Swim England Hertfordshire

(County Association of Swim England East Region)
President: Mrs Nicola Rix

Minutes of the meeting of the Management Board

26th March 2026

Present
Board members

Ms Rachel Cooper (RC)	
Mrs Jackie Harvey (JH)	
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)	
Mr Bryan Thompson (BT)	Chairman

26/22 Welcome

26/22.1 BT welcomed everyone to the meeting. BT gave a special welcome to Rachel Cooper who was elected as a Management Board member at the Annual Council Meeting. The other Board members introduced themselves to Rachel.

26/23 Apologies

26/23.1 Apologies were received from Greg Coe (GC).

26/24 Declarations of conflict of interest

26/24.1 None declared at this point.

26/25 Minutes of the meeting on 15th January 2026

26/25.1 The minutes were accepted subject to amendment in the numbering.

26/26 Matters arising from the minutes

26/26.1 Actions are completed, or an agenda item, or as shown below.

26/26.2 Minute 26/5.2 HRMC's Trust Registration Service (TRS) – *waiting to hear from Swim England* **SL**

26/26.3 Minute 26/5.3 Email addresses for county roles – BT to confirm the list and upload to website – *ongoing* **BT**

26/26.4 Minute 26/5.4 **JOB**
County colours – Nathan Hughes – *ongoing*
Certificates and colours provision – *ongoing.*
Presidential signature to be that of the relevant president

26/26.5 Minute 26/5.5 *The 2023, 2024 and 2025 Annual Accounts – have these been examined by the independent financial examiner?* **SL**
The Hertfordshire Aquatics Club Accounts need to be examined.

26/26.6	Minute 26/5.6 Past Presidents' membership – *ongoing with Cheshunt SC*	**IM/SM**
26/26.7	Minute 26/5.7 Regional awards – news item to website - *ongoing*	**BT**
26/26.8	Minute 26/5.8 Conflict of Interest forms for Hertfordshire Aquatics Company – *ongoing- to be sent to the Directors* *IM established that the Swim England conflict of interest form related to Directors, so the Management Board members are not required to submit a form. Only the Directors of Hertfordshire Aquatics – BT, SL and IM - are involved.*	**SL**
26/26.9	Minute 26/5.9 Numbers of disability athletes in county to be established – contact all clubs about disability athletes, and pool providers and Hertfordshire Sports Partnership (HSP) about disability groups – *ongoing/awaiting response from HSP*	**NR and JH**
26/26.10	Minute 26/9.2 Finance policy update – *ongoing*	**SL**
26/26.11	Minute 26/13.1 County governance renewal – *on hold pending Swim England Governance Review*	**LH/BT**
26/26.12	Minute 26/14.2 Colours for water polo player - *ongoing*	**BT/JOB**
26/26.13	Minute 26/15.2 Special Recognition Award - *ongoing*	**BT**
26/26.14	Minute 26/16.2 Certificates and pins for significant service - *ongoing*	**JOB/JP**

26/27 Ratification of items agreed, via email, since the last Board meeting

26/27.1 The approval, via email, of the Swim England Hertfordshire Annual Accounts for 2025 was ratified.

It was noted that there were some issues with the Annual Accounts as presented to the Annual Council Meeting, and an MBAG meeting will be convened to address these issues. **MBAG**

26/28 Correspondence

26/28.1 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.

26/28.2 As part of the Swim England Governance Review an online consultation had been conducted with Regions and Counties.

26/28.3 As Chairman and Secretary, BT and SM have been invited to a Swim England Governance Review County consultation meeting on 21st/22nd April.

26/28.4 Club Affiliation renewal is complete for Hertfordshire Aquatics Club (HAC). It was noted that the County and HAC has a new Welfare Officer. The Welfare Officer statement has been completed for HAC but is still to be completed for the County. **BT**

26/29 Finance

26/29.1 The bank balances sheet as at 10.3.26 had been circulated, and SL provided an update since that date.

26/29.2 SL advised that new equipment has been bought from Swiss Timing – starting kit and harnesses. These are due for delivery next Thursday and will form part of the equipment available for hire by clubs.

26/29.3 SL advised that so far this calendar year no membership money has been received from Swim England.

26/29.4 SL will investigate the status of the accounts for the County, Hertfordshire Aquatics Ltd and Hertfordshire Aquatics Club.

26/30 Management Board Advisory Group (MBAG)

26/30.1 Minutes of the MBAG meeting on 6th January 2026 were received and noted.

26/30.2 Minutes of the MBAG meeting on 12h March 2026 were not yet available.

26/31 County Governance

26/31.1 Various documents are being updated and edited.

