



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

President: Mr Greg Coe

Minutes of the meeting of the Management Board

10th October 2024 – online, via zoom

Present

Board members:

Mrs Jackie Harvey (JH)	
Miss Louise Hughes (LH)	
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Secretary
Mr Bryan Thompson (BT)	Chairman

President

Mr Greg Coe (GC)

24/58 Welcome

24/58.1 BT welcomed everyone to the meeting.

24/59 Apologies

24/59.1 Apologies were received from Mr Andy Chapman (AC), Mrs Jane O'Brien (JOB), Mr Jonathan Pope (JP), Mrs Nicola Rix (NR) and Mr Jonathan Sandon (JS).

24/60 Declaration of conflict of interest

24/60.1 None declared at this point.

24/61 Minutes of the meeting on 4th July 2024

24/61.1 The minutes were accepted.

24/62 Matters arising from the minutes

24/62.1 Actions are completed, or an agenda item, or as shown below.

24/62.2 Minute 24/45.3 HRMC's Trust Registration Service (TRS) – *waiting to hear from Swim England* **SL**

24/62.3 Minute 24/45.4 Half colours for athletes at National County Team Championships 2022 – *ongoing* **BT/SM**

24/62.4 Minute 24/45.5 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**

24/62.5 Minute 24/45.6 County colours – Nathan Hughes and two water polo players – *ongoing* **BT/SM/Murray Devine**
Certificate and colours provision – *ongoing.*



- | | | |
|--------------|--|-----------|
| 24/62.6 | Minute 24/45.8 The Annual Accounts have today been sent to the independent financial examiner – <i>ongoing</i> | SL |
| 24/62.7 | Minute 24/45.9 Past Presidents' membership – write to relevant Past Presidents – <i>ongoing</i> | SM |
| 24/62.8 | Minute 24/45.10 AOE hire booking form – email address on booking form – website – <i>ongoing</i> | BT |
| 24/62.9 | Minute 24/45.11 AOE equipment hiring – website process to be investigated – <i>ongoing</i> | JH |
| 24/63 | Ratification of items agreed, via email, since the last Board meeting | |
| 24/63.1 | The email agreement to purchase 12 backstroke ledges and a storage trolley for them, was ratified. | |
| 24/64 | Correspondence | |
| 24/64.1 | 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. | |
| 24/64.2 | SM reported the sad news that one of the county's past presidents, Janet Gardiner, had passed away at the end of July.
Also SM reported that she had received the news that Rita Bowell, the wife of Alan Bowell, one of the county's past presidents, and a stalwart swimming official over many years, had passed away in August. | |
| 24/64.3 | Notification had been received from Swim England about Swim England Regulation changes. | |
| 24/64.4 | Communication had been received from Hertfordshire Sports Partnership about conferences and webinars this Autumn, and about their annual Coaches Education week in February 2025. An information document about this will be added to the Swim England Hertfordshire website. | SM |
| 24/65 | Finance | |
| 24/65.1 | Bank balances sheet as at 23.9.24 had been circulated, and SL provided a screen-share with the bank balances to 30.9.24. | |
| 24/65.2 | SL commented on various aspects the bank balances as at 30.9.24. The significant expenditure had been for the purchase of the backstroke ledges and trolley. | |
| 24/65.3 | SL reported that the membership figures were getting close to last year's figures.. | |
| 24/65.4 | IM queried the numbers shown for Club Train and Club Compete. SL will investigate. | SL |
| 24/66 | Management Board Advisory Group (MBAG) | |
| 24/66.1 | Minutes of the MBAG meeting on 26 th June 2024 were received and noted. | |
| 24/66.2 | Minutes of the MBAG meeting on 25 th September 2024 were not yet available. | |
| 24/67 | County governance | |



- 24/67.1 It was agreed that BT and LH will monitor the county governance documents so that any required changes are made in a timely manner. This should ensure that the county is ready with up-to-date information when renewal is required in April 2025.

BT and LH will report to the Management Board at each Board meeting.

The governance logo should be added to the website.

