

DRAFT

To be confirmed at the meeting of the Board on 8 September 2022 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

Minutes of the meeting of the Management Board held remotely on 14 July 2022, commencing at 1905 hrs.

Present: Peter Button (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Stuart Fillingham, James Glazebrook, Janet Hopkins, Andy Mackay, Bob Odell, Peter Roycroft, Emma West.

Also present: Rosemary Large (Assistant Secretary), Kristie Jarrett (Swim England South East Regional Club Development Officer).

Apologies for absence were received from Diane Cryer, Paul Lloyd, Roger Prior.

47 MINUTES

The Minutes of the meeting held on 6 April 2022 were agreed and signed by the President as a correct record.

48 REGIONAL CLUB DEVELOPMENT OFFICER

Kristie Jarrett, the Regional Club Development Officer, reported orally. The text of her report is appended, and was circulated to members during the meeting.

49 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

In accordance with the annual programme for discipline managers and other appointees to attend meetings of the Board, reports were expected by the Artistic Swimming and Diving Managers, the Public Relations Officer and the Webmaster.

The Board **RECEIVED AND NOTED** a report by the Diving Manager, Emma West.

Noting that the post of Public Relations Officer was vacant, Emma West volunteered to compile the Annual Report for 2021/22, an offer which was gratefully **ACCEPTED**.

50 MATTERS ARISING ON THE MINUTES

39/32 Swimming Development Manager

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It was understood there had been no progress in securing the services of a volunteer to act as Swimming Development Manager.

42 County [speed swimming] Coach

The Board gave further consideration to the proposition that the County [speed swimming] Coach, and his or her assistants, should be paid, by the Association, for their services.

There was a long discussion on the subject, during which there was agreement that, if payment was to be made, the Association had no wish to become an employer in the eye of HM Revenue & Customs, but to use a third party as the employer. However, beyond that point, there was no unanimity about the issue. In the circumstances, it was **AGREED** that the matter be referred to the Finance Sub-committee for further consideration

51 FINANCE

The Hon Treasurer reported that the accounts for 2021/22 had been received from the Examiner, and had been circulated, with her certificate. The Board **APPROVED** the submission of the examined accounts to the Annual Council Meeting.

The Hon Treasurer acknowledged that he had not had a chance to report on the re-budgeting exercise that was requested by the Board at an earlier meeting. He observed that the entire question revolved around the number of spectators who might attend the County Championships. In discussion with colleagues, it was suggested that that income was raised that by 20% and the budget for medals and catering reduced. This yielded a small trading surplus of £1,680. The Hon Treasurer pointed out that, given the uncertain post-COVID inflationary times, this was pure guesswork.

The Board **ADOPTED** the Budget for 2022/23, as amended above.

52 ANNUAL COUNCIL MEETING

The Board noted that the Association's Annual Council Meeting (ACM) had been summoned, as a virtual meeting, to be held later on the evening of this meeting. No proposals for changes of Rules etc, for consideration at the Meeting, had been received before the closing date, nor had many nominations for office been received.

53 SWIM ENGLAND SOUTH EAST REGION

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The Hon Secretary reported orally on the Annual Council Meeting of the Region, held on 13 April, and the meetings of the Regional Management Board held on 13 April, 16 May and 28 June 2022, covering

- the adoption, at the ACM, of the proposal for the incorporation of the Region;
- the appointment of Chris Lee as Vice-Chairman, and the extension of the appointment of Roger Prior as Board Member responsible for Finance;
- consultation on the Swim England Strategy;
- Rosa Gallop to receive the [national] A H Turner award;
- the appointment of Mike Lambert as Interim Swimming Manager;
- Swim England's updated pool water depth policy, which had been the source of some concern;
- the reaction to 2 level 1 licensed swimming meets in the Region at which the requirements for officials had not been met;
- affiliation fees for 2023, which would remain at the current level;
- arrangements for the national and regional volunteer awards;
- business to be conducted at the Swim England annual meeting of Members.

