Swim England East Region

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Minutes of the meeting of the Board of Directors

9th June 2026 at 19:00, via Zoom

Present:	Stewart Murray (SMu)	Regional Chairman
	Keith Belton (KB)	Finance Manager
	Gerry Metcalf (GM)	Vice-Chairman
	Ian Mackenzie (IM)	Director
	Sheila Mackenzie (SMa)	Director
	Helen Stephens (HS)	Director
	Clare Davison (CD)	Director

Also in attendance:	James Salmon (JSa), Regional Manager
	Lottie Thompson (LT), Specialist
	Hannah Freeman (HF), Swim England People Business Partner

26/077 Apologies and introductions

26/077.1 No apologies were received.

26/077.2 SMu welcomed CD to her first meeting as a formally appointed Director.

26/078 Declarations of conflicts of interest

26/078.1 KB declared a conflict of interest regarding the Open Water car parking variation request. No other declarations were made.

26/079 Minutes

26/079.1 The minutes of the meeting held on 12th May 2026 were approved as an accurate record.

26/080 Matters arising – Action Log

26/080.1 County Governance: Paused pending Swim England guidance.

26/080.2 Water Polo costume stock: No response received from Jackie Spinks. KB to continue chasing.

26/080.3 Terms of Reference review: JSa to compile a spreadsheet of all terms of reference in their current format. A three-year review cycle was agreed. Drafts will be reviewed individually then brought to the Board for approval.

26/081 Ratification of Items agreed since 7th April

26/081.1 The Board unanimously ratified the appointment of Clare Davison as a Director of Swim England East Region, following the positive vote at the confidential item of the previous meeting.

26/081.2 The Board welcomed CD and looked forward to her contribution.

26/082 Finance

26/082.1 **Budget reports**: KB presented the May budget reports.

26/082.1.1 Budget reports had been circulated. The apparent underspend in several areas reflects timing - approximately £28,000 in short-course pool hire and a £1,800 pool hire invoice for Disability remain outstanding. The year-end overspend is expected to be close to the budgeted figure.

26/082.1.2 KB raised concern that expenditure exceeds income and stated that affiliation fees must be reviewed. SMu confirmed that affiliation fees would be added to the July agenda.

26/082.1.3 KB raised a concern about our deficit. The Board agreed to discuss this at the next board meeting and make an appropriate plan.

Action: Affiliation fees to be a agenda item at the July 2026 Board meeting

26/082.2 **Stock insurance**: KB presented a preliminary stock review. Approximately £30,000 of assets are held at a single storage location. Disciplines hold a further approximately £20,000 at various locations.

26/082.2.1 Board members asked to review the stock spreadsheet within two weeks and annotate items as "write off" or "keep".

Action: All Board members to review stock insurance spreadsheet and annotate items within two weeks

26/082.3 **Expenses policy**: HMRC has updated the approved mileage rate from 45p to 55p per mile. Swim England has not yet decided whether to adopt this. The Board agreed to defer a decision for one month.

Action: JSa to investigate Swim England's position on the updated HMRC mileage rate (volunteers and staff separately)

26/082.4 **Variation – Open Water event car parking** (KB declared a conflict of interest): A request from the Open Water Leadership Group to engage professional car park management for the Regional Championships at a cost of just under £500 was presented.

Volunteers had not been found, and the field owner has previously threatened to withdraw access because of poor parking management. KB noted that untrained volunteers in the role carry safety and welfare risks. The Board approved the variation unanimously. The cost should be built into future Open Water budgets, and the obligation to provide car parking should be confirmed in writing.

Action: JSa to confirm approval and arrange professional car park marshals for the Open Water Regional Championships

26/082.5 **Variation – radio equipment (Swimming)**: Concerns about radio performance were raised by the Swimming Officials Group. KB observed that radio checks were not being carried out consistently and that user practice may be a greater factor than equipment quality. The Board agreed to the trial hire of higher-specification radios at the next Luton event before any capital purchase decision. The replacement cost for 24 new radios is approximately £6,000.

26/082.6 **Variation – referees' examination room hire**: A request for £200 for room hire at Luton for the November swimming referees' examination was approved unanimously. The cost is partially offset by a £100 saving from a cancelled May resit. Fourteen candidates are expected and the room can accommodate eighteen.

26/083 Minutes from the Leadership Group meetings

26/083.1 Masters: No items requiring escalation to the Board. Attendance has improved since moving to an interest-based rather than county-representative model, increasing from approximately two to five attendees. Masters Championships entries are not yet open.

