



Swim England Hertfordshire

(County Association of Swim England East Region)
President: Mrs Jane O'Brien

Minutes of the meeting of the Management Board

18th January 2024 – online, via Zoom

Present:

Board members:

Mr Andy Chapman (AC)	
Mrs Jackie Harvey (JH)	
Miss Louise Hughes (LH)	
Mr Simon Lever (SL)	Finance Officer
Mrs Sheila Mackenzie (SM)	Secretary
Mrs Jane O'Brien (JOB)	President
Mr Jonathan Pope (JP)	
Mr Bryan Thompson (BT)	Chairman

Also present:

Mr Greg Coe (GC)	President Elect
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24/01 Welcome

24/01.1 The Chairman, Bryan Thompson, welcomed everyone.

24/02 Apologies

24/02.1 Apologies were received from Gareth Harper (GH), Ian Mackenzie (IM) and Nicola Rix (NR).

24/03 Declaration of conflict of interest

24/03.1 None

24/04 Minutes of the meeting on 12th October 2023

24/04.1 The minutes were accepted as a true record.

24/05 Matters arising from the minutes

24/05.1 Actions are completed, or an agenda item, or as shown below.

24/05.2 Minute 23/60.2 Diving trophies return: *Not yet returned* **IM**

24/05.3 Minute 23/60.3 HRMC's Trust Registration Service (TRS) – *No further update from Swim England as yet* **SL**

24/05.4 Minute 23/60.4 Half colours for athletes at National County Team Championships 2022 – *ongoing with Murray Devine* **BT**

24/05.5 Minute 23/60.6 Email address for county roles – BT to confirm the list and upload to website – *ongoing*
Discussion on contacts needed for the clubs – numbers of contacts and their status in the club. *Contacts for clubs to be established and appropriate link shown on website.* **BT
BT/NR**

24/05.6 Minute 23/60.9 County colours – Nathan Hughes and two water polo players – *ongoing*
Certificate and colours provision - *ongoing* **BT/IM/
Murray
Devine**

24/05.7 Minute 23/60.11 County constitution – *no action at present until advice from Swim England regarding county constitutions*

24/05.8 Minute 23/60.12 Hertfordshire Aquatics Club constitution – *no action necessary*



24/06 Ratification of items agreed, via email, since the last Board meeting

- 24/06.1 There had been an opportunity to purchase nine timing pads which were no longer required at a facility. These had been purchased at a cost of £200.
- 24/06.2 BT confirmed that 150 white polo shirts had been purchased for officials, as stocks were low and shirts were required for the County Swimming Championships in January.

24/07 Correspondence

- 24/07.1 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.
- 24/07.2 SM had sent Christmas cards, electronically, to the county's past presidents. Greetings had been received in response from Stan Freeman in Israel and Nell Stinton in France.
- 24/07.3 SM reported that Gareth Harper has resigned from the Management Board, as he feels that his current circumstances do not allow him sufficient time to fulfill a satisfactory role on the Swim England Hertfordshire Management Board. SM had written to Gareth, acknowledging his contribution to the county. Gareth has handed over his governance team leader work to BT.

24/08 Finance

- 24/08.1 The bank balances as at 28.12.23. were received.
- 24/08.2 SL reported that there was little activity, and the balances at year end would be the same as shown for 28.12.23.
- 24/08.3 There were no questions.

24/09 Management Board Advisory Group (MBAG)

- 24/09.1 Minutes of the MBAG meeting on 3rd January 2024 were not yet available.
- 24/09.2 SL advised however that there were no extra matters to be brought to the Management Board other than items already on the agenda.

24/10 County Governance

- 24/10.1 GH was not present, but had sent a report to BT.
- 24/10.2 BT advised that a Welfare Officer statement was required, as were two more risk assessment documents. Regulations had been uploaded, and a printout of county staff provided for Swim England's Online Membership System (OMS)..

24/11 Annual Council Meeting (ACM)

- 24/11.1 SM advised that the initial advice of the date of the ACM had been sent out to the club secretaries. Information was also sent regarding the vacancies for Management Board Members and Officers and Post Holders. The clubs were also advised of the close dates for the receipt of nominations for those vacancies.
- 24/11.2 Clubs have also been sent information on the Roy Rogers Memorial Trophy award, together with the close date for the receipt of nominations for this award.
- 24/11.3 There is an ACM page on the website, with the relevant information and nomination forms.



24/11.4 SM advised that the terms of office for the following Management Board members finish at the ACM, and SM will send nominations forms to these people:- Louise Hughes, Ian Mackenzie and Nicola Rix.

24/11.5 Nominations were being invited for Diving Manager, Secretary, Trophies Officer and Water Polo Manager, as there were vacancies, or the term of office is expiring.

24/11.6 Following advice from Swim England on governance, the nominations for Welfare Officer, and their election at the ACM will now not be required.
A proposal for Regulation changes needs to be made to go to the ACM to cover the Welfare Officer's appointment.

IM

24/11.7 JP confirmed that there were no Long Service Awards due this year.

24/11.8 SM asked that all members considered who might be appropriate as the President Elect, as the recommendation for this role is an agenda item for the ACM.

ALL

24/12 Minutes of committees

24/12.1 Artistic Swimming 19.10.23: Minutes received and noted
SM said that Tom Brennan, Artistic Swimming Manager, had reported that a development squad had been started in readiness for the Regional Games, and that a very successful county routines grading day had been run for the first time.

24/12.2 Club Development Group (CDG) Group - disbanded

24/12.3 Disability: Committee suspended

24/12.4 Diving: Committee suspended

24/12.5 Swimming committee 30.11.23: Minutes received and noted.

24/12.6 Water Polo: No committee
SM reported that Watford Water Polo team had played in the National Age-Groups, losing only in the final.

24/12.7 BT said that for the disciplines which had no committee, there was often no information as to the activity of the discipline. BT suggested that a 'liaison officer' from the Management Board for those disciplines would be a good idea. The liaison officer would contact the discipline, say once a month, to establish the activity which was taking place.

LH already covers this as the communication contact for disability, and JH is the disability manager.
IM already reports on water polo and diving, as he is a member of the regional leadership groups which has representatives of all the clubs involved in those disciplines.

24/13 County colours

24/13.1 No further recommendations received.

24/14 Hertfordshire Aquatics

24/14.1 BT reported the continuation of meetings, but progress with the project is rather slow.

24/14.2 The architects are producing a glossy brochure to advertise the project to possible funding bodies.

24/14.3 Other potential sites need to be kept in mind, but currently the business case is still built on the Oaklands site.



24/14.4 BT will arrange a meeting with the Principal of the college to discuss what he requires as 'unique selling points'.

24/14.5 BT said there might be a possible alternative site in the South of the county, which is currently up for development.

24/15 Swim England East Region

24/15.1. Hertfordshire athletes took part in the Swim England East Region Short Course Championships held at Inspire :Luton Sports Village on 4th and 5th November 2023.

24/16 Any other business

24/16.1 JOB offered to support County Colours administration, as and where necessary.

24/17 Next meeting

24/17.1 The next meeting of the Swim England Hertfordshire Management Board will be on 21st March 2024.