



Swim England Hertfordshire
(County Association of Swim England East Region)

President: Mr Greg Coe

Minutes of the meeting of the Management Board

15th January 2025 – online, via zoom

Present
Board members

Miss Louise Hughes (LH)	
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Secretary
Mrs Jane O'Brien (JOB)	
Mr Jonathan Pope (JP)	
Mrs Nicola Rix (NR)	
Mr Bryan Thompson (BT)	Chairman

25/1 Welcome

25/1.1 BT welcomed everyone to the meeting.

25/2 Apologies

25/2.1 Apologies were received from Mr Greg Coe (GC), President, and Mr Mark Horrod (MH), President Elect.

25/3 Declarations of conflict of interest

25/3.1 None declared at this point.

25/4 Minutes of the meeting on 10th October 2024

25/4.1 The minutes were accepted.

25/5 Matters arising from the minutes

25/5.1 Actions are completed, or an agenda item, or as shown below.

25/5.2 Minute 24/62.2 HRMC's Trust Registration Service (TRS) – *waiting to hear from Swim England* **SL**

25/5.3 Minute 24/62.4 Email address for county roles – BT to confirm the list and upload to website – *ongoing* **BT**
Club contacts – *Contacts for clubs to be the club website addresses* **BT**

25/5.4 Minute 24/62.5 County colours – Nathan Hughes and two water polo players – *ongoing* **BT/JOB**
Certificates and colours provision – *ongoing*.

25/5.5 Minute 24/62.6 *The 2023 Annual Accounts are not yet back from the independent financial examiner. The 2024 Annual Accounts are not yet complete. Hertfordshire Aquatics Club Accounts need to be examined.* **SL**



- 25/5.6 Minute 24/62.7 Past Presidents' membership – write to relevant Past Presidents – *ongoing* **SM**
- 25/5.7 Minute 24/62.9 AOE equipment hiring – website process to be investigated – *ongoing* **JH**
- 25/5.8 Minute 24/67.1 County Governance logo to go on website – *ongoing* **BT**
- 25/5.9 Minute 24/69.4 Provision of outstanding colours – *ongoing* **JOB/BT**
- 25/5.10 Minute 24/72.1 Regional awards – news item to website - *ongoing* **BT**
- 25/6 Ratification of items agreed, via email, since the last Board meeting**
- 25/6.1 No ratifications required.
- 25/7 Correspondence**
- 25/7.1 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.
- 25/7.2 Notification has been received of Swim England fees for 2025. Access to renewals was available from 2nd January 2025 and must be completed by 28th February 2025.
- 25/7.3 Notification has been received from the Region that Borehamwood SC closed on 31st December 2024.
- 25/7.4 Communication had been received from Hertfordshire Sports Partnership about their annual Coaches Education week in February 2025.
- 25/8 Finance**
- 25/8.1 The bank balances sheet as at 31.12.24 had been circulated.
- 25/8.2 SL commented on various aspects. There were no questions.
- 25/9 Management Board Advisory Group (MBAG)**
- 25/9.1 Minutes of the MBAG meeting on 25th September 2024 were received and noted.
- 25/9.2 Minutes of the MBAG meeting on 8th January were not yet available.
- 25/9.3 It was noted that Andy Chapman has stood down from the Management Board, the MBAG and the Swimming Committee .His valuable contribution to the county in these roles was acknowledged.
It was agreed that the vacancy on the MBAG will be filled by Louise Hughes.
- 25/10 County governance**
- 25/10.1 BT and LH will work on any necessary updates to the documents after the County Swimming Championships. Renewal is due in April 2025. **BT/LH**
- 25/11 Annual Council Meeting (ACM)**
- 25/11.1 SM stated that the ACM will be on 17th March 2025, via Zoom.



25/11.2 Nominations have been requested for vacancies on the Management Board and vacancies for Officers and Managers. These are to be received by 14th February 2025. SM advised that Jackie Harvey, Jane O'Brien and Jonn Sandon are due for possible re-election this year as members of the Management Board. The Chairman, and the Managers for Artistic Swimming, Disability, and Water Polo are the posts due for election this year.

25/11.3 Nominations have been requested for the Roy Rogers Memorial Trophy award. These need to be submitted by 1st March 2025.

25/11.4 SM asked that consideration was given to finding a suitable nominee to be President Elect for 2025-2026.

ALL

25/11.5 SM advised that Swim England Hertfordshire's Members of the Members' Forum for Swim England Hertfordshire need to be recommended to the ACM for appointment until 2028. At the moment Swim England Hertfordshire is entitled to seven such Members.

Currently there are five in place, following the standing down of Andy Chapman, and the withdrawal of Sheila Mackenzie, following her appointment as a regional Director.

SM will contact all the members of the Management Board to establish whether those currently in place will continue, and to find two others.

SM

25/12 Minutes of committees

25/12.1 Artistic Swimming committee: 17.10.24 Meeting cancelled. There are no outstanding minutes.

25/12.2 Disability: Committee suspended

25/12.3 Diving: Committee suspended

25/12.4 Swimming committee 11.9.24: Minutes received and noted.

Swimming committee 21.11.24: Minutes received and noted.

25/12.5 Water Polo: No committee

25/13 County colours

25/13.1 Work is still ongoing to address the backlog.

BT/JOB

25/13.2 No further recommendations were received.

25/14 Hertfordshire Aquatics

25/14.1 The Hertfordshire Aquatics Club Open Meet scheduled for 2nd/3rd November 2024 at Haberdasher Askes' Boys' School was cancelled because of problems with the pool.



- 25/14.2 BT reported on the current status of the pool project, advising that consideration is now being given to using a different structure – a sprung structure – which is a much cheaper option.

Another potential site has also recently been identified.

- 25/14.3 SM advised that Club Affiliation for Hertfordshire Aquatics Club is now due for renewal. This is being worked on.

IM

25/15 Swim England East Region

- 25/15.1 IM continues as the Interim Regional Chairman, in the absence of any applications for the role of Regional Chairman.
- 25/15.2 A Vice-Chairman role has been created, with the idea that this person will 'shadow' IM to better understand the role of Chairman and be in a position to support an incoming Chairman.
- 25/15.3 James Salmon is now fully in place as Regional Manager of Swim England East Region and his appointment has relieved the workload of the Chairman.
- 25/15.4 Swim England has set up a group called the G9. It is a group comprising of Swim England staff and a member of the regional staff from each of the eight regions. The idea is to work together in line with the 'One Swim England' Strategy. James Salmon will attend the G9 meetings.
- 25/15.5 The President, Dean Walker, is still out of action with health problems.
- 25/15.6 IM advised that the Region has purchased a new Music Centre for Artistic Swimming, in replacement of the old, unreliable equipment.

25/16 Any other business

- 25/16.1 SL stated that for the Hertfordshire Aquatics Company, which has charitable status, it is necessary for conflict of interest forms to be completed. SL will address this.
- 25/16.2 SL advised that he has stepped down from his role as Chairman of the Swim England East Region Audit, Risk and Probity committee, but he remains as a member of that committee.

SL

25/17 Next meeting

- 25/17.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 20th March 2025.