BT

24/68 Minutes of committees

- 24/68.1 Artistic Swimming committee: 11.7.24 Minutes received and noted.

- 24/68.2 Disability: Committee suspended

- 24/68.3 Diving: Committee suspended

- 24/68.4 Swimming committee 11.9.24: Minutes not yet available

24/68.4.1 There was a proposal from the Swimming Committee that the county provides County Best Time certificates. These would be provided, on request only, to an athlete who had swum the best time for an event in the County Swimming Championships from the year 2016 onwards.

24/68.4.2 BT explained that this is different from County Records which are achievable in any competition, not restricted to the annual County Swimming Championships.

It is unlikely that a younger swimmer would achieve a County Record, as that is open to all ages. Whereas County Best Times are age-group related,

24/68.4.3 It was agreed that County Best Time certificates would be provided if requested by a qualifying athlete.

24/68.4.3 BT reported on the National Inter-County event on 9th November. The Hertfordshire team comprised 28 athletes. The invitations were later than planned in being sent out. Unfortunately, the team was not actually the optimum possible from the athletes in the county, It was a long day as it had been decided that there would be no overnight stay this year. The team gave a good account of themselves.

There was a brief discussion on arrangements for next year's event.

- 24/68.5 Water Polo: No committee
IM reported that there is good activity in the county for the water polo discipline. Players from Watford WPC compete well in the inter-regional team competitions. Successful Junior and Senior competitions have been held by Hitchin SC during the summer. Hertford SC have set up a junior section for water polo.

- 24/68.6 IM has produced a meetings date calendar for 2025. Alterations can be made to the date if this is required.

24/69 County colours

- 24/69.1 Grace Harvey and Louise Fiddes are awarded County colours again in recognition of their superb achievements in the Paralympics in Paris.



- 24/69.2 County colours will be required for athletes in the team which competed in the National Inter-County Team Championship which was held at Ponds Forge, Sheffield on 6th October. **BT**
- 24/69.3 Murray Devine was contacted in September, and he will assemble all the county colours stock and 'equipment'. Arrangements will then be made as to when this can be collected from him. **SM**
- 24/69.4 BT will maintain a tracker of all outstanding county colours, so that the colours can be made available when the Minute 24/69.2 is complete. **BT**

24/70 Hertfordshire Aquatics

- 24/70.1 Hertfordshire Aquatics Club Open Meet is scheduled for 2nd/3rd November 2024 at Haberdasher Askes' Boys' School.
- 24/70.2 Hertfordshire Aquatics: SM will circulate the minutes for the Annual General Meeting when the minutes of the present meeting are circulated. **SM**
- SL has the Hertfordshire Aquatics Accounts. **SL**
- SL reported on difficulties with the bank account which are now resolved.

- 24/70.3 BT reported on the current status of the pool project.

24/71 Swim England East Region

- 24/71.1 IM updated everyone on the changes to the Regional Directors. Four of the members of the Regional Operations Committee have been made Directors – this includes SM. The increase in numbers of Directors has been made to try to spread the Board's workload,
- 24/71.2 IM continues as the Interim Regional Chairman, in the absence of any applications for the role of Regional Chairman.
- 24/71.3 IM reported that Regional Governance is an issue, as the Board members were unaware until this month of the September deadline for the completion of the Regional Governance documents. Urgent work is now being done.
- 24/71.4 IM advised that Andy Salmon, Chief Executive Officer, Swim England, will be attending the Regional Board meeting in November, with regard to the Swim England Strategy.

24/72 Any other business

- 24/72.1 It was highlighted that several regional awards have been won by members of Swim England Hertfordshire. An artistic swimming club and a water polo club, and volunteers in artistic swimming, swimming and water polo are among the recipients. BT will produce a news item about this for the website. **BT**
- 24/72.2 SM confirmed that the President Elect had been invited to this meeting.
- 24/72.3 SM reported that there had been issues with the distribution of the medals and bannerettes for the Open Water Championships, but most of this is resolved now. The remaining possible outstanding issue awaits a response from the athlete concerned.



24/73

Next meeting

- 24/73.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 16th January 2025