



Berkshire & South Buckinghamshire Amateur Swimming Association

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

5 February 2024

Dear Sir/Madam

MANAGEMENT BOARD

You are requested to attend a meeting of the Management Board, to be held virtually on Wednesday 7 February 2024, at 8pm, to transact the business in the agenda set out below.

Yours faithfully

R F PENFOLD

Hon Secretary

To: Peter Roycroft (President), Jonathan Mills (Hon Treasurer), Peter Button, Diane Cryer, Stuart Fillingham, James Glazebrook, Jenny Gray, Janet Hopkins, Paul Lloyd, Bob Odell, Roger Prior, Simon Redlich, Emma West.

And Barbara Garden, Chris Hirst, Kristie Jarrett

A G E N D A

1 MINUTES

To confirm the Minutes of the meeting of the Management Board held on 15 November 2023 (*to follow*).

2 REGIONAL CLUB DEVELOPMENT OFFICER

At its first meeting, the Board decided to issue an open invitation to its meetings to the Swim England South East's Regional Club Development Officer. The Region has allocated Kristie Jarrett to liaise with the Association. Kristie, who is Acting Regional Manager

during Bryony Gibbs' maternity leave, has, therefore, been invited to attend and may wish to report.

3 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

Members will recall that the Board has decided an annual programme for discipline managers and other appointees to attend meetings of the Board.

All managers and appointees have been invited to this, the budget-setting, meeting, and are invited to report, orally, if that is their wish.

4 MATTERS ARISING ON THE MINUTES

To consider matters arising not covered elsewhere in the agenda.

5 FINANCE

The Hon Treasurer will report orally on the Association's finances.

A draft budget for the financial year 2024/25, prepared by the Hon Treasurer is *attached*.

6 VACANCIES

The Board will be aware that there are a number of vacancies for appointment.

The Swimming Development Manager post has been vacant for some years, although Joan Scarrott formerly undertook a significant tranche of the duties of post. Barbara Garden has indicated an interest in the role, and has been invited to attend the meeting.

The post of Public Relations Officer has been unfilled for some time: the last postholder was John Rowley. Approaches have been made to Sarah Bosley, a journalist, who has expressed an interest in the role.

Finally, there is the possibility that the Welfare Officer of Amersham SC may be prepared to relieve the Hon Secretary of the role of County Welfare Officer.

7 SWIM ENGLAND SOUTH EAST REGION

The Hon Secretary or Roger Prior may report orally on the meetings of the Regional Management Board held on 19 November and 11 December 2023 and 15 January 2024.

8 CORRESPONDENCE

The Hon Secretary will continue to report to the Board correspondence he has received, not otherwise reported in the agenda. The only correspondence of note since the last meeting, aside from the monthly club updates from the Swim England South East Region, and bulletins from Swim England sent direct to members of clubs, is as follows:

- Sport Governance and Welfare Manager, Swim England, enquiring as to progress with the County governance code;
- Membership Engagement Manager, Swim England, inviting the annual return of membership;
- Judicial Office Manager, Swim England, seeking to recruit new members for the ngb's Judicial Panel.

9 ANY OTHER BUSINESS

Members will recognise that, in light of the Board's decision that the agenda of meetings should include notice of every matter to be discussed, with written reports, complete with clear advice/recommendations as to action required, circulated at least 3 clear days in advance of the meeting, it is inappropriate to take decisions, at this meeting, on matters which may be raised orally under this agenda item.