



# Swim England Hertfordshire

(County Association of Swim England East Region)  
**President: Mr Greg Coe**

## Minutes of the meeting of the Management Board

**21<sup>st</sup> March 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 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

**24/18**

### **Welcome**

24/18.1 The Chairman, Bryan Thompson, welcomed everyone.

**24/19**

### **Apologies**

24/19.1 Apologies were received from the President, Mr Greg Coe (GC).

**24/20**

### **Declaration of conflict of interest**

24/20.1 None declared at this point.

**24/21**

### **Minutes of the meeting on 18<sup>th</sup> January 2024**

24/21.1 The minutes were accepted, subject to the correction of a typo in 24/17.

**SM**

**24/22**

### **Matters arising from the minutes**

24/22.1 Actions are completed, or an agenda item, or as shown below.

24/22.2 Minute 24/05.2 Diving trophies return: *Not yet returned – Alex Belson (AB), former diving manager, had contacted to ask for arrangement to return paperwork and trophies – JP offered to collect from AB.*

**IM/JP**

24/22.3 Minute 24/05.3 HRMC's Trust Registration Service (TRS) – *no further advice has been received from Swim England who are waiting to hear from HRMC.*

**SL**

24/22.4 Minute 24/05.4 Half colours for athletes at National County Team Championships 2022 – *ongoing with Murray Devine*

**BT/SM**

24/22.5 Minute 24/05.5 Email address for county roles – BT to confirm the list and upload to website – *ongoing*

**BT**

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 - ongoing.*

**BT/NR**

24/22.6 Minute 24/05.6 County colours – Nathan Hughes and two water polo players – *ongoing* Certificate and colours provision – *ongoing.*

**BT/SM/Murray Devine**



<b>24/23</b>	<b>Ratification of items agreed, via email, since the last Board meeting</b>	
24/23.1	There was ratification of the proposals to be made to the Annual Council Meeting for amendments to the Regulations.	
24/23.2	There was ratification of the approval of the Annual Accounts to 31 <sup>st</sup> December 2023.	
<b>24/24</b>	<b>Correspondence</b>	
24/24.1	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.	
24/24.2	There has been advice that a review of the SwimMark accreditation process is to be carried out in consultation with clubs nominated by the region. It will be in the period March – May 2024.	
24/24.3	Swim England has issued an updated version of the Team Managers, Coach and Chaperone Policy.	
24/24.4	The annual return to Swim England for the county has been confirmed as entered on the Online Membership System (OMS).	
24/24.5	SM had been notified that Club Affiliation for Hertfordshire Aquatics Club is complete.	
24/24.6	SM reported the resignation of Gareth Harper (GH) from the Management Board as of 1 <sup>st</sup> February 2024. GH had stated that he felt that family and work commitments, as well as work as Chairman of Watford SC, meant that he could not fulfil a satisfactory role on the Management Board.	
24/24.7	The name change for Dacorum Synchronised Swimming Club to Dacorum Artistic Swimming Club is complete. The name change of Beaumont Diving Academy (BDA) to Hatfield Diving Club has yet to take place. The region has had no response from BDA regarding the status of the proposed change.	<b>SM</b>
<b>24/25</b>	<b>Finance</b>	
24/25.1	SL commented on various aspects the bank balances as at 8.3.24.	
24/25.2	SL stated that no membership fees had been received to date from Swim England, but £12,000-£14,000 should be received in the next couple of weeks.	
24/25.3	The annual accounts to 31 <sup>st</sup> December 2023 are going to the independent financial examiner.	<b>SL</b>
<b>24/26</b>	<b>Management Board Advisory Group (MBAG)</b>	
24/26.1	Minutes of the MBAG meeting on 3 <sup>rd</sup> January 2024 were received and noted.	
24/26.2	Minutes of the MBAG meeting on 13 <sup>th</sup> March 2024 were not yet available.	
<b>24/27</b>	<b>County governance</b>	
24/27.1	BT reported on the progress being made towards completion of the requirements for county governance.	
24/27.2	The Regulations, the Annual Council Meeting minutes, and the Chairman's statement have all been uploaded. BT has asked the Welfare Officer to provide their statement.	
24/27.3	The Diversity and Inclusion Action Plan (DIAP) is completed, and the required risk assessments have been done.	



