

DRAFT

To be confirmed at the meeting of the Board on 4 February 2026 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

Minutes of the meeting of the Management Board held remotely on 16 December 2025, commencing at 2000hrs.

Present: Peter Roycroft (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Diane Cryer, Stuart Fillingham, Jenny Gray, Janet Hopkins, Bob Odell.

Apologies for absence were received from Roger Prior, Emma West, Kristie Jarrett (Swim England South East Regional Club Development Officer).

18 MINUTES

The Minutes of the meeting held on 18 September 2025 were agreed and signed by the President as a correct record.

19 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 from the Masters' Manager and by the Interim Water Polo Manager.

The Board **RECEIVED AND NOTED** the report by Bob Odell, the former Masters' Manager. The Board further recoded its thanks to Bob for all he had done, first as Interim, and then substantive, Masters' Manager, over many years.

20 MATTERS ARISING ON THE MINUTES

7 Matters referred by Annual Council Meeting

It was **RESOLVED** to appoint Terry Wright (Bracknell & Wokingham SC) as a Member of the Management Board for the period to the Annual Council Meeting in 2026.

8 Appointment of Persons and Sub-Bodies

It was **RESOLVED** to appoint Terry Wright as Masters' Manager.

13 National County Team Championships

It was reported that the County team had finished in place in the Division 1 at the National County Team Championships in October, and had, unfortunately, thus been relegated to Division 2 for the 2026 competition.

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14 Dates of Meetings

The Hon Secretary confirmed that meetings of the Board would be held on 4 February 2026, 9 April 2026, 9 June 2026 and 17 September 2026 and that the Annual Council Meeting would be summoned for 15 July 2026.

21 FINANCE

The Hon Treasurer reported that there had been little financial business since the last meeting of the Board. He commented that he was still awaiting a bill for the hire of the pool for the County Masters' Meet in September 2025.

22 EXPENSES' POLICY

The Board considered a draft travel and subsistence expenses' policy, circulated in advance of the meeting, compiled by the Hon Treasurer, and moderated by a Member of the Finance Sub-Committee.

The Board **RESOLVED** that, subject to the substitution of the word "Artistic" for the word "Synchronised" in paragraph 1 under the heading "Payment of Expenses", the circulated travel and subsistence expenses' policy be adopted with immediate effect.

23 APPLICATION FOR BURSARY

Slough Dolphin SC had sought a bursary for a named member to attend a level 1 swimming coaching course, as the Club had exhausted its quota of bursaries available from the South East Region. The application had not satisfied the Association's criteria in that approval by the Association was required before the course starts. In all other respects, the application had been in order. However, as the application had not met the criteria, the Finance Sub-Committee, to whom the Board had delegated responsibility to approve bursaries, had referred the matter to the Board.

Notwithstanding that the application did not meet the Association's criteria, the Board **APPROVED** it.

24 REQUEST FOR FINANCIAL ASSISTANCE

Chesham SC had asked whether the Association would be able to support the Club with funding or donations towards the purchase of new starting blocks in a pool it used: the text of the request was circulated with the agenda for the meeting.

Members pointed out that the Association had no tradition of investing in infrastructure for clubs assigned to it, or pools that those clubs used. Indeed, Members present recounted when their clubs had raised funds themselves for

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improvements to pool equipment, notwithstanding that they did not themselves own or manage those pools. Members asked whether starting blocks had been provided by the operator of the pool in question, or whether the Club had provided these in the past.

While, therefore, the Board sympathised with the Club's predicament, it did not feel it could offer any financial support for the project. However, assuming starting blocks have been provided at the pool in the past, the Board offered support to any approach the Club makes to the pool operators.

25 SWIM ENGLAND SOUTH EAST REGION

The Hon Secretary reported orally on matters discussed at the meeting of the Regional Management Board summoned to be held on 16 November 2025. The meeting, which had been in-person, had been attended by most of the discipline managers, the main business being the budget for 2026. The Region had again set a significant deficit budget for the coming year.

26 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:

- Swimming Talent Team, Swim England, advise of an update in the way that team shares information with counties for the purposes of selection for the County Development Programme 2025 to 2028;
- The Head of Development, Swim England points out that the NGB is keen to engage clubs to complete the Club Health Tracker, a self assessment tool designed to reflect on a range areas of areas. To help spread the word, she asked whether there was an upcoming online county club meeting;
- Head of Events, Swim England, refers to the NGB's competition review, details of which were sent to all Swim England members and clubs on 12 November 2025. Any structural updates resulting from the review will not be implemented until at least the Summer of 2027;
- Open Water Manager, Swim England South East, asks whether the Association would consider promoting a County Open Water Championships in conjunction with Regional Championship, to be held on 28 June 2026. She indicates that this would not entail any costs to the Association other than the provision of medals for competitors from the clubs assigned to the County.

An enquiry was made in respect of the first item above as to what the Association was providing by way of the "County Development Programme". No one present was able to answer.

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Turning to the fourth item, it was **AGREED**, in principle, to promote a County Open Water Championships in 2026, in connection with and within the regional championships.

27 ANY OTHER BUSINESS

- A The Board noted the death of Barbara Coker, who had been President in 1995 and, together with her late husband, Doug, had received the President's Plate in 1996, in November 2025. The Officers were **AUTHORISED** to make a donation on behalf of the Association to the charity or charities identified by the family, in memory of Barbara.
- B The Board also noted retirement of Mike Lambert as the Region's Swimming Manager.
- C Bob Odell reported that Glen Isaacs, the Region's Masters' Manager, was making a steady recovery following his stroke earlier in the year.
- D The Board was reminded that an appointment of the coach to accompany the Association's team would be required in time for the 2026 Inter-County event.

The meeting concluded at 2115 hrs.