



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of Swim England South East Region
Peter Roycroft, (Amersham SC)

1 July 2026

Dear Sir/Madam

ANNUAL COUNCIL MEETING -15 JULY 2026

I hereby give you notice that the Annual Council Meeting of the Association will be held virtually on 15 July 2026 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 108th Annual Council Meeting	3
3	To receive the Annual Report for 2025/26	<i>To follow*</i>
4	To receive the report of the Hon Treasurer and the Accounts for the period 1 April 2025 to 31 March 2026	<i>To follow*</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 Mrs Diane Cryer as President	-
8	Election of Vice-President, Officers and Management Board	6
9	To appoint an examiner of accounts for the financial year 2026/27	-
10	Any other competent business, of which prior notice has been given to the Hon Secretary	

**It is anticipated that the Annual Report and the accounts will be available on the Association's website*

AGENDA ITEM 2: MINUTES

BERKSHIRE AND SOUTH BUCKINGHAMSHIRE AMATEUR SWIMMING ASSOCIATION

Minutes of the 108th Annual Council Meeting held virtually (via Zoom) on Thursday 16 July 2025, commencing at 2000hrs and concluded at 2030hrs.

Present: P Roycroft (President), R F Penfold (Hon Secretary), J N Mills (Hon Treasurer), P H Button, Mrs D Cryer, J Glazebrook, Ms S M Harrison, Ms J Hopkins, M Ibbeson, R A Odell, R G Prior, Ms E West.

Apologies for absence were received from S Fillingham, P Lloyd, K J Rolph, Ms K Jarrett.

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 the correct of the spelling of the name “Hopkins” in the list of those present.

2 MATTERS ARISING ON THE MINUTES

3 Annual Report

The Management Board had adopted the Annual Report 2023/24 at its meeting on 12 November 2024.

11 Election of Members to serve on the Management Board

The Management Board had appointed Mrs D Cryer (Reading SC), Ms J Gray (Reading Royals ASC), Mr P Lloyd (Maidenhead Marlins SC) and Mr S Redlich (Chesham SC) as Members of the Board, at its meeting on 12 September 2024.

3 ANNUAL REPORT OF THE ASSOCIATION, 2024/25

The draft Annual Report for the year 2024/25, which had been compiled by the Assistant Hon Secretary, had been published on the Association’s website in advance of the meeting.

RESOLVED: 1 That the Annual Report for 2024/25 be adopted.

2 That Mrs D Cryer be thanked for compiling the report.

4 ANNUAL ACCOUNTS, 2024/25

Council considered the examined accounts of the Association for the period 1 April 2024 to 31 March 2025.

RESOLVED: That the accounts for the period 1 April 2024 to 31 March 2025 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 P H Button. Formal presentation of the Plate was to be arranged.

7 INSTALLATION OF PRESIDENT, 2025/26

Mr P Roycroft (Past President and Amersham 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 J Glazebrook for his service to the Association as President: arrangements had been made for Mr Glazebrook to receive a past president's badge.

9 ELECTION OF VICE-PRESIDENT

RESOLVED: That Mrs D Cryer be elected as Vice-President for the period to the Annual Council Meeting in 2026.

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

The Hon Secretary reported receipt of late, but otherwise valid, nominations from Ms J Gray (Reading Royals ASC) and Ms E West (Albatross DC).

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
J Glazebrook	Chalfont Otters SC
Ms J Gray	Reading Royals ASC
Mrs J Hopkins	Newbury SC
M Ibbeson	Chesham 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 2025/26.

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 Mr S Fillingham (Bracknell & Wokingham 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	

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
R G Prior	Slough Dolphin SC
Ms E West	Albatross DC

No election is required.