



Swim England Hertfordshire

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

Minutes of the meeting of the Management Board

4th July 2024 – online, via zoom

Present

Board members:

Mr Andy Chapman (AC)
Miss Louise Hughes (LH)
Mr Simon Lever (SL) Finance Officer
Mr Ian Mackenzie (IM)
Mrs Sheila Mackenzie (SM) Secretary
Mr Jonathan Pope (JP)
Mrs Nicola Rix (NR)
Mr Jonn Sandon (JS)

President

Mr Greg Coe (GC)

24/41 Welcome

24/41.1 In his absence, the Chairman had asked the Finance Officer (SL) to chair the meeting.

24/42 Apologies

24/42.1 Apologies were received from the Chairman, Mr Bryan Thompson, Mrs Jackie Harvey (JH) and Mrs Jane O'Brien (JOB).

24/43 Declaration of conflict of interest

24/43.1 None declared at this point.

24/44 Minutes of the meeting on 21st March 2024

24/44.1 The minutes were accepted.

24/45 Matters arising from the minutes

24/45.1 Actions are completed, or an agenda item, or as shown below.

24/45.2 Minute 24/22.2 Diving trophies return: *Returned*

24/45.3 Minute 24/22.3 HRMC's Trust Registration Service (TRS) – *outcome awaited to clubs' negative responses to HRMC – process felt disadvantageous to clubs. SL had completed a response on behalf of the county.* **SL**

24/45.4 Minute 24/22.4 Half colours for athletes at National County Team Championships 2022 – *ongoing with Murray Devine* **BT/SM**

24/45.5 Minute 24/22.5 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. **BT/NR**
Contacts for clubs to be established and appropriate link shown on website - ongoing.

24/45.6 Minute 24/22.6 County colours – Nathan Hughes and two water polo players – *ongoing* **BT/SM/Murray Devine**
Certificate and colours provision – *ongoing.*



24/45.7	Minute 24/24.7 SM confirmed the change of name of Beaumont Diving Academy to Brocket (Hatfield) Diving Academy. They will be known, as before, as BDA.	
24/45.8	Minute 24/25.4 The Annual Accounts are with the independent financial examiner - <i>ongoing</i>	SL
24/45.9	Minute 24/28.5 Past Presidents' membership – write to relevant Past Presidents – <i>ongoing</i>	SM
24/45.10	Minute 24/29.2 AOE hire booking form – email address on booking form – website - <i>ongoing</i>	BT
24/45.11	Minute 24/29.5 AOE equipment hiring – website process to be investigated - <i>ongoing</i>	JH
24/45.12	Minute 24/36 County colours processing – contact Murray Devine - <i>ongoing</i>	MD
24/46	Ratification of items agreed, via email, since the last Board meeting	
24/46.1	No items to be ratified.	
24/47	Correspondence	
24/47.1	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.	
24/47.2	A letter from Swim England confirming the county's governance status, was received in June.	
24/48	Finance	
24/48.1	SL commented on various aspects the bank balances as at 30.6.24.	
24/48.2	SL stated that all membership fees had been received.	
24/48.3	Some entry fees have already been received for the Hertfordshire Aquatics gala in November 2024.	
24/48.4	Payment has been made to Swim England East Region for the county's Open Water Championships to be held within the regional championships.	
24/49	Capitation fees 2025	
24/49.1	The capitation fees for 2025 were agreed as:- Club train: £3 Club compete: £3.50 Club support: £0 The usual 50% discount for new members will apply in the last quarter of the year.	
24/50	Management Board Advisory Group (MBAG)	
24/50.1	Minutes of the MBAG meeting on 13 th March 2024 were received and noted.	
24/50.2	Minutes of the MBAG meeting on 26 th June 2024 were not yet available.	
24/51	County governance	
24/51.1	County Governance documents are all in place, and the county has been confirmed as compliant with Swim England's governance requirements. Renewal will be required in April 2025, so an agenda item for the March Management Board meeting would be appropriate.	SM



24/52 Minutes of committees

- 24/52.1 Artistic Swimming committee: No outstanding minutes
- 24/52.2 Club Development Group (CDG): Disbanded
- 24/52.3 Disability: Committee suspended
- 24/52.4 Diving: Committee suspended
- 24/52.5 Swimming committee 19.6.24: Minutes received and noted
The intention to send a team to the National Inter-County Team Championships in October was confirmed. A working group has been set up to organise this.
- 24/52.6 Water Polo: No committee

24/53 County colours

- 24/53.1 No recommendations for county colours need to be addressed. Murray Devine will be contacted in September. **SM**

24/54 Hertfordshire Aquatics

- 24/54.1 The pool project remains dormant at the moment.
- 24/54.2 Hertfordshire Aquatics: SM will provide the minutes for the Annual General Meeting which was covered at this point. **SM**
- SL commented on the accounts which showed no spend. A donation had been made from Swim England Hertfordshire to Hertfordshire Aquatics to ensure there are funds. **SL**

24/55 Swim England East Region

- 24/55.1 IM reported that James Salmon is the new Regional Manager. He started work for the Region on 20th May.
- 24/55.2 One of the Regional Directors has resigned. Constitutionally there are four Directors, but the resignation means there are only three at the moment.
- 24/55.3 Currently there is no Chairman, and IM is the Interim Chairman.

24/56 Any other business

- 24/56.1 None

24/57 Next meeting

- 24/57.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 10th October 2024.