



# Swim England Hertfordshire

(County Association of Swim England East Region)

President: Mrs Jane O'Brien

## Minutes of the meeting of the Management Board

6<sup>th</sup> July 2023 – online, via Zoom

Present:

Board members:

Mr Andy Chapman (AC)	
Mr Gareth Harper (GH)	
Miss Louise Hughes (LH)	
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Secretary
Mr Jonathan Pope (JP)	
Mr Jonn Sandon (JS)	
Mr Bryan Thompson (BT)	Chairman

**23/38 Welcome**

23/38.1 The Chairman, Bryan Thompson, welcomed everyone.

**23/39 Apologies**

23/39.1 Apologies were received from Mrs Jackie Harvey (JH), Mrs Jane O'Brien (JOB) and Mrs Nicola Rix (NR).

**23/40 Declaration of conflict of interest**

23.40.1 None

**23/41 Minutes of the meeting on 23<sup>rd</sup> March 2023**

23/41.1 The minutes were accepted as a true record.

**23/42 Matters arising from the minutes**

23/42.1 Actions are completed, or an agenda item, or as shown below.

23/42.2 Minute 23/22.2 Diving trophies return: *Not yet returned* **IM**

23/42.3 Minute 23/22.3 HRMC's Trust Registration Service (TRS) – *still awaiting guidance, but, as an unincorporated organisation trustees are needed because of property ownership and bank accounts.* **SL**

*Currently IM and BT oversee the storage unit – property trustees, and IM and SL oversee the bank accounts – finance trustees.*

*The Management Board Advisory Group will decide if further trustees need to be appointed.*

23/42.4 Minute 23/22.4 Half colours for athletes at National County Team Championships 2022 – *ongoing with Murray Devine* **BT**

23/42.5 Minute 23/22.5 County Welfare Officer - Jeannette Horrod has taken on the role.

23/42.6 Minute 23/26.2 Hire charges for AOE equipment – The documents on the website need checking for correctness. It is likely that an amended document needs to be uploaded to the website. **BT/IM**

23/42.7 Minute 23/27.2 The President Elect must be invited to the Management Board meetings in October and January. **SM**



23/42.8	Minute 23/29.6	Email address for county roles – BT to confirm the list and upload to website.	<b>BT</b>
23/42.9	Minute 23/31.1	Sign-up software - purchased	
23/42.10	Minute 23/34.1	Hertfordshire Aquatics AGM and constitution - ongoing	<b>SM/ MBAG</b>
<b>23/43</b>	<b>Ratification of items agreed, via email, since the last Board meeting</b>		
23/43.1		There was ratification of the recommendation for county merchandise from Fine Designs. BT will contact the company.	<b>BT</b>
<b>23/44</b>	<b>Correspondence</b>		
23/44.1		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.	
23/44.2		SM had received advice of new documents for SwimMark and Club Affiliation. Updates will be necessary for Club Affiliation for Hertfordshire Aquatics Club. .	<b>SM/AC</b>
23/44.3		SM had been advised that the nominations for regional and national awards have now closed.	
23/44.4		Following an enquiry about water polo league results, the county's league results will now appear on Swim England Hertfordshire website.	<b>IM</b>
23/44.5		The Swim England Listening Project has been launched, to establish membership views.	
23/44/6		Derek Beaumont of Beaumont Diving Academy passed away last month. A card was sent to his family of expressing condolences, and recognising Derek's huge contribution to the discipline of diving during his long life. Derek's funeral – with family only - took place today.	
<b>23/45</b>	<b>Finance</b>		
23/45.1		SL commented on the bank balances as at 30.6.23.	
23/45.2		SL confirmed that the accounts to 31 <sup>st</sup> December 2022, as presented to the Annual Council Meeting in March 2023, have been signed off by the independent examiner.	
23/45.3		SL confirmed that funds are available in the Hertfordshire Aquatics Club account to deliver the open meet in September 2023.	
<b>23/46</b>	<b>Capitation fees 2024</b>		
23.46.1		It was agreed that there will be no change in the capitation fees for 2024. These will remain the same as for 2023.	
		The capitation fees for 2024 will be:- Club Train: £3.00    Club Compete: £3.50    Club Support: £0	
		The 50% discount for members joining after 1 <sup>st</sup> October will apply.	
<b>23/47</b>	<b>Management Board Advisory Group (MBAG)</b>		
23/47.1		Minutes of the MBAG meeting on 21 <sup>st</sup> June 2023 were not yet available.	<b>SL</b>
<b>23/48</b>	<b>County Governance</b>		
23/48.1		The Swim England slides from the presentation on county governance were reviewed.	
23/48.2		To comply with the requirements from Swim England, details need to be put in place using a Swim England portal and the online membership system (OMS).	



