September at Sportspark, Norwich.

**25/137**

#### **Welfare plan**

25/137.1

A discussion took place concerning the Swim England East Region Welfare and Safeguarding Plan which had been prepared and circulated to the Board.

Suggestions were made for some changes to the document. An amended document will be produced and sent to the Board for approval.

**25/138 Swim England membership fees**

- 25/138.1 A discussion took place concerning a proposed change to the Swim England membership fees and how this may have an effect in the Region.

**25/139 Swim England East Region Directors' identity verification**

- 25/139.1 LT explained the requirements for all directors to verify their identity with Companies' House. This should be completed by 31<sup>st</sup> December 2025. KB has prepared a document to explain the process. It has been circulated.

**Action - All Directors to complete their identity checks and send to KB**

**25/140 Any other business**

- 25/140.1 Jackie Spinks had submitted a nomination to be the Swim England East Region Water Polo Manager. The nomination form had been circulated to all the Directors.  
The appointment of Jackie Spinks as Water Polo Manager was unanimously agreed.

**Action: JSa to inform her of her appointment**

- 25/140.2 TB suggested that there needs to be a review of the awards process, and he offered to write a proposal for this.  
It was agreed to discuss this proposal at the November face-to-face Board meeting.

**Action - TB to write an awards process proposal**

**25/141 Confidential Items**

- 25/141.1 No confidential items were discussed.

**25/142 Date for the next Board meeting**

- 25/142.1 The date for the next Board meeting is 14<sup>th</sup> October 2025 at 7pm.