



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

President: Mr Mark Horrod

Minutes of the meeting of the Management Board

20th March 2025 – online, via zoom

Present
Board members

Mr Greg Coe (GC)	Co-opted at this meeting
Mrs Jackie Harvey (JH)	
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 Jonn Sandon (JS)	
Mr Bryan Thompson (BT)	Chairman

25/18

Welcome

- 25/18.1 BT welcomed everyone to the meeting.
- 25/18.2 BT advised that, following the 2025 Annual Council Meeting three days ago, Greg Coe had expressed an interest in joining the Management Board.
- There was unanimous agreement to co-opt Greg. His appointment will be ratified at the 2026 Annual Council Meeting. Greg join the meeting at this point.

25/19

Apologies

- 25/19.1 Apologies were received from the President, Mark Horrod.

25/20

Declarations of conflict of interest

- 25/20.1 None declared at this point.

25/21

Minutes of the meeting on 15th January 2025

- 25/21.1 The minutes were accepted.

25/22

Matters arising from the minutes

- 25/22.1 Actions are completed, or an agenda item, or as shown below.
- 25/22.2 Minute 25/5.2 HRMC's Trust Registration Service (TRS) – *waiting to hear from Swim England* **SL**
- 25/22.3 Minute 25/5.3 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**



25/22.4	Minute 25/5.4 County colours – Nathan Hughes and two water polo players – <i>ongoing</i> Certificates and colours provision – <i>ongoing</i> .	BT/JOB
25/22.5	Minute 25/5.5 <i>The 2023 Annual Accounts are not yet back from the independent financial examiner. The 2024 Annual Accounts will be sent to the independent financial examiner. Hertfordshire Aquatics Club Accounts need to be examined.</i>	SL
25/22.6	Minute 25/5.6 Past Presidents' membership – write to relevant Past Presidents – <i>ongoing</i>	SM
25/22.7	Minute 25/5.7 AOE equipment hiring – website process to be investigated – <i>ongoing- LH to liaise with JH</i> <i>MBAG to be convened to sort out costs.</i>	JH/LH MBAG
25/22.8	Minute 25/5.8 County Governance logo to go on website – <i>ongoing</i>	BT
25/22.9	Minute 25/5.9 and 25/13.1 Provision of outstanding colours – <i>ongoing</i>	JOB
25/22.10	Minute 25/5.10 Regional awards – news item to website - <i>ongoing</i>	BT
25/22.11	Minute 25/10.1 County governance renewal – <i>almost complete</i>	LH/BT
25/22.12	Minute 25/14.3 Hertfordshire Aquatics Club – Club Affiliation renewal – <i>MBAG to deal with constitution</i>	MBAG
25/22.13	Minute 25/16.1 Conflict of Interest forms for Hertfordshire Aquatics Company – <i>ongoing</i>	SL
25/23	Ratification of items agreed, via email, since the last Board meeting	
25/23.1	Two items required ratification.	
25/23.2	The approval, via email, of the names of the Members of the Members' Forum for Swim England East Region - ratified.	
25/23.3	The approval, via email of the Annual Accounts 2024 – ratified.	
25/24	Correspondence	
25/24.1	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.	
25/24.2	Notification had been received of the Swim England East Region Annual General Meeting on 23 rd April 2025.	
25/24.3	SM said that there was no other significant correspondence which needed to be reported.	
25/25	Finance	
25/25.1	The bank balances sheet as at 11.3.25 had been circulated.	
25/25.2	SL commented on a couple of items. The County Swimming Championships will make a good profit this year.	



Club Compete numbers are the highest since 2017.

25/25.3 There were no questions.

25/26 Management Board Advisory Group (MBAG)

25/26.1 Minutes of the MBAG meeting on 8th January 2025 were received and noted.

25/26.2 Minutes of the MBAG meeting on 12th March 2025 were not yet available.

25/27 County governance

25/27.1 County governance is due for renewal by 11th April 2025. LH reported that all documents except the personnel report have been updated and uploaded to the portal. Information for the personnel report is awaited.

BT/LH

25/28 County shirts

25/28.1 It was reported that the stock of blue county polo shirts is as follows:-
4 small, 10 medium, 40 large and two extra large.

This is not sufficient stock for the National Inter-County competition. New stock will be funded from income from the County Swimming Championships.

25/28.2 It was agreed that old stock could be used by volunteers.

25/28.3 It was agreed that clubs and athletes will be asked for input to design etc.

