



Swim England Hertfordshire

(County Association of Swim England East Region)

President Mr Tom Brennan

Minutes of the Management Board Meeting 2nd April 2020 – online, via Microsoft Teams

Present:

Board members

Mr Andy Chapman (AC)
Mrs Jackie Harvey (JH)
Mr Simon Lever (SL) Finance Officer
Mr Ian Mackenzie (IM)
Mrs Sheila Mackenzie (SM) Secretary
Mr Jonathan Pope (JP)
Mrs Nicola Rix (NR)
Mr Jonn Sandon (JS)
Mr Bryan Thompson (BT)

President

Mr Tom Brennan (TB)

In the absence of the Chairman, the Finance Officer, Simon Lever, took the chair.

20/18 Welcome

20/18.1 The Finance Officer welcomed everyone to the online meeting, especially welcoming Andy Chapman and Nicola Rix to the first Management Board meeting that they had been able to attend.

20/19 Apologies

20/19.1 Apologies were received from the Chairman, Jean Cook.

20/20 Declaration of conflict of interest

20/20.1 No conflict of interest was declared at this point.

20/21 Minutes of the meeting on 30th January 2020

20/21.1 The minutes were accepted as a true record.

20/22 Matters arising from the minutes

20/22.1 Actions are completed, or an agenda item, or as shown below.

20/22.2 Minute 20/05.2 Audit for GDPR – who needs data, for what reason, and length of retention - *ongoing* **MBAG**

20/22.3 Minute 20/05.3 Information regarding the roles of members of the Management Board and committee members will be provided on the website – *ongoing* **JC**

20/22.4 Minute 20/07.4 *IM reported that the water polo timing clocks have been upgraded.*

20/22.5 Minute 20/09.2 A document providing the criteria for the awarding of county colours will be added to the website. Murray Devine (MD) is to be asked to produce a document for uploading – *ongoing* **IM/MD**

20/22.6 Minute 20/12.1 A President Elect for 2019-2020 is needed. JC will contact a suggested, possible candidate - *ongoing* **JC/IM**

20/22.7 Minute 20/14.4 Directors of Hertfordshire Aquatics – *SL will amend the list of directors as at today's date, filing this at Companies House.* **SL**

20/23 Ratification of items agreed, via email, since the last Board meeting

20/23.1 None

20/24 Correspondence

20/24.1 SM had written to the diving manager upholding the decision to suspend the diving committee and stand-alone county diving events. The manager and one committee member had responded expressing their disappointment, and indicating that it was not appropriate for county results to be extracted from regional results.

20/24.2 SM had been advised of the cancellation of regional events until 1st September 2020, mirroring the cancellation of national events.

20/24.3 The county had received a message and offer of support from Leanne Brace, the Regional Development Manager.

20/24.4 The Swim England guidance, sent to clubs, was forwarded to Tom Brennan, for synchronised swimming, and to Peter Mole for water polo, in case it had not been passed to these discipline sections of a swimming club.

20/25 Finance

20/25.1 Balances:

20/25.1.1 A report was received, giving a summary of bank balances as at 17th March 2020. SL gave an update on the accounts to date.

20/25.1.2 SL reported that, apart from a couple of items - expenditure on an I-pad and income from Gogglebox – all income and expenditure for the County Swimming Championships has gone through.

20/25.2 Expenses:

20/25.2.1 SL provided a document on fuel payment rates for consideration. The following rates were proposed and agreed:-
20p per mile for cars/vans
10p per mile for motorcycles
Nil per mile for bicycles
4p per mile for electric cars

SL will produce an expenses claim form for Management Board approval. The need to have a provision for the use of public transport was mentioned. The form and policy, when approved, will be made available on the website.

SL

20/25.2.2 It was pointed out that the accepted norm was that volunteers did not claim travelling expenses as, if everyone claimed, the county would be in a financially unsustainable position. JH asked that a statement was provided on the website explaining that the payment of expenses was not a general policy for the volunteers in the county, but that if financial circumstances required that a volunteer needed to make a claim, then travelling expenses could be claimed. The need to require a minimum number of sessions in a day working at the County Championships, and the need to encourage car sharing was also discussed.

SL

20/25.2.3 JH suggested that, if there were huge numbers of claims, then the whole expenses policy would have to be reconsidered.

20/25.2.4 Claims for expenses, using the new form, will be accepted, backdated to 1st April 2020.

20/25.3 Change of financial year:

20/25.3.1 SL stated that currently the county's financial year ends on 31st March. Membership fees are now in respect of a calendar year to 31st December. Swim England has changed its financial year end to 31st December, and the region proposes to move to that date too for the financial year end.