26/083.2 Swimming: Minutes noted. Date error in header to be corrected. No items for escalation to the Board.

26/083.3 Open Water: Preparation for the Regional Championships was discussed. The merchandise arrangements are resolved. Martin's Law (due April 2027) was noted as a developing compliance item. An issues log has been introduced at the Audit, Risk & Probity Committee's request.

26/083.4 Annual General Meeting: The minutes had been circulated for consideration. Board members were asked to notify JSa of any amendments.

26/084 Swim England East Region Scorecard update

26/084.1 There was an annual review of the 2025–26 strategy scorecard. Four of the five priorities are progressing well. The EDI/inclusivity strand is rated red because of Swim England's failure to deliver:

26/084.2 HS questioned why "Access to Aquatics" and "Valued People" items are red. JSa confirmed that these are blocked by Swim England not delivering some of the objectives.

26/084.3 KB proposed adding a fourth scorecard status to distinguish items blocked by external dependency from genuine regional failures. This was agreed.

Action: JSa will implement a fourth status level

26/084.4 The Board agreed to proceed on a "business as usual" basis for 2026–27 rather than wait for Swim England's direction. Board members were invited to submit priorities for the revised scorecard.

26/085 Guest: Hannah Freeman, Swim England People Business Partner

26/085.1 Hannah Freeman joined the meeting at 20:00.

She introduced herself and stated that she has been with Swim England for approximately one year, covering community participation, health, sport, safe aquatics, and finance HR matters.

The People Team comprises: Maria Papadopoulos (People Director); Hannah Feeman and Sabina Wesson (People Partners); Jade Cinar (Business Partner Developing); and Helen Gilbert (Payroll & Benefits).

26/085.2 HF supports jointly employed regional staff across the full employee lifecycle including recruitment, performance management, grievances, and exit. She cited productive work with the South West Region as an example

26/086 Risk Register and risk assessments

26/086.1 There were no changes to the Risk Register.

KB noted that the current register is appropriate provided that the Board acts on affiliation fees and expenditure. Inaction would require the financial instability risk to be elevated.

26/087 Regional Manager's report

26/087.1 Swim England meeting: A productive meeting was held in Cambridge with Claire Coleman, Becky Walker, Lisa Brooks, and Sarah Barrow. The East agreed to continue to allocate work based on skill set, including items sent to Sarah Barrow. Two review meetings have been scheduled.

26/087.1.1 KB raised concern about Sarah Barrow having access to the east@swimming.org inbox. It was confirmed that Sarah Barrow will not respond to general enquiries, but only to items generated via the Swim England support system. The Region has requested reciprocal access to Swim England's club activity database (COD) for East Region items.

26/087.2 Website support: The website provider has reactivated the service level agreement following previous delays. The situation is to be monitored.

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26/087.3 Club merger – Southend: Two Southend clubs are progressing with a merger. Both clubs are supportive. KB noted that "Borough of Southend" is no longer technically correct following the award of city status. The new club name is still to be determined.

26/087.4 Club merger – Linslade Crusaders / Leighton Buzzard: The new Leighton Linslade Swimming Club (short code LLDT) is appearing in rankings. The two original clubs remain live until formally dissolved.

Action: JSa to confirm the current status

26/087.5 GM raised concerns regarding the individuals featured in the Volunteer Week posts and how they had been selected, noting that they appeared to be connected to regional staff.

JSa confirmed that other individuals had been approached but had not responded. The featured individuals were selected because there was confidence that they would engage with the request, and they represented a range of different volunteer roles.

26/087.5.1 The Board agreed that Volunteer Week should be diarised with a broader and more structured approach to nominee selection with the support of HS.

26/088 In-person Board meeting

26/088.1 The In-person Board meeting was confirmed for 15th November 2026 at UEA, Norwich, combined with the Inter-Counties Masters Championships. A room is booked for the morning meeting.

CD noted a potential prior family commitment and will confirm attendance in due course.

26/089 Any other business

26/089.1 Jeff Cook Salver Award: Approximately 12 nominations have been received. Nominations close on Monday. There had been a good, positive response across the disciplines.

The Board agreed that an awards panel, consisting of the Past President, the current President, a Board representative and a Leadership Group Manager representative should be convened following the close of nominations.

26/089.2 September Board meeting: The date for the September Board meeting will be decided at the July Board meeting, as there are difficulties for some Directors with the scheduled date.

26/090 Confidential Items

26/090.1 One matter was discussed.

26/091 Next Board meeting

26/091.1 The next Board meeting is scheduled for Tuesday 14th July 2026 at 19:00, via Zoom.