**Governance  
group**

24/27.4 The Personnel Report remains to be done.

**24/28 Past Presidents**

24/28.1 SM highlighted an anomaly in the Regulations. Past Presidents are entitled to be delegates at the Annual Council Meeting, but there is also a requirement for all delegates to be a Swim England member and a member of a Swim England Hertfordshire club.

24/28.2 Many of the county's Past Presidents are no longer Swim England members, or members of a county club. So currently these Past Presidents are not entitled to be delegates.

24/28.3 Whilst this is not an issue for many of them, as they do not wish to be at the Annual Council Meeting anyway, if they do want to attend and vote, then they need to be Swim England members and members of a county club.

24/28.4 SM proposed that the two or three Past Presidents who regularly respond to the invitation, attend, and often speak at the Annual Council meeting should, at the county's expense, be made members of Swim England, via membership of Hertfordshire Aquatics Club. This was agreed.

24/28.5 SM will write to those concerned with that offer, and their membership will then be addressed. If others respond in the run-up to next year's meeting, then they too will be asked about this membership offer.

**SM**

**24/29 AOE kit and the hiring process**

24/29.1 Discussion on the process for hiring the county's equipment established several issues which need to be addressed. The whole process needs to be tightened up. AC declared a conflict of interest as chairman of a club which regularly hires the equipment.

24/29.2 JS is in overall charge of the hiring out of the equipment, and the booking form still has his email address on it. The form needs to be changed, and then uploaded to the website.

**BT**

24/29.3 Equipment has been hired, but no invoice generated. Equipment should not go out before invoicing.

24/29.4 SL needs to see who is hiring, so that he is aware of who needs to be invoiced. The calendar of events will be sent to SL.

**BT/IM**

24/29.5 JH offered to contact the web operators to find out if it would be possible to tighten the process through the AOE@swimherts address, using JS as the point of contact, but ensuring that SL is aware of a booking. There could be additional costs involved.

**JH**

**24/30 Storage unit**

24/30.1 The county storage unit is already very, very full, and it is difficult to access the shelves, for example, without removing much of the heavy equipment stored centrally on the floor.

24/30.2 Nine additional pads have been purchased, and they need to be stored on a trolley. There will not be enough room in the unit when the pads are on a trolley. Ian stated that for prevention of damage, and for accessibility, a trolley is needed.



- 24/30.3 JH asked if an inventory had been done of the contents stored in the unit, as maybe some things could be removed. It was confirmed that this had been done. IM stated that another unit would mean that the hiring equipment for example could be stored in a new unit which would also provide space for maintenance and repair of the original pads.
- 24/30.4 SL stated that the storage unit is 100sqft in capacity, at a good price relative to other sites. SL also pointed out that if a larger unit was required, commercial rates would apply, and this would be costly.
- 24/30.5 SL reported that the present site has offered the county an additional 100sqft capacity unit at the same price already being paid for the current unit.
- 24/30.6 There was a proposal to acquire a second 100sqft unit at the same site. Ideally this would be as close as possible to the old unit.  
The proposal was unanimously agreed.  
SL will contact the site. SL
- 24/30.7 There was a proposal for the purchase of a trolley for the additional nine pads - see minute 24/30.2 above.  
The purchase was agreed. IM

#### 24/31 **Annual Council Meeting (ACM) – matters arising**

- 24/31.1 The ACM minutes were provided for information.  
SM apologised to AC whose apologies had not been recorded. SM
- 24/31.2 The Regulations on the website have been amended to reflect the changes agreed at the ACM.