20/25.3.2 SL stated that if the change was made, then there would initially be a short 9mth period, and this would skew the accounts as the swimming championships would fall outside that period. Subsequently there would also be a need to adjust the accounts so that income from entry fees for the swimming championships was shown in the correct financial year.

20/25.3.3 It was agreed that a proposal would be made to the Annual Council Meeting in July 2020, for

Minutes subject to approval at the next Management Board meeting

a change of financial year to 1st January to 31st December. If approved, this would commence on 1st January 2021.

SM

20/26 Management Board Advisory Group (MBAG)

20/26.1 The minutes of the meeting on 23.3.20 were received and noted.

20/26.2 MBAG Minute 20/18.5 A new expenses form has still to be produced. There was discussion the pros and cons of having such a form generally available.

SL

20/26.3 MBAG Minute 20/18.6 A document providing the criteria for the awarding of county colours will be added to the website. Murray Devine (MD) is to be asked to produce a document for uploading.

IM/MD

20/26.4 MBAG Minute 20/24.2 Terms of Reference for all county committee managers are to be put in place, so that their duties and responsibilities are clearly defined.

SM

20/27 Minutes of the committees

20/27.1 Club Development Group (CDG): Meeting on 3.2.20 cancelled No outstanding minutes

20/27.2 Disability committee: Minutes for the meeting on 15.1.20 were not available

JH reported on the success of the development weekend, with regional training being held. Unfortunately, a lack of classifiers prevented classifications from taking place, and the motivational speaker was unable to attend because of Coronavirus restrictions. Fortunately, Carl Cooper, Swim England Disability Swimming Talent Officer, deputised for the booked speaker, and provided an excellent motivational talk for the athletes.

JH also reported briefly on the successful running of the Special Olympics gala, despite a lack of officials, which was caused by too many meets being held on the same day.

Murray Devine will produce a spreadsheet for county colours for uploading to the website.

The planned Development Meet has unfortunately had to be cancelled, with the loss of the deposit.

20/27.3 Diving committee: Committee suspended

20/27.4 Swimming committee: Minutes for the meeting on 20.2.20 were received and noted.

BT reported that the 1-DIrection camps have been suspended because of the national restrictions which are now in place.

BT explained the proposed swimming committee structure which had been put in place to encourage more active input from committee members – spreading the workload.

20/27.5 Synchronised swimming committee: No outstanding minutes

TB reported that a Swim England Hertfordshire Synchronised Swimming Development Session had taken place on 15th March 2020 at Goffs School, Cheshunt. Despite the fact that the coach had advised of her unavailability only an hour before the start, the session had been successful and well-received.

20/27.6 Water polo: No committee

20/28 GDPR

20/28.1 SL stated that there was a Cookies Policy and a Privacy Policy on the website, and that there was nothing else currently being addressed regarding GDPR.

20/29 President Elect

20.29.1 It was not known whether JC had spoken to the suggested candidate. IM will investigate.

IM

20/30 County colours

20/30.1 Murray Devine (MD) will produce information for the website regarding the criteria for awarding county colours. A spreadsheet of awardees will also be produced.

IM/MD

Minutes subject to approval at the next Management Board meeting

20/31 Hertfordshire Aquatics Group

20/31.1 BT reported that an online meeting with architects and consultants is scheduled for 7th April 2020. It is hoped that progress can be made then, so that the project can be moved forward at the June meeting with partners.

20/31.2 It was again requested that a monthly update was provided on the website – even if it just advised that the project was still ongoing. This was necessary so that interest in the project is not lost.

BT

20/32 Report from the Swim England East Region Representative

20/32.1 The Swim England East Region Management Board met on 15th March 2020. Regional plans and budgets were discussed and agreed. Processes are being put in place for the proposed incorporation of the region. SL has been co-opted to the Management Board to help with the move towards incorporation.

20/32.2 Athletes from Swim England Hertfordshire took part in the Swim England East Region Synchronised Swimming competition held on 8th February 2020. Swim England Hertfordshire medals were presented to Masters athletes.

20/32.3 IM reported that the Swim England Annual General Meeting scheduled for 16th May will not now take place because of the Coronavirus pandemic.

20/32.4 SM stated that Amy Bryant, Swim England East Region Development Officer, will be leaving this post in early April, to work for English Athletics. SM spoke of Amy's huge contribution to the development of regional athletes, and in particular to those of the smaller disciplines, during her term of office. The Management Board asked that SM writes to Amy to acknowledge this and wish her well in her new job.

SM

20/33 Any other business

20/33.1 SL reminded everyone that nominations for the Wilkinson Sword award are needed for the Annual Council Meeting in July.

20/33.2 SL thanked JP for his help in facilitating the meeting online.

20/34 Next meeting

20/34.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 9th July 2020.