JH/NR

25/29 Annual Council Meeting (ACM)

25/29.1 The minutes of the Annual Council Meeting were provided for information.

25/29.2 The election of the following, to serve until 2028, was noted:-
Artistic Swimming Manager – Thomas Brennan
Chairman – Bryan Thompson
Disability Manager – Jackie Harvey

25/29.3 The recommendation from the Management Board for the appointment of Nicola Rix as President Elect 2025-2026 was formally ratified.

25/29.4 Greg Coe will fill the Management Board vacancy to serve until 2028 see minute 25/18.2.

25/30 Ratification of appointments

25/30.1 **Emergency Committee:** Louise Hughes, Simon Lever, Ian Mackenzie, Sheila Mackenzie and Bryan Thompson (MBAG members)

Custodians: Ian Mackenzie and Bryan Thompson

Storage unit key holders: Grant Chivers, Louise Hughes, Ian Mackenzie and Bryan Thompson

County colours administrator: Jane O'Brien

Long Service Awards administrator: Jonathan Pope



Swimming records administrator: Louise Hughes

County shirts administrator: Jackie Harvey

25/31 Swim England Hertfordshire committee membership

- 25/31.1 **Artistic Swimming:** Tom Brennan is the Manager, and all the Swim England Hertfordshire Artistic Swimming clubs have a voting representative on the committee.
- 25/31.2 **Swimming:** Bryan Thompson is the Manager, and the committee members are Karen Huckle, Louise Hughes, Jeremy Irvine (Open Water), Jane O'Brien, Ian Mackenzie and Nicola Rix. As yet, Richard Thornton has not responded about continuing. Andrew McDonald (Masters) is standing down after the Masters Championships.

25/32 Swim England East Region Leadership Groups

- 25/32.1 There is no county representative on the Swimming Leadership Group. Membership of the Swimming Leadership is by invitation, the Group focusing more on the delivery of events.
- 25/32.2 Artistic Swimming, Diving and Water Polo Leadership Groups have representatives from the county clubs which deliver that discipline.
- 25/32.3 There is currently no official county representative on the Disability Leadership Group, but Louise Hughes acts as the communication link for the county.
- 25/32.4 Andrew McDonald will step down in the next few months as the county representative on the Masters Leadership Group. A replacement representative will be needed. All
- 25/32.5 Jeremy Irvine is county representative on the Open Water Leadership Group.
- 25/32.6 Jonathan Pope is the county representative on the Swimming Officials' Group.
- 25/32.7 Members of the Members' Forum for Swim England East Region: Jackie Harvey, Louise Hughes, Simon Lever, Jonathan Pope, Nicola Rix, Jonn Sandon and Bryan Thompson.

25/33 Minutes of committees

- 25/33.1 Artistic Swimming committee 23.1.25 Minutes received and noted.
- IM reported the successes of Aqualina at the Swim England National Age-Groups competition at the London Aquatics Centre.
- 25/33.2 Disability: Committee suspended
- 25/33.3 Diving: Committee suspended
- 25/33.4 Swimming committee 18.2.25: Minutes received and noted – a typo will be corrected.



- 25/33.5 Water Polo: No committee
- 25/34 County colours**
- 25/34.1 No further recommendations have been received.
- 25/35 Hertfordshire Aquatics**
- 25/35.1 BT reported on the current situation regarding the 50m pool project. Work continues despite setbacks.
- 25/35.2 A Special General Meeting of Hertfordshire Aquatics Club was held to approve a new constitution. Minutes will be available for information. **IM**
- 25/36 Swim England East Region**
- 25/36.1 IM reported on the work being done to create the Swim England East Region Strategy document. The intention is to mirror the Swim England Strategy wherever applicable to follow the concept of One Swim England.
- 25/36.2 The Annual General Meeting is scheduled for 23rd April 2025 at which there will be elections for two Directors and the Regional Chairman.
- 25/36.3 IM reported that a Coaches Conference, led by Swim England, was held today in Cambridge. This was one of 13 being held around the country. Disappointingly, only 12 people attended from the 120 clubs within the Region.
- 25/36.4 Discipline-specific branding is being purchased for use at the various discipline competitions.
- 25/37 Any other business**
- 25/37.1 There was discussion on the fund-raising campaign for Fanshawe pool. Nicola Rix declared a conflict of interest.
- 25/37.2 It was decided that the county would refund Ware SC the amount paid by them as their county fees. This would be a small contribution to the club's fund-raising scheme to save their swimming pool. **SL**
- 25/38 Next meeting**
- 25/38.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 3rd July 2025.