



Swim England Hertfordshire
(County Association of Swim England East Region)
President: Mr Mark Horrod

Minutes of the meeting of the Management Board
3rd July 2025

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
Mrs Jane O'Brien (JOB)	
Mr Jonathan Pope (JP)	
Mrs Nicola Rix (NR)	
Mr Bryan Thompson (BT)	Chairman

Also present: Mr Mark Horrod President

25/39 Welcome

25/39.1 BT welcomed everyone to the meeting.

25/40 Apologies

25/40.1 Apologies were received from Jonn Sandon (JS).

25/41 Declarations of conflict of interest

25/41.1 None declared at this point.

25/42 Minutes of the meeting on 20th March 2025

25/42.1 The minutes were accepted.

25/43 Matters arising from the minutes

25/43.1 Actions are completed, or an agenda item, or as shown below.

25/43.2 Minute 25/22.2 HRMC's Trust Registration Service (TRS) – *waiting to hear from Swim England* **SL**

25/43.3 Minute 25/22.3 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**

25/43.4 Minute 25/22.4 and Minute 25/22.9 **JOB**
County colours – Nathan Hughes and two water polo players – *ongoing*
Certificates and colours provision – *ongoing*.
Presidential signature to be that of the relevant president



- 25/43.5 Minute 25/22.5 *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.*

SL
- 25/43.6 Minute 25/22.6 Past Presidents' membership – relevant Past Presidents to be contacted in January 2026 – *ongoing*

SM
- 25/43.7 Minute 25/22.8 County Governance logo to go on website – *ongoing*

BT
- 25/43.8 Minute 25/22.10 Regional awards – news item to website - *ongoing*

BT
- 25/43.9 Minute 25/22.13 Conflict of Interest forms for Hertfordshire Aquatics Company – *ongoing- to be sent to all Management Board members*

SL
- 25/43.11 Minute 25/28.3 County shirts - *ongoing*

NR
- 25/43.12 Minute 25/37.2 Ware SC refund - *ongoing*

SL
- 25/44 Ratification of items agreed, via email, since the last Board meeting**
- 25/44.1 The approval, via email, for the set-up of two new Masters Clubs in Hertfordshire – Royston Phoenix Masters SC and Swimsmooth, Hertsmere - ratified.
- 25/45 Correspondence**
- 25/45.1 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.
- 25/45.2 Insurance certificates have been received for the county and for Hertfordshire Aquatics Club.
- 25/45.3 Nominations have been invited for Swim England East Region awards and for Swim England national awards.
- 25/45.4 The county had been asked by Swim England Region whether there were any objections to the set-up of two new Masters clubs in the county. See Minute 25/44.1.
- 25/45.5 The county had been asked by the Swim England East Region Disability Leadership Group what the county was providing in terms of development for disability athletes.

There was discussion about what had been provided in the past. When the county held its annual development weekend in the past there had been development for disability athletes in the form of regional training and 'seminars'. Special Olympic galas were also held. Special Olympic galas are still being held, facilitated by Vicki Law, but it is not a county event. There is also no development weekend now.

JH reported that there are very few disability athletes in the county other than the known para-athletes. There are no para-athletes coming through at present. Carl Cooper, Disability at Swim England, would be able to provide the numbers.

It was decided to contact clubs to find out whether they have disability athletes and also to contact pool providers to find out which disability groups use their pools. Hertfordshire Sports Partnership will also be contacted.

JH

JH

NR



Once the number of potential athletes in the county is known, a decision can be taken about whether development is viable in the county. If numbers are small then joining with Norfolk, Suffolk or Essex in their Swimability meets could be an option rather than having stand-alone development.

25/46 Finance

25/46.1 The bank balances sheet as at 25.6.25 had been circulated.

25/46.2 SL commented on a couple of items.

The bank balances are healthy. The income received from Swim England is the about the same as for last year at this time. The Club Compete numbers are up.

25/46.3 IM advised that there will be considerable expenditure in the next few months to purchase championship, age-group and masters medals, as well as shirts. The National Inter-County Team event will also require substantial expenditure. Changes in Water Polo requirements will also mean expenditure on upgrading equipment and the purchase of more hats.

25/46.4 There were no questions.

25/46.5 SL advised that the capitation fees for 2026 need to be agreed at this meeting. The proposal was to keep the fees the same as for 2025.

Club Train: £3 Club Compete: £3.50 Club Support: £0

The capitation fees for 2026, as above, were agreed.

25/47 Management Board Advisory Group (MBAG)

25/47.1 Minutes of the MBAG meeting on 12th March 2025 were received and noted.

25/47.2 Minutes of the MBAG meeting on 25th June 2025 were not yet available.

25/48 County governance

25/48.1 Everything is up to date – no discussion was necessary on governance.

25/49 County shirts

25/49.1 There was discussion on having branding for each event on a basic county shirt.

Consideration was given to having enough for each event, whether there should be embroidered or iron-on branding, the need to have exact numbers required in advance of the event, and the lead time required for supplying shirts for the specific event.

BT will send NR the contact for FINE Designs, NR will send photos of possible shirts at competitive prices supplied by Stortford Sports Supplies.

BT and NR

NR intends to place an order for the National Inter-County shirts by the end of August.

NR

25/50 Minutes of committees

25/50.1 Artistic Swimming committee: No outstanding minutes



25/50.2 Disability: Committee suspended

25/50.3 Diving: Committee suspended

25/50.4 Swimming committee 29.5.25: Minutes not yet available.

25/50.5 Water Polo: No committee

IM reported that Watford Water Polo Club had won the U17 Open National Age-Groups competition in Coventry. It is the first time that the club has won a national event. A great achievement! Congratulations to them.

25/51 County colours

25/51.1 No further recommendations have been received.

25/52 Hertfordshire Aquatics

25/52.1 BT reported on the current situation regarding the 50m pool project. Work continues despite setbacks.

Although design plans are in place, there is still the issue of finding a site for the pool to be built. Several potential sites have fallen through, but BT is still actively approaching alternative sites. Response is slow however.

BT suggested that the focus probably needs to change now, and funding for the project needs to be found. If there was funding, then finding a site to build would probably be easier.

There was discussion on possible ways of finding the funds, but a separate meeting will be convened for the Management Board to discuss this fully.

25/52.2 The Hertfordshire Aquatics meet will take place at Haberdasher Askes' school on 1st/2nd November 2025.

25/52.3 The Welfare Officer for the Hertfordshire Aquatics Club is no longer able to fulfil that role.

The Management Board appointed Jeanette Horrod as the Hertfordshire Aquatics Club Welfare Officer as from 3rd July 2025.

25/52.4 The Annual General Meeting of Hertfordshire Aquatics Club was held. The Annual Accounts will be sent to the independent financial examiner.

SL

25/53 Swim England East Region

25/53.1 IM reported that the Swim England East Region Strategy was launched on 1st July 2025. It mirrors, where applicable, the Strategy of Swim England to align with the concept of One Swim England.

25/53.2 At the Annual General Meeting on 23rd April 2025, Stewart Murray became the Swim England East Region Chairman.



25/53.3 The Open Water Championships will take place in two weeks' time, and the Disability and Masters meets are being advertised for the Autumn.

25/54 Any other business

25/54.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 9th October 2025.