

## **DRAFT**

**To be confirmed at the meeting of the Board on 9 June 2020  
BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the meeting of the Management Board held remotely (via GoToMeeting) on 23 April 2020, commencing at 2015hrs.

Present: Beverley Skelton (President), Andy Mackay (Vice-President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Robert Blinkhorn, Peter Button, Diane Cryer, Stuart Fillingham, Chris Glover, Janet Hopkins, Jason Keeler, Terry Norris, Bob Odell, Roger Prior, Emma West.

Also present: Rosemary Large (Assistant Secretary), Ben McDonald (Regional Club Development Officer).

Apologies for absence were received from Eddie Lyne.

### **38 MINUTES**

The Minutes of the meeting held on 12 February 2020 were agreed and signed by the President as a correct record.

### **39 SWIM ENGLAND CLUB DEVELOPMENT OFFICER**

It was noted that Rosa Gallop, the Swim England Club Development Officer, had been placed on furlough, in accordance with the Government's scheme, for the month of April.

### **40 REGIONAL CLUB DEVELOPMENT OFFICER**

The Board recalled that it had issued an open invitation to its meetings to the Swim England South East Region's Regional Club Development Officer. Following the recruitment of a successor to Helen Mack, the Regional Manager had agreed with the staff that Rosa Gallop would liaise with the Association.

In the absence of Rosa, on furlough, Ben McDonald was providing cover. Ben spoke to his previously circulated report, with covered:

- Covid-19 update;
- SwimMark and Stronger Affiliation;
- Swimming coach pathway conference and forum meetings;
- Safeguarding and team manager training.

### **41 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES**

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In accordance with the annual programme for discipline managers and other appointees to attend meetings of the Board, a report was expected on performance swimming events.

The Board **RECEIVED AND NOTED** a report by the Performance Swimming Events' Manager (Stuart Fillingham) circulated prior to the meeting. In so doing, the Board regretted the deterioration of behaviour by swimmers and coaches, which had provoked the decision to Stuart, and Rob Moore, not to continue in their present roles in support of the Association. Various suggestions were made as to addressing the behaviour issues.

Reference was made to the research for a person or persons to succeed Stuart as Performance Swimming Events' Manager.

The President repeated the thanks to Stuart and Rob recorded at the last meeting.

### **42 MATTERS ARISING ON THE MINUTES**

#### **30 Report of Performance Swimming Events' Manager**

The President advised that the letter to clubs regarding conduct at the County Championships and the search for a Performance Swimming Events' Manager.

#### **31/22 County Coach**

The Hon Secretary advised that he was not aware of progress with the appointment of the Assistant County Coach.

### **43 FINANCE**

The Board noted that the examiner had issued her certificate in respect of the accounts for the year ended 31 March 2019, which accounts had been formally adopted at the last meeting, subject to that certificate.

The draft accounts for the year ended 31 March 2020, together with the examiner's certificate, had been circulated in advance of the meeting. The Board **ENDORSED** those accounts for submission to the Annual Council Meeting.

### **44 THE ASSOCIATION'S RESPONSE TO THE COVID-19 PANDEMIC**

It was noted that, in accordance with the restrictions imposed by Government in March 2020, in response to the Covid-19 pandemic, all the Association's events and activities until at least the end of May 2020 have been cancelled or postponed.

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The Board considered how best to assist clubs as a result the restrictions, given that there was no indication when the latter would be lifted. In this connection, clubs had been invited to indicate what they might need to survive the current period of inactivity, however long that might be, and why. One club, Wycombe District SC, had responded, although its request was in very broad terms

Members observed that the Board would be rash to dispose of all its balances, and had to retain sufficient funds to meet its liabilities. Furthermore, the priority would be to help clubs restart their operations when the crisis was over, and pools were available again. Members further commented that clubs should take full advantage of the various support schemes announced by the Government, as well as exhausting their own reserves.

The Board concluded that the Finance Group should come forward with recommendations about a club support scheme for the Association, designed to address issues around the return of the sport, to meet demonstrated need, incorporating the principles mentioned above, as a funder of last resort.

## **45 SWIM ENGLAND SOUTH EAST REGION**

Roger Prior and the Hon Secretary reported as follows in respect of the meetings of the Regional Management Board held on 9 March and 7 April 2020:

- March - Grant Robins from Swim England addressed the Board about the DiSE proposals and the proposed additional talent officer appointments, the draft accounts for the period 1 April to 31 December 2019 were endorsed for submission to the ACM, a draft of the annual report was considered and initial thought had been given to the likely impact of the anticipated coronavirus pandemic.
- April - it was decided not to support financially the DiSE/talent officer proposal, but the meeting had been dominated with issues relating to the Covid-19 pandemic. The Board had
  - ◆ cancelled all events through to the end of May, and some beyond, or moved them on line (eg workshops);
  - ◆ reviewed the responses to the Region's survey of clubs;
  - ◆ noted a projection of the year-end deficit, c £52k, in the light of the restrictions;
  - ◆ decided that it was not practical for the Region to offer any financial support to clubs;
  - ◆ decided to continue to support clubs by the provision of advice, on line resources, and signposting to other sources;
  - ◆ agreed that there was sufficient work to occupy the Region's staff at this stage;
  - ◆ indicated that activities should continue to be planned, so that the Region was up and running as soon as restrictions were lifted.

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### **46 CORRESPONDENCE**

The Hon Secretary reported the receipt of the following correspondence of note since the last meeting, aside from the monthly club updates from the ASA South East Region:

- Regional Manager, Swim England South East Region - forwarding a message from Swim England to clubs giving guidance regarding coronavirus (Covid-19);
- Regional Manager, Swim England South East Region - forwarding a list of clubs suspended for failing to re-affiliate in time (none in the County);
- Regional Manager, Swim England South East Region - advising of the death of Ray Hedger, past president of the Region and of the ASA;
- Regional Manager, Swim England South East Region - forwarding a statement by the Chief Executive of Swim England about voluntarily suspending activities in line with the Government's measures to help combat the spread of Covid-19: [subsequently, the Government measures effectively suspended all aquatic sport and related training];
- Regional Manager, Swim England South East Region - forwarding link to funding for clubs available from Sport England (shared with Board Members).

### **47 ANY OTHER BUSINESS**

- A Stuart Fillingham advised that the new pool at Maidenhead was not now expected to open on time. As a result, it seemed unlikely that the Development Meet would be held there. Consequently, a decision might be required as to whether that meet or the Masters' Meet would be held at the Bracknell pool.
- B Jason Keeler reported on progress with the building of the new pool at Amersham.

The meeting concluded at 2130hrs.