26/32 Annual Council Meeting

26/32.1 The minutes of the Annual Council Meeting will be circulated.

26/32.2 The election of the following, to serve until 2029, was noted:-
Finance Officer – Simon Lever
Swimming Manager– Bryan Thompson

26/32.3 The recommendation from the Management Board for the appointment of Jonathan Pope as President Elect 2026-2027 was formally ratified.

26/32.4 Rachel Cooper filled the Management Board vacancy to serve until 2029.

26/33 Ratification of appointments

26/33,1 **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

26/34 Swim England Hertfordshire committee membership

26/34.1 **Artistic Swimming**: Tom Brennan is the Manager, and all the Swim England Hertfordshire Artistic Swimming clubs have a voting representative on the committee.

26/34.2 **Swimming:** Bryan Thompson is the Manager. BT has yet to confirm the committee members. Previously the members were Karen Huckle, Louise Hughes, Jeremy Irvine (Open Water), Ian Mackenzie, Nicola Rix, Richard Thornton and a Masters representative.

26/35 Swim England East Region Leadership Groups

26/35.1 There is no county representative on the Swimming Leadership Group. Membership of the Swimming Leadership Group is by invitation, the Group focusing more on the delivery of events.

26/35.2 Artistic Swimming, Diving and Water Polo Leadership Groups have representatives from the county clubs which deliver that discipline.

26/35.3 There is currently no official county representative on the Disability Leadership Group, but Louise Hughes acts as the communication link for the county.

26/35.4 Kelly Clarke and Sally Winters will cover the representation of the county on the Masters' Leadership Group.

26/35.5 Jeremy Irvine is county representative on the Open Water Leadership Group.

26/35.6 Jonathan Pope is the county representative on the Swimming Officials' Group.

26/35.7 Members of the Members' Forum for Swim England East Region:
Jackie Harvey, Louise Hughes, Simon Lever, Jane O'Brien, Jonathan Pope, Nicola Rix, Jonn Sandon and Bryan Thompson.

25/36 Minutes of committees

26/36.1 Artistic Swimming committee 12.2.26: Minutes received and noted

26/36.2 Disability: Committee suspended

26/36.3 Diving: Committee suspended

26/36.4 Swimming committee 10.2.26: Minutes not yet available.

26/36.5 Water polo: No committee, but activity continues in the county, region and nationally.

26/37 County colours

26/37.1 No new awards. See Minute 26/26.12 – still outstanding. BT will chase JOB. **BT/JOB**

26/38 One Swim England Summit

26/38.1 JP attended the Swim England Summit on behalf of the county. This was to inform the county on the roll-out and the content of the Summit. JP reported verbally, and in a document provided before this meeting. **BT**

26/38.2 JP reported that he had met four coaches from Verulam ASC, and the coach and chairman of Stevenage SC. The content of the summit was directed at addressing

qualifications, ageing facilities and encouraging growth of participation. Workshops on various topics were provided.

26/38.3 There was an emphasis on collaboration between clubs and pool providers and an encouragement to clubs to be welcoming. This would hopefully encourage Swim England membership growth, providing increased income.

26/38.4 JP noted that there was not a lot for clubs or the sport at the Summit and having it on a working weekday anyway was not at all ideal for volunteers at the clubs. The event was more of a business engagement opportunity to encourage collaboration between stakeholders.

26/38.5 The Management Board thanked JP for attending on their behalf.

26/39 Hertfordshire Aquatics

26/39.1 BT advised of a new initiative regarding funding. The project is currently on hold as a Swim England Governance Review is taking place.

26/40 Swim England East Region

26/40.1 The Regional Board received a long Swim England Governance Review document at very short notice prior to a Board meeting at which the Swim England Chief Executive Officer, Andy Salmon, gave a presentation on the potential changes being considered. The idea was for the Board to give feedback to Swim England on the potential changes. In view of the short notice, the Board will discuss the document's content at its next meeting after which feedback will be provided to Swim England.

26/40.2 BT and SM attended the Swim England East Region County Forum on 24th March 2026. The travel subsidy for the Inter-County National Championships was raised. Another topic of discussion was the Swim England Governance Review and the possible issues arising from this.

26/40.3 Regional competitions involving athletes from the county have taken place.

26/40.4 The Swim England East Region Annual General Meeting will take place on 22nd April 2026. Management Board members who are Members of the Members' Forum of Swim England East Region should attend.

26/41 Any other business

26/41.1 It was agreed to move the next scheduled meeting of the Management Board from 2nd July 2026 to 16th July 2026.

26/42 Next meeting date

26/42.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 16th July 2026.