BT will access the Box account with the resources. There will be unique relevant log-ins for uploading evidence. **BT**

- 23/48.3 Five individuals will have log-ins to OMS, and everyone who works for the county will have to be registered – including those on the Management Board and the committees, and those who work as officials, team managers, county coaches etc.  
It will be populated initially by Swim England, and needs to be updated on an annual basis. It will be monitored regularly by Swim England.

**23/49 New club**

- 23/49.1 Rickmansworth Swimming Club are still required by Swim England East Region to complete Club Affiliation in order to achieve full affiliation status.

**23/50 Minutes of committees**

- 23/50.1 Artistic Swimming committee 20.4..23 Meeting cancelled, and will be reconvened in September.
- 23/50.2 Club Development Group (CDG): No meetings since February. No outstanding minutes.
- 23/50.3 Disability: Committee suspended
- 23/50.4 Diving: Committee suspended
- 23/50.5 Swimming committee 15.6..23: Minutes received and noted. The development plan is being worked on and initial consideration being given to plans for the County Swimming Championships 2024.
- 23/50.6 Water Polo: No committee

**23/51 County colours**

- 23/51.1 Full county colours were agreed for two female water polo players from Watford Water Polo Club for representing Great Britain internationally.
- 23/51.2 Full county colours were agreed for Nathan Hughes(Hatfield ) for representing Great Britain at an international open water competition.
- 23/51.3 Contact will be made with Murray Devine(MD) to provide the certificates and colours. **BT/MD**

**23/52 Hertfordshire Aquatics**

- 23/52.1 BT reported the continuation of meetings, but progress with the project is rather slow.
- 23/52.2 Negotiations with the college need to continue, to further confirm the benefits to the college, and establish the way forward to get final agreement from them to proceed with the project.
- 23/52.3 Funding is now an urgent priority.
- 23/52.4 The Annual General Meeting of Hertfordshire Aquatics Club formed part of this Management Board meeting. The constitution of the club will need to be reviewed and updated as necessary. SM will produce the minutes. **SM**

**23/53 Swim England East Region**

- 23/53.1. IM provide an update that the region will be employing a Welfare Officer who can be used by the counties or the clubs rather than having their own officer.



- 23/53.2 IM advised that the Swim England East Region Strategy database might be available to the county to help with development.
- 23/53.3 Hertfordshire athletes have taken part in regional competitions during the three months since the last Management Board meeting.
- 23/53.4 The Regional County Forum took place on 5<sup>th</sup> July, and county governance was on the agenda. Hertfordshire is one of the three counties to have had a 'one-to-one' meeting, required following the initial launch meeting on county governance.
- 23/53.5 The Swim England East Region Water Polo updates are to be sent out regularly.
- 23/54 Any other business**
- 23/54.1 SM advised that the county constitution will need to be reviewed and updated as necessary, to comply with Swim England Governance requirements. **MBAG**
- 23/54.2 SM advised that the constitution for Hertfordshire Aquatics Club will need to be reviewed and updated. **MBAG**
- 23/54.3 JP proposed that a small team of people was set up to work on county governance. This was agreed. LH will be the team leader. GH and JP will be team members. LH will convene a separate meeting once the Swim England portal is open and the necessary documents can be viewed. The team will report to the Management Board at their meetings. **LH**
- 23/54.4 *After the meeting, the team leader was changed to GH, with LH being deputy team leader. The change was made in light of GH and LH's expertise in specific areas.* **GH/LH**
- 23/55 Next meeting**
- 23/55.1 The next meeting of the Swim England Hertfordshire Management Board will be on 12<sup>th</sup> October 2023.