

**Swim England East Region  
Minutes of the County Forum Meeting  
Tuesday 17<sup>th</sup> September 2024 at 7pm, via Zoom**

**In attendance:**

Ian Mackenzie (IM)	Interim Regional Chairman
Chris Vinter (CV)	Suffolk Secretary
Kevin Rumsey (KR)	Norfolk Chairman
Karen Woodhouse (KW)	Norfolk Secretary
Sheila Mackenzie (SM)	Hertfordshire Secretary
Jo Stalley (JSt)	Bedfordshire Chairman
Phil Pelling (PP)	Bedfordshire Secretary
James Salmon (Jsa)	Regional Manager

**24/21 Apologies, welcome and introductions:**

- 24/21.01 IM welcomed everyone to the meeting and thanked them for their attendance.
- 24/21.02 Ian Cotton was unable to attend due to problems with traffic, so IM assumed the role of chairman for the meeting.
- 24/21.03 Apologies for absence – Ian Cotton.

**24/22 Declarations of conflict of interest:**

- 24/22.01 None declared.

**24/23 Previous minutes:**

- 24/23.01 The minutes from the last meeting were circulated prior to this meeting.
- 24/23.02 IM requested confirmation that the minutes were a true record of the meeting. No issues were raised.

**24/24 Matters arising:**

- 24/24.01 IM introduced the new Regional Manager, James Salmon, who has held the post since 20<sup>th</sup> May. IM gave James' email address to the group.
- 24/24.02 IM had advised the group, under Minute 24/18.01, to try to attend a Values and Vision Road Show. 27 Road Shows, led by Andy Salmon, were held at 13 venues across the country. Over 500 people took part.
  - 24/24.02.1 KW gave positive feedback from her attendance at the Road Show held in Norwich. CV also reported a positive experience at this Road Show.
  - 24/24.02.2 IM informed those present that all disciplines had attended the Road Shows, and Andy Salmon wants to get everyone involved.
- 24/24.03 IM attended a meeting today (17<sup>th</sup> September) in Loughborough with the eight Regional Chairs, the Senior Leadership Team at Swim England, and the Swim England Board, to discuss the new Swim England Strategy following the Road Shows. Many items from the Listening Project were addressed. The Road Shows had highlighted many important matters.
  - 24/24.03.1 IM reported that, from today, the aim is to be one Swim England, rather than one Swim England in Loughborough and eight Regions, with the intention of having one Strategy, but with the Regions/Counties being able to make additions appropriate to their area.

24/24.03.2 At the meeting IM had suggested that, for the regional Whistleblowing Policy, the Regions used the Swim England Policy. This was agreed. There must be two; one for staff and one for volunteers. This was accepted.

24/24.03.3 IM stated that the meeting was positive. JSa will attend an 'add-on to the Strategy' meeting next week.

24/24.03.4 IM invited people to share their thoughts and to take an active part in moving the Regional Strategy forward.

24/25 **Regional updates:**

24/25.01 JSa talked briefly about his time in his new role which he is enjoying.

24/25.02 IM stated that the National Inter-County Team event will be on 6<sup>th</sup> October 2024. Norfolk confirmed participation.

24/25.03 IM reported on the situation of the county of Cambridge being unconstitutional, with no Chairman, Secretary or Treasurer. IM had convened a Special General Meeting on 14<sup>th</sup> September. IM wrote to all the chairmen and secretaries of the 16 clubs and others, to encourage the finding of someone for the roles. Cambridge now have a Chairman and Secretary, and are constitutional. The existing Treasurer is prepared to stay in the role in the meantime.

24/25.04 The advert for the role of Regional Chairman closed last Sunday. There have been no applicants.

24/25.04.1 The group discussed the commitments required and potential implications for filling the role. CV informed the group that, at the Road Show, he had raised the issue of the expectations for the role.

24/25.05 Competition dates are on the website.  
A training day for artistic swimming was held last Sunday.  
There is an inter-regional water polo competition during the last weekend of September – a team will be attending.  
There is the Inter-County Masters competition.  
There is a diving competition on the first weekend of October.

24/25.05.1 CV queried the dates for the Regional Championships in Spring 2025. JSa responded that they are not yet confirmed.  
CV mentioned that, at the Road Show, he had raised that these dates need to be sorted out sooner.

24/25.05.2 IM informed the group the 2024 dates are all on the Swim England calendar, and there are some for 2025. The Swim England Winters in 2025 will be the second weekend in December, and from 2025 the Arena League will be on the first weekend in December.

24/26 **County updates:**

24/26.01 **Norfolk:** Schedules and qualifying times for county championships are complete.

With regard to governance:

A meeting is scheduled to finalise the updating of risk assessments for pools.

The county welfare officer has been unable to get on the relevant course to comply with governance requirements. JSt suggested checking that the county welfare officer is applying for the right course. It should be the Good Governance Welfare Officer Workshop, held twice a month with unlimited numbers..

The governance document is otherwise ready to submit.

The dates for Regional Championships in Spring 2025 are awaited, so that other dates can be set up in the county calendar.

IM to follow this up with Tom Baster.

- 24/26.02 **Bedfordshire:** The governance document was completed some time ago. Luton Diving Club is making progress.
- 24/26.03 **Suffolk:** Governance is complete. The county's constitution, which has been in place for six years, was accepted, despite anomalies, but with the agreement that it will be reviewed. A new constitution will be put in place, to be approved at the Annual General Meeting in November.
- 24/26.05 **Hertfordshire:** Governance is complete. Information on the county championships has been sent out.
- 24/26.06 County representatives on regional committees:  
 Suffolk: Representatives are in place, and will be reviewed at the Annual General Meeting.  
 Norfolk: There are issues recruiting a Masters representative.  
 Hertfordshire: Representatives are in place for Disability, Masters and Open Water.
- 24/26.06.1 IM requested to be informed of any changes to the representatives.
- 24/26.06.2 SM reminded the group that county representatives need to send a substitute if they are unable to attend a meeting.
- 24/27 **Club Affiliation and SwimMark update:**
- 24/27.01 SwimMark; JSt advised that two clubs completed in the quarter ending in July - Colchester and Bushey.  
 Two clubs are currently undertaking it in this quarter - St. Neots who have a new head coach and secretary, and Rickmansworth.
- 24/27.02 11 clubs are carrying out the SwimMark health check this quarter. Seven clubs have started it, four have not: City of Norwich, City of Southend, Huntingdon and Norwich Swan.
- 24/27.03 JSt has offered clubs the chance to bring forward their Club Affiliation to this quarter. Three clubs have accepted the offer.
- 24/27.04 IM was unable to provide updates with regard to SwimMark. Swim England has a group working on it, and there are also groups working on various things such as welfare.
- 24/28 **Any other business:**
- 24/28.01 None.
- 24/29 **Confidential items:**
- 24/29.01 None
- 24/30 **Future meetings:**
- 24/30.01 5<sup>th</sup> November 2024
- 24/30.02 IM asked who will chair the next meeting. Ian Cotton was put forward by the group.