

Swim England East Region
Minutes of the County Forum Meeting
Tuesday 3rd June 2025 at 7.30pm, via Zoom

In attendance:

Kevin Rumsey (KR)
Stewart Murray (SMu)
Phil Pelling (PP)
Gergely Kokas (GK)
Angela Eguakhide (AE)
Bryan Thompson (BT)
Sheila Mackenzie (SM)
Karen Woodhouse (KW)
Ian Cotton (IC)

Also in attendance: James Salmon (JSa)

Norfolk Chairman/Chairman of the meeting
Regional Chairman
Bedfordshire Secretary
Cambridgeshire Chairman
Essex Secretary
Hertfordshire Chairman
Hertfordshire Secretary
Norfolk Secretary
Suffolk Chairman
Regional Manager

25/11

Apologies, welcome and introductions

- 25/11.1 KR welcomed everyone to the meeting.
- 25/11.2 Apologies received from Jo Stalley (JS), Bedfordshire Chairman, Chris Vinter (CV), Suffolk Secretary and Nicola Phillips (NP), Cambridgeshire Secretary.
- 25/11.3 Sheila Mackenzie (SM) joined the meeting at 7.50pm.

25/12

Declarations of conflict of interest

- 25/12.1 None declared.

25/13

Previous minutes

- 25/13.1 The minutes from the meeting on 2nd February 2025 had been circulated.
- 25/13.2 PP reported that he and JS did attend the last meeting, but were not shown on the attendees list.
- 25/13.3 AE reported that her name has been misspelt.

Action: JSa to correct the points raised.

25/14

Matters arising

- 25/14.1 No matters arising.

25/15

Regional updates

- 25/15.1 SMu presented the draft East Region Strategy and explained the aims.

- 25/15.2 BT asked if the counties were expected to provide county strategies.
- SMu stated that it is not an expectation, but if a county wanted to they could.
- 25/15.3 AE asked if the Strategy could be shared with the counties so that they can share it with their committees.
- SMu said that he was happy to share the draft copy Strategy with the county representative on this forum, but asked for it not to be shared more widely to the county committees until it has been signed off.
- 25/15.4 AE also suggested holding a roadshow for the Region to present the Strategy to its members and talk them through it.
- KR asked if the Board would agree to this?
- SMu will ask the Board, but personally he would be willing to do this.
- 25/15.5 GK asked about Learn-to-Swim programmes and pool operators.
- IC reported that:-
- The Learn-to-Swim framework is going through a full review. Part of the review is to make sure that the skills being taught are meeting the needs of all disciplines;
- Swim England do have specific resources to help clubs develop links with operators and help with the transition process;
- Swim England also have a template for operator/club co-operation – a Service Level Agreement (SLA). This template is good for working closely with the operators;
- Clubs should be building relationships with their local authority.
- Action: IC to send JSa the SLA document and JSa to circulate it to the counties.**
- 25/15.6 GK asked about sharing information regarding new pools being built and pools which are being refurbished.
- SMu asked that Counties pass on any information to the Region and Swim England about potential investment in a build/refurbishment.
- 25/15.7 GK also asked whether there is anything in the Strategy around providing funding to help develop aquatic disciplines.
- 25/15.8 KR confirmed that the Strategy slides will be sent to the county representatives, but must not be further shared. Feedback on the Strategy should be sent to send JSa.
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- KR also confirmed that, once the Strategy has been ratified, SMu has offered to present it to the counties if they wish, to inform their club chairs and club secretaries.
- 25/15.9 JSa reported that the Regional Long-Course Swimming Championships were a great success. There are a few development days being held.

25/15.10 SMu reported that work continues with Club Affiliation and with County Governance. Four of the six counties have completed their governance.

25/15.11 SMu reported that he is meeting with the regional staff team to take them through the Strategy detail and develop a balanced scorecard and an action tracker on progress.

25/16

County updates

25/16.1 **Norfolk:** KR reported that Norfolk have completed their County Governance.

The county held a successful development gala for those swimmers unable to achieve county times, to give them the opportunity to swim in a Swim England Norfolk event.

June is a very gala-heavy month - the Inter-Club gala, the Masters' gala and the challenge gala.

25/16.2 **Hertfordshire:** BT reported that the Hertfordshire County Swimming Championships were very successful.

BT expressed his frustration with the County Governance submission. SMu reported that Kirsten Fazey is looking at the governance aspects for Swim England with a view to simplifying it

Action: JSa to look into County Governance and the changes.

25/16.3 **Bedfordshire:** PP reported that the county is holding a Special General Meeting to make some changes to their constitution.

The situation for diving within the county has improved quite considerably and the discipline is getting back to where it used to be.

25/16.4 **Essex:** AE reported that Essex have nearly completed their County Governance.

The County Swimming Championships will be held again at the London Aquatics Centre (LAC) in October.

Essex is currently hosting long-course training sessions at the LAC for their regional swimmers, with the last session being held on 13th July 2025,

25/16.5 **Suffolk:** IC reported that Suffolk have held their development meet and have their Suffolk league final at the end of the month.

The county is working on communication with the clubs and trying to get clubs to co-operate from a competition point of view, so open meets do not clash within the county.

25/16.6 **Cambridgeshire:** GK reported that Cambridgeshire are currently focusing on the risk assessment section of County Governance.

Their constitution has been submitted for final review.

There is an initiative to provide some pool time for the masters swimmers to train for the Masters' Inter-Counties, as there was no Cambridgeshire team last year. There is a coach supporting this initiative.

The County is working with the Coaches' Forum and planning a face-to-face forum to look at an active development programme.

GK reported that the county is currently refreshing their website to make sure that the information is up to date, but are struggling with the social media side of things and not reaching the right audience.

The county is reaching out to disciplines other than swimming and discussing how the county can support them.

The county is preparing for an Annual General Meeting (AGM) to discuss some key topics including the events calendar. The county is also looking into creating a database for officials to manage the available officials in the county.

GK enquired about the availability of a database showing the qualifications and availability of officials. SwimMeet software was suggested, and SMu suggested contacting Richard Dexter, its Cambridge-based developer, to seek advice on options.

25/17

Club Affiliation and SwimMark update

25/17.1

JSa reported that in the last quarter 26 clubs went through the affiliation process. 10 clubs left it until the last 48 hours before the deadline. The main issues were with poolside helpers not having Disclosure and Barring Service (DBS) and Safeguarding in place and Swim England's Online Membership System (OMS) not being kept up to date.

This quarter there are 21 clubs going through and JSt has sent out the list to the county secretaries. JSa asked if the counties could support the clubs to get them to engage earlier.

25/18

Any other business

25/18.1

JSa reported that JSt has been working with clubs on their websites to make sure that the Welfare Officer contact details are easy to find. Each county is asked to check their website to make sure that there are up-to-date details for the County Welfare Officer, the Regional Welfare Officer and the Swim England Safeguarding contacts, and that there is information regarding Welfare and Safeguarding.

JSa reported there are some suggested links in the regional newsletter to use on the websites.

25/19

Confidential items

25/19.1

None

25/20

Future meetings

25/20.1

Next meeting – 30th September 2025 at 7pm.