#### 24/32 **Ratification of appointments**

- 24/32.1 **Emergency Committee:** Andy Chapman, Simon Lever, Ian Mackenzie, Sheila Mackenzie and Bryan Thompson (MBAG members)
- Custodians:** Ian Mackenzie and Bryan Thompson
- Storage unit key holders:** Grant Chivers, Ian Mackenzie, Jonn Sandon and Bryan Thompson
- County colours administrator:** Murray Devine
- Long Service Awards administrator:** Jonathan Pope
- Swimming records administrator:** Louise Hughes
- County shirts administrator:** Jackie Harvey
- 24/32.2 Jeannette Horrod was reappointed as the County's Welfare Officer until March 2025.

#### 24/33 **Swim England Hertfordshire committee membership**

- 24/33.1 Club Development Group: Disbanded – if any matters arise which were previously dealt with by the committee, these will be addressed by the Management Board.
- 24/33.2 Swimming committee: Bryan Thompson (Manager), Karen Huckle, Louise Hughes, Andrew Macdonald, Ian Mackenzie, Sara Matthews, Jane O'Brien and Nicola Rix.
- 24/33.3 The Artistic Swimming committee has representatives from each of the county clubs which deliver the discipline. The Manager is Tom Brennan.



24/33.4 There is no committee at present for Diving or Water Polo. These disciplines work through the regional committees, where there is representation from the county clubs which provide this discipline.

24/33.5 The Disability committee is currently not operational, but Jackie Harvey is the Disability Manager, and the discipline works through the regional committee, where there is a communication link representative from the county.

#### **24/34 Swim England East Region Leadership Groups**

24/34.1 There is no county representative on the Club Leadership Group, and the Swimming Leadership Group. Membership of the Swimming Leadership is by invitation, the Group focusing more on the delivery of events.

24/34.2 Artistic Swimming, Diving and Water Polo Leadership Groups have representatives from each of the county clubs delivering that discipline.

24/34.3 There is currently no representative on the Disability Leadership Group, but Louise Hughes acts as the county's communication link.

24/34.4 Andrew Macdonald is the county representative on the Masters Leadership Group.

24/34.5 Sara Matthews is the county representative on the Open Water Leadership Group.

24/34.6 Jonathan Pope is the county representative on the Swimming Officials' Group.

24/34.7 The Members of the Members' Forum of Swim England East Region are Andy Chapman, Jackie Harvey, Louise Hughes, Simon Lever, Sheila Mackenzie and Jonn Sandon.

#### **24/35 Minutes of committees**

24/35.1 Artistic Swimming committee 25.1.24 Meeting cancelled

24/35.2 Club Development Group (CDG): Disbanded

24/35.3 Disability: Committee suspended

24/35.4 Diving: Committee suspended

24/35.5 Swimming committee 27.2.24: Minutes received and noted

24/35.6 Water Polo: No committee

Minutes were received from the Annual Meeting of the Hertfordshire & District Water Polo League. These were noted. Also noted was that Emma Bennett has taken over from Peter Mole as co-ordinator for the league.

#### **24/36 County colours**

24/36.1 No recommendations for county colours.  
The process for the provision of county colours needs to be addressed.

**SM**

#### **24/37 Hertfordshire Aquatics**

24/37.1 BT reported that progress is slow, and that the project group had not met for a couple of months.



24/37.2 BT stated that the glossy brochure which will be used to advertise to potential financial backers has still not been produced.

24/37.3 The College is still requiring a unique selling point for the project..

**24/38 Swim England East Region**

24/38.1 IM reported that Joshua Devine, the Regional Manager, has resigned and will leave on 31<sup>st</sup> March 2024. The job has been advertised, and there has been a good response. Interviews will take place shortly.

24/38.2 The Office Administrator, Emma Winter, will go on maternity leave in the next couple of months.

24/38.3 IM commented that the Regional Welfare Officer, Fran Vesztröcy, has been working hard since her appointment, and is proving to be an asset to the Region.

**24/39 Any other business**

24/39.1 None

**24/40 Next meeting**

24/40.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 4<sup>h</sup> July 2024.