



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of Swim England South East Region
James Glazebrook (Chalfont Otters SC)

2 July 2025

Dear Sir/Madam

ANNUAL COUNCIL MEETING -16 JULY 2025

I hereby give you notice that the Annual Council Meeting of the Association will be held virtually on 16 July 2025 at 8.00pm. An agenda, annual report and accounts and a list of nominations for Vice-President, the officers and members of the Management Board, are attached.

Will Hon Secretaries of assigned clubs please pass a copy of the agenda to the Club's delegates to the Council and notify me of their names and e-mail addresses, so that I may send those delegates an invitation to the meeting.

Yours faithfully

R F PENFOLD

Hon Secretary

To: The President and Officers of the Association
Members of the Management Board
The Vice-President and Past Presidents of the Association
Hon Secretaries of assigned clubs

AGENDA

		Page No
1	Apologies for absence	-
2	To confirm the Minutes of the 107th Annual Council Meeting	3
3	To receive the Annual Report for 2024/25	<i>To follow*</i>
4	To receive the report of the Hon Treasurer and the Accounts for the period 1 April 2024 to 31 March 2025	<i>In Annual Report</i>
5	To consider proposals for changes to the Rules, Championships' Conditions and Conditions for Establishing County Records	-
6	Award of President's Plate	-
7	Installation of Mr Peter Roycroft as President	-
8	Election of Vice-President, Officers and Management Board	6
9	To appoint an examiner of accounts for the financial year 2025/26	-
10	Any other competent business, of which prior notice has been given to the Hon Secretary	

** The Annual Report will be available on the Association's website*

AGENDA ITEM 2: MINUTES

BERKSHIRE AND SOUTH BUCKINGHAMSHIRE AMATEUR SWIMMING ASSOCIATION

Minutes of the 107th Annual Council Meeting held virtually (via Zoom) on Thursday 18 July 2024, commencing at 2000hrs and concluded at 2030hrs.

Present: P Roycroft (President), R F Penfold (Hon Secretary), J N Mills (Hon Treasurer), Mrs E M Adams, K H Adams, P H Button, Mrs D Cryer, S Fillingham, Ms J Gray, J Glazebrook, Ms J Hopkinson, R A Odell, Ms E West.

Apologies for absence were received from Ms S M Harrison, Ms J Hopkins, R G Prior, K J Rolph.

1 MINUTES

The Minutes of the 106th Annual Council Meeting, having previously been circulated, were confirmed and signed by the President as a correct record, subject to reference to the "Hon Treasurer" in Minute 4.

2 MATTERS ARISING ON THE MINUTES

3 Annual Report

The Management Board had adopted the Annual Report 2022/23 at its meeting on 15 November 2023.

9 Vice-President

The Management Board had appointed Mr J Glazebrook as Vice-President at its meeting on 26 September 2023.

11 Management Board

The Management Board had appointed Ms J Gray, Ms J Hopkins, Mr P Lloyd, Mr R G Prior and Mr S Redlich as members of the Management Board at its meeting on 26 September 2023.

3 ANNUAL REPORT OF THE ASSOCIATION, 2023/24

Ms D Cryer had kindly volunteered to compile the Annual Report, but had yet to complete the exercise, as she had yet to receive the contribution of one officer.

Accordingly, it was

RESOLVED: That, once circulated, the Annual Report for 2023/24 be referred to the Management Board for formal adoption.

4 ANNUAL ACCOUNTS, 2023/24

Council considered a report by the Hon Treasurer and the examined accounts of the Association for the period 1 April 2023 to 31 March 2024.

RESOLVED: That the accounts for the period 1 April 2023 to 31 March 2024 be adopted.

5 PROPOSALS TO CHANGE RULES, CHAMPIONSHIPS' CONDITIONS AND CONDITIONS FOR ESTABLISHING COUNTY RECORDS

No notice had been received of proposals for changes to the Association's Rules, Championships' Conditions or Conditions for Establishing County Records.

6 PRESIDENT'S PLATE

The President announced that he had decided to award the "Jubilee" Plate, for service to the County Association, to Mr G Emerson. Formal presentation of the Plate would take place at the County Masters' event in September 2024.

7 INSTALLATION OF PRESIDENT, 2023/24

Mr J Glazebrook (Chalfont Otters SC) was installed as President of the Association, to applause. Arrangements had been made for him to be presented with the trappings of office. Prior to the installation, the Immediate Past President had reflected on his year in office.

8 IMMEDIATE PAST PRESIDENT

The Meeting thanked Mr P Roycroft for his service to the Association as President: arrangements had been made for Mr Roycroft to receive a past president's badge.

9 ELECTION OF VICE-PRESIDENT

RESOLVED: That Mr P Roycroft be elected as Vice-President for the period to the Annual Council Meeting in 2025.

10 ELECTION OF OFFICERS

RESOLVED: That the following persons be elected to the offices shown, unopposed:

Hon Secretary	Mr R F Penfold
Hon Treasurer	Mr J N Mills

11 ELECTION OF MEMBERS TO SERVE ON THE MANAGEMENT BOARD

RESOLVED: 1 That the following persons be elected to serve on the Management Board, unopposed:

P H Button	Chalfont Otters
S Fillingham	Bracknell & Wokingham SC
Mrs J Hopkins	Newbury SC
R A Odell	Amersham SC
R G Prior	Slough Dolphin SC
Ms E West	Albatross DC

2 That the Management Board be authorised to appoint persons to fill the vacancies on the Board.

12 APPOINTMENT OF EXAMINER OF ACCOUNTS

RESOLVED: That Ms B Garden DipPFS be appointed examiner of accounts for 2024/25.

13 ANY OTHER BUSINESS

No notice had been given of further business.

AGENDA ITEM 8: ELECTION OF VICE-PRESIDENT, OFFICERS AND MANAGEMENT BOARD

- A** A nomination has been received for the office of Vice-President from Mrs D Cryer (Past President, Reading SC)

No election is required.

- B** Nominations for the officers of the Association have been received, as follows:

Hon Secretary	R F Penfold
Hon Treasurer	J N Mills

No elections are required.

- C** Nominations for up to 12 Members of the Council to serve on the Management Board have been received as follows:

P H Button	Chalfont Otters SC
S Fillingham	Bracknell & Wokingham SC
J Glazebrook	Chalfont Otters SC
Mrs J Hopkins	Newbury SC
M Ibbeson	Chesham SC
R A Odell	Amersham SC
R G Prior	Slough Dolphin SC

No election is required.