



Swim England Hertfordshire

(County Association of Swim England East Region)
President: Mr Bryan Thompson

Minutes of the meeting of the Management Board

13th October 2022 – online, via Zoom

Present:

Board members:

Mr Andy Chapman (AC)	
Mr Gareth Harper (GH)	
Miss Louise Hughes (LH)	
Mr Simon Lever (SL)	Finance Officer
Mrs Jane O'Brien (JOB)	
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

22/55 Welcome

22/55.1 The Chairman, Bryan Thompson, welcomed everyone.

22/56 Apologies

22/56.1 None received. Jackie Harvey did not attend.

22/57 Declaration of conflict of interest

22/57.1 Gareth Harper declared a conflict of interest for agenda item 10 regarding the new club application.

22/58 Minutes of the meeting on 7th July 2022

22/58.1 The minutes were accepted as a true record, subject to a couple of typo corrections..

22/58.2 Thanks were recorded to Nicola Rix for providing notes for the drafting of the July minutes.

22/59 Matters arising from the minutes

22/59.1 Actions are completed, or an agenda item, or as shown below.

22/59.2 Minute 22/43.2 Wilkinson Sword keepers - *still to be purchased – acrylic block maybe*

BT/IM

22/59.3 Minute 22/43.3 Wilkinson Sword keepers – *still to be presented*

22/59.4 Minute 22/43.5 County-nominated coach: *Expenses still to be signed-off. No new appointment as yet*

GH/BT

22/59.5 Minute 22/43.6 Diving trophies return: *Not yet returned*

IM

22/59.6 Full colours for two Paralympians, two Artistic Swimmers and Water Polo players *Presentations still not done*

BT

22/60 Ratification of items agreed, via email, since the last Board meeting

22/60.1 There was agreement, via email, to waive the county capitation fees for Ukrainian swimmers who have joined or will join an affiliated, Hertfordshire swimming club in 2022. This was ratified.



- 22/60.2 There was agreement, via email, for the county capitation fees for 2023 to be the same as those in 2022. This was ratified

The capitation fees for 2023 are:

Club Train £3 Club Compete £3.50 Club Support £0

22/61 Correspondence

- 22/61.1 SM has received the usual electronic communication of Swim England member news and the Swim England East Region's newsletter, which are also sent to the county's Swim England members and the county's clubs respectively. It was noted that the Swim England membership fees for 2023 had been advised to clubs.
- 22/61.2 Advice was received from Swim England regarding competitions held in the period of National Mourning.
- 22/61.3 An invite to enter a Swim England Hertfordshire team for the National County Team Championships was accepted, and a team competed on 2nd October 2022 at Ponds Forge International Sports Centre, Sheffield. BT attended as Swim England Hertfordshire President.
- 22/61.4 The county had received correspondence from Swim England regarding HMRC's Trust Registration Service. SL provided information on this in the finance item of the agenda.
- 22/61.5 SM belatedly reported that Hartham Masters club was no longer in existence, having not renewed Swim England membership this year.
- 22/61.6 SM had received a workforce audit in respect of Hertfordshire Aquatics Club. It had not been possible to complete the survey as the wording of a question required an answer as to what discipline/s the county **currently** delivered, before the rest of the survey could be completed. There was no scope to answer that there was currently no delivery of discipline-specific activities. Swim England was advised of this scenario.

22/62 Finance

- 22/62.1 SL commented on the bank balances as at 30.9.22.
- 22/62.2 Membership monies were reported as up by £1,000 from last year.
- 22/62.3 The county capitation fees for 2023 were confirmed as unchanged from those in 2022. See minute 22/61.2.
- 22/62.4 SL explained about HRMC's Trust Registration Service (TRS) correspondence. Swim England had advised that potentially there may be a requirement for unincorporated clubs to register with the TRS. The deadline for registration was 1st September 2022.

An unincorporated club in which trustees hold property or assets could be affected – custodians of bank accounts could be regarded as trustees for TRS purposes.

At the meeting on 9th September between Sport England and many National Governing Bodies, including Swim England, *it was established that some further work is required to determine the type of unincorporated club or organisation which could fall into the scope of TRS. Sport England and their relevant partners will be leading on this work with the view to releasing comprehensive guidance for clubs as soon as it is completed.*

A HMRC representative also attended the meeting and reassurance was provided that penalties for missing registration deadlines will only be issued to organisations who know they must register for TRS, but deliberately choose not to'.



22/62.5 BT reported that, at the National Club Chairman's Forum, there was advice of the potential for open meet profits to be taxed

22/63 Management Board Advisory Group (MBAG)

22/63.1 Minutes of the MBAG meeting on 12th October 2022 were not yet available..

