



Swim England Hertfordshire

(County Association of Swim England East Region)
President: Mr Tom Brennan

Minutes of the Management Board Meeting

1st April 2021 – online, via Zoom

Present:

Board members

Mr Andy Chapman (AC)	
Mr Jonathan Hart-Smith (JH-S)	
Miss Louise Hughes (LH)	
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)	Chairman

21/17 Welcome

21/17.1 The Chairman, Bryan Thompson, welcomed everyone.

21/18 Apologies

21/18.1 Apologies were received from Tom Brennan (TB), Gareth Harper (GH) and Jackie Harvey (JH).

21/19 Declaration of conflict of interest

21/19.1 No conflict of interest was declared at this point.

21/20 Minutes of the meeting on 21st January 2021

21/20.1 The minutes were accepted as a true record.

21/21 Matters arising from the minutes

21/21.1 Actions are completed, or an agenda item, or as shown below.

21/21.2 Minute 21/05.2 County colours document – *IM has contacted Murray Devine and is working on producing an up-to-date document*

IM/MD

21/21.3 Minute 21/05.3 Terms of Reference for all county committee managers are to be put in place, so that their duties and responsibilities are clearly defined – *ongoing*

SM

21/21.4 Minute 21/05.4 President Elect 2020-2021 – *still to be appointed*

ALL

21/21.5 Minute 21/05.5 Wilkinson Sword keepers – *still to be purchased There was discussion on their suitability*

BT

21/21.6 Minute 21/05.6 Wilkinson Sword keepers – *still to be presented*

TB

21/22 Ratification of items agreed, via email, since the last Board meeting

21/22.1 No items to be agreed

21/23 Correspondence

21/23.1 SM had received communication from Swim England membership regarding renewals in respect of the county officers and the president. The submitted renewal has been entered on the online membership system.



- 21/23.2 IM had been informed by Derek Beaumont (Beaumont Diving Academy(BDA)) that Ben Roberts had passed away. IM acknowledged Ben's significant contribution to diving during his very long life - he had remained active throughout his 99 years of life.
- 21/23.3 Members of the Members' Forum for Swim England East Region have received paperwork and also taken part in elections for members of the Regional Operations Committee.
- 21/24 Finance**
- 21/24.1 A report had been received, giving a summary of bank balances as at 15.3.21. At the meeting SL provided an updated version to 31.3.21 to reflect the further around £8,000 received from Swim England in respect of membership fees.
- 21/24.2 SL advised that there had been little activity in the last three months.
- 21/24.3 SL commented that the drop in membership was around 1600. There had been a lot of renewals at category one, and it was hoped that these will be upgraded to category two when more normal activity can be resumed.
- 21/24.4 SL confirmed that the final accounts to 31.12.20 will be emailed to Management Board members for agreement, prior to the accounts being circulated for the Annual Council Meeting in July 2021. **SL/SM**
- 21/25 Management Board Advisory Group (MBAG)**
- 21/25.1 The minutes of the meeting on 17.3.21 were received and noted.
- 21/26 Covid-19**
- 21/26.1 IM had attended a Swim England meeting earlier today. A Return to Competition document had been produced, but guidance from the Department of Digital Culture, Media and Sport was awaited before publication. The document will be released however on Tuesday. There would be guidance about the return to competition for swimming - licensed meets etc.
- 21/27 New Standing Committee**
- 21/27.1 Gill Pick has agreed to take on the role of Open Water Manager and is supported by a group of enthusiastic members in the county who were keen to move the discipline forward. Currently open water is a sub-section of the swimming committee, but the present group have requested a stand-alone county committee for open water.
- 21/27.2 The MBAG has discussed this and has no objections. There is no national open water committee, but there is an open water committee in Swim England East Region.
- 21/27.3 Terms of reference for the committee have been drafted and had been provided for this meeting. The terms of reference were agreed, subject to the addition of the need for conditions for any competition being agreed by the Management Board. **IM**
- 21/27.4 SM will write to Gill Pick to advise her of the agreement, and provide her with the terms of reference. **SM**
- 21/27.5 The agreed terms of reference will be used for the other discipline committees in the county.
- 21/28 Company Members of Hertfordshire Aquatics**
- 21/28.1 It was confirmed that Bryan Thompson, Simon Lever and Ian Mackenzie are the Directors/Trustees of Hertfordshire Aquatics. It was further confirmed that Directors have delegated responsibility from the Swim England Hertfordshire Management Board, and are required to be members of that Board.
- 21/29 New club for Hertfordshire**
- 21/29.1 The coaches' network now numbers over 50 coaches, and there has been a request from this group to develop open water in the county.



