

President: Mr Christopher Elliott

**Minutes of the Regional Directors Meeting held on Wednesday 5th October 2022
via Zoom, Commencing at 18.30.**

Present:

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
D Corbett	DC	Cornwall
R Downing	RD	Devon
A Smart	AS	Dorset
B Armstrong	BA	Gloucester
M Coles	MC	Somerset – arrived at 18.45
D Lee	DL	Wiltshire – arrived at 18.45
G Pearce	GP	Finance Officer

2022 / BM

29 Welcome, Introductions and Apologies

29.1 The Chair welcomed everyone to the meeting.

30 Declarations of interest

30.1 No declarations of interest raised.

31 Minutes of 9th July 2022

31.1 Acceptance proposed by AS and seconded by DC. Agreed unanimously as a true record.

32 Matters arising from above minutes

32.1 None raised

33 Committee Minutes

33.1 Operations Committee

33.1.1 August 2022 – noted

33.1.2 September 2022 – noted

33.1.3 October 2022 – noted

33.2 Finance Committee

33.2.1 25th August – noted

33.3 Water Polo Meeting

33.3.1 26th September

33.3.1.1 4.3 should read Swim England South West Management Board

33.3.1.2 8.1 looks as if Millfield may be double booked for WP and
Swimming Development pathway – check with office

33.3.1.2 10.5 The Board recognises the value and work of coaches but with this proposal there could be wide reaching effects for the Region across all disciplines.

A vote was taken on the proposal – 1 in favour, 6 against and 1 abstention.

A counter proposal from the Board was that NH does a full feasibility proposal including costs and benefits to players for the next Board meeting in January. This was agreed unanimously by the Board.

Action: MC to take back to WP Committee

33.3.1.3 14.1 The Chair on behalf of the Board thanked MC for his work and leadership of the WP committee over the last five years plus.

33.4 Para Swimming meeting

33.4.1 5th September - noted

33.4.2 it was noted that there were only ten swimmers from the South East at the competition and one official who was very late arriving. There will be a Swim England wash-up meeting which will discuss the future of a joint regional event going forward.

34 Finance Report

34.1 Budgets

34.1.1 The draft budget plan (Appendix B) was discussed. GP expressed his uneasy with the amount of support disciplines are expecting from the Region when they should be moving towards self-funded events.

34.1.2 The overview of the budgets (Appendix A) was accepted unanimously once bursaries of £9000 were detailed separately and with the proviso that disciplines needed to work on the income from their events to make them cost neutral.

34.1.3 This opened up a discussion as to why bursaries were only awarded to SwimMark 9SM) accredited clubs. One member felt that clubs who were Club Affiliated should be equally treated. It was explained that this and the return of half of the annual Club Affiliation Fee being returned were the only incentives given to SM clubs who have fulfilled 16 elements for this accreditation as opposed to 5 elements for Club Affiliation. There was no proposal to change this condition.

34.1.4 Affiliation fees for 2023 (Appendix B item 4) CR made a counter proposal to 4.4 of

Club Train £3.15
Club Compete £4
Club Support £2
Club Fee £90

This was seconded by DL with a vote of 8 in favour and 1 against. Therefore these are the fees for 2023

34.1.5 Clerical Expenses Policy. No amendment was recommended and this was agreed unanimously

34.1.6 The Remuneration Policy for Regional Events was reviewed in light of Swim England recommendations and amended. This was agreed unanimously.

34.1.7 It was proposed to increase swimming competition entry fees from £8.50 to £9 in 2023. This was agreed unanimously with the request that all disciplines also review their fees.

34.1.8 Regional Reserves. It was recommended that £80,000 is set aside as the Regional Reserve which was agreed unanimously. One member did state he accepted this but wished it was slightly higher.

34.1.9 The Regional Accounts were presented and accepted by the Board.

34.1.10 PayPal. A Regional account has now been set up. This can be used by disciplines but please remember a higher rate will need to be charged because of the cost of using this service. BACS payments do not incur a fee.

ALL disciplines will also be expected to use the Swim England facility for obtaining coaches passes with qualification and accreditation checks. They will also need to make sure that this is followed through with checks at the events.

34.1.11 Card Reader. This was discussed by the Finance committee but was felt to not be a feasible option for the region.

RD left the meeting

35 Safeguarding

35.1 The lack of County Welfare Officers was raised as a concern by one Board member. The Chair agreed that this is a great concern as two of our Counties – Dorset and Somerset are without them. This is putting more pressure on our Regional Welfare Officer who is already very busy.

35.2 The Chair also raised that following The White Report and the problems at Ellesmere within swimming this is something that Swim England are taking very seriously. With the strengthening of their own safeguarding team and it is felt that Regions will be expected to have more professional expertise locally to call on for advice and support to the Regional Welfare Officer. This recruitment is