22/63.2 No matters, other than those being covered by this meeting's agenda, needed to be advised to the Management Board.

22/64 New club application

22/64.1 Swim England East Region has received an application for a new club affiliation in Hertfordshire. All applications are passed initially to the relevant county to consider whether such a new club is acceptable to the county, as part of the formal process required...

22/64.2 The application is from Rickmansworth Swimming Club.

22/64.3 The county was already aware of the organisation which now wishes to formally affiliate to Swim England. SM provided background information on the activities currently offered by the organisation, its website and its personnel. Gareth Harper, in his capacity as Chairman of Watford SC, provided background information on previous experiences with use of the pool the new club would use.

22/64.4 The application was discussed, and SM will provide a written report to Swim England East Region. **SM**

22/65 Minutes of committees

22/65.1 Artistic Swimming committee 12.5.22: Minutes received and noted.

Artistic Swimming 14.7.22 Minutes received and noted.

IM reported changes made by FINA which affected Artistic Swimming. There were changes to pool depth requirements and changes to skills in routines and grades

22/65.2 Club Development Group (CDG) 20.9.22 Meeting postponed

22/65.3 Disability committees 13.4.21: Minutes still not received.

Disability committee 12.4.22 No meeting held

Disability committee 6.10.22 No meeting held

The county Disability Manager, Jackie Harvey, will be contacted to find out about the functioning of the county committee, and remind her of the requirement to have a county representative on the regional committee. **SM**

22/65.4 Diving: Committee suspended
IM reported that athletes from both the county's clubs competed at the Swim England East Region Club Championships recently.

22/65.5 Swimming committee 16.6.22 and 6.10.22 Both meetings postponed.

The Events Management Group has met on several occasions to organise the Hertfordshire Aquatics Club Meet in September, and prepare for the County Swimming Championships 2023.

22/65.6 Water Polo: No committee

IM reported good activity within the discipline.



22/66 County colours

22/66.1 County colours, still to be presented, will be given to the clubs for distribution if it proves too difficult to arrange an official presentation. **BT**

22/66.2 Appropriate half colours were agreed for the athletes in the Swim England Hertfordshire team which competed at the National County Team Championships on 2nd October 2022. **BT**

22/67 Hertfordshire Aquatics

22/67.1 Hertfordshire Aquatics ran its first Open Meet at Westminster Lodge Leisure Centre, St Albans, on 9th/10th September 2022.

22/67.2 The meet was not at capacity, but was a good meet which was financially successful. The excess monies have gone into the 50m pool project fund.

22/67.3 The meet will be held again next year.

22/67.4 BT reported on the 50m pool project. There had been a financial planning seminar at Oaklands College which IM attended out of interest. After the seminar there was a site tour and a brief regarding the aspirational development of the Oaklands site. The development plan included the Hertfordshire Aquatics 50m pool, which was described as a build by an external company.

22/68 Swim England East Region

22/68.1 SM advised that Leanne Brace, the Regional Manager, was leaving the region as from 14th October to take up a role at Swim England as part of the membership team. Thanks was recorded to Leanne for all her invaluable help to Swim England Hertfordshire during her time as a member of the regional staff. She will be greatly missed.

22/68.2 BT attended the Swim England East Region County Forum on 9th June. Topics covered included:-

1. The co-operation between the counties to possibly provide long-distance competition events to enable athletes to have more opportunity to compete. Some counties are still to respond with data to see if such a project is viable with support from the region;.
2. SwimMark - accreditation numbers are good;
3. Swim England's provision of governance workshops and team manager courses;.
4. The provision by Swim England of a Finance Toolkit;
5. Minimum depth issues;.
6. Pool hire costs;
7. The review of the counties being conducted by Swim England – to try to establish a structure for the counties;
8. The importance of having a county representative on regional committees which have such a member. Swim England Hertfordshire does not have a representative on the disability committee, or the open water committee. *BT will try to find a representative from county members who have an interest in those disciplines. No representative will mean no open water championships.*

BT

22/68.3 SM attended the Regional Operations Committee meeting on 20th September 2022. Topics covered included:

1. The agreement on the regional capitation fees for 2023;
2. The introduction of a Bursary Scheme to help talented athletes who are attending national development camps, or are part of a national team at a competition;
3. The intention to have a short-term strategy for the region for the coming year, to help the recovery process post pandemic.

There was also consideration of the regional staff structure following the resignation of Leanne Brace, and the need to advertise for a new member of staff.

22/69 Any other business

22/69.1 None



22/70 **Next meeting**

22/70.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 19th January 2023.