- 21/29.2 Following this request, it is proposed that a County club is set up. A proposal document had been circulated prior to the meeting.
- 21/29.3 The club could be used as the channel to deliver aquatics development opportunities for all athletes from all clubs. In the future it could be linked with the new pool being developed by Hertfordshire Aquatics.
- 21/29.4 County development squads could also be linked with such a club and athletes in these squads could be part of a possible selection process for identifying county teams which could then be the Hertfordshire Aquatics teams.
- 21/29.5 Membership would be via dual membership, with no cost to the member, who would be required to be a member of a Swim England Hertfordshire club.
- 21/29.6 The coaches network is already called the Hertfordshire Aquatics coaches' network, so the name of Hertfordshire Aquatics club is proposed.
- 21/29.7 A proposed constitution had been drafted and circulated.
- 21/29.8 The setting up the new club, named Hertfordshire Aquatics club was agreed, The constitution of the new club was also agreed.
- 21/29.9 Bryan Thompson will be the Chairman and Simon Lever will be the Finance Officer. Sheila Mackenzie agreed to be the named Secretary for the club, and Andy Chapman agreed to be the Membership Officer.
- 21/29.10 The required, new club application form and the constitution will be submitted to the Regional Membership Officer, for approval by Swim England East Region. **IM**

21/30 Minutes of the committees

- 21/30.1 Club Development Group (CDG) 1.2.21 Minutes received and noted
An amendment was needed in Minute 21/12.1 for the date of the next meeting
It was noted that Brookman's Park SC had decided not to re-affiliate.
- 21/30.2 Disability committee: No meetings and no outstanding minutes
- 21/30.3 Diving committee: Committee suspended
- 21/30.4 Swimming committee: No outstanding minutes – February meeting cancelled
- 21/30.5 Artistic swimming committee: No meetings and no outstanding minutes
- 21/30.6 Water polo: No committee

21/32 County colours and awards

- 21/32.1 There are no recommendations from committees for county colours.
- 21/32.2 The criteria for the awarding of silver and gold pins to officials for long service to the county were confirmed.

JP provided an update on Long Service Awards for officials for the year to July 2020.

The recommendations for gold and silver pins for 2020 were agreed. A notice will be published on the website, and arrangements will be made for the awardees to be sent their pins. **JP**

Recipients for the gold and silver pins for 2021 were also agreed and will be announced at the Annual Council Meeting in July 2021. **JP**



- 21/32.3 It was decided that the Wilkinson Sword, the Roy Rogers Memorial Trophy and the President's Plate will not be presented in this pandemic-affected year,

21/33 Hertfordshire Aquatics Group

- 21/33.1 The positive, regular, weekly meetings continue.
- 21/33.2 BT reported that there had been a launch to all clubs, and subsequently one-to-one meetings had taken place with county clubs, and also with clubs outside the county. The meetings were to gauge the likely support and therefore the potential income from clubs' use of the pool. The disciplines involved were artistic swimming, swimming and water polo.

21/34 Report from the Swim England East Region Representative

- 21/34.1 The Swim England East Region Management Board met for the last time in March. This Management Board is now replaced by the Regional Operations Committee of the new company.
- 21/34.2 A Nominations Committee was set up to deal with nominations for independent members of the Regional Operations Committee and nominations for the President Elect.
- 21/34.3 A Special Council Meeting is to be held on 22nd April 2021 to formally wind-up the old organisation, and delegates from the county clubs should attend.
- 21/34.4 A Special General Meeting of the new company will also be held on 22nd April 2021, and the county's Members of the Members' Forum should attend.

21/35 Any other business

- 21/15.1 SM advised that the term of office for four members of the Management Board and for the County Secretary and Welfare Officer ended in July, and elections will take place at the Annual Council Meeting (ACM). Nomination forms will be provided to those individuals, as well as being published on the website.
- 21/15.2 The Annual Report will be compiled ready for distribution and publication on the website prior to the ACM. The report will be a governance report, as event reporting is by news items on the website, and in any case, this year the pandemic has curtailed activity. **SM**

21/36 Next meeting

- 21/36.1 The next meeting of the Swim England Hertfordshire Management Board will be on 8th July 2021 at 8pm, via Zoom.