54 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 Swim England South East Region:

- Head of Development, Swim England - introducing the good governance programme for counties and setting out the reasoning for, and key actions from, the exercise;
- Regional Manager, Swim England South East Region - forwarding a message from Swim England Head of Development on an update to the Swim England coaching policy;
- Head of Development, Swim England - sending the survey form about the current activities etc of counties: the survey had been completed by the Hon Secretary with assistance from the Hon Treasurer;
- Swim England Membership Team - enquiring, for Swim England's insurers, whether the county had employees, and, if so, if they earned below the PAYE threshold: Hon Secretary had responded that the Association had no employees;
- National Talent Officer, Swim England Swimming - giving details of the County Development Programme for the period September 2022 to August 2023.

The meeting concluded at 2020hrs.

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APPENDIX

REPORT OF THE REGIONAL CLUB DEVELOPMENT OFFICER

SwimMark

Albatross DC, Bracknell and Wokingham SC, Chalfont Otters SC, Chesham SC, Windsor SC and Newbury SC retained their SwimMark accreditation at the July panel meeting. Maidenhead Marlins, Reading SC, Slough Dolphins and Wycombe District are due to reaccredit during the next quarter. The deadline for evidence submission is the 23rd September.

Club Constitutions

The majority of clubs updated their constitution between October 2018 and September 2019 and therefore are due to update in the coming 12 months at the end of their 4 years. Clubs will need to use the new model constitution. Please submit changes to Susan Harrison in good time before your SwimMark panel for approval.

<https://www.swimming.org/swimengland/new-model-club-constitution/>

Regional Open Water Camp

The following BSB swimmers were selected to take part in a regional open water development camp on Sunday 6th June at the Excel LC in Walton on Thames and Shepperton Lake;

Benjamin McDougall, Samuel Williams (Wycombe) and Anton Supov (Maidenhead Marlins).

Para-Swimming Regional Training day

The region held a para training day at ACS Cobham on the 10th July. Evie Hallas, Elwyn Meeres and Martynas Kazakevicius from Wycombe District all attended the day.

Regional Pathway Camp 2022

The regional pathway camps 2022 will be held on the 11th September and 29th October at ACS International School. Congratulations to selected BSB swimmers Benjamin McDougall (Wycombe) and Lochlann Murray (Chesham).

Regional Coaches Forum

Applications are requested from coaches within the Region to join the swimming coaches' forum. The forum has adopted standard terms of reference which provides for the recruitment of four further coaches to join the Forum and serve for an initial period of three years.

<https://www.southeastswimming.org/uncategorized/applications-open-for-the-swimming-coaches-forum/>

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Regional Awards 2022

The Swim England South East Region Awards return, recognise someone special in your club and nominate them for a Swim England South East Award in 2022.

The Awards will recognise Swim England members and will celebrate the incredible spirit of our aquatic community. The Awards will showcase individuals and groups across a number of categories.

Nominations close 31 July 2022

<https://www.southeastswimming.org/regional-volunteer-awards-2022/>

Save the date – national pathway Coaches Conference – Sunday 25th September South East Training/ Workshops

- Time to Listen course – 10th September, 17th November
<https://www.southeastswimming.org/time-to-listen-training/>
- Team Manager 1 – next available course is the 13th September
<https://www.southeastswimming.org/workforce/team-managers/>
- Team Manager 2 – next available course is the 29th September
<https://www.southeastswimming.org/workforce/team-managers/>

Future Club Workshops

Swim England are hosting a variety of club committee workshops;

Club Welfare Officers – 27th July and 26 September

<https://www.surveymonkey.co.uk/r/Welfareofficerworkshops>

Club Chairs information session - dealing with disputes – 14th September

<https://www.surveymonkey.co.uk/r/ClubChairSessions>

Club Secretary and Membership Officer Workshop, 5th September

<https://www.surveymonkey.co.uk/r/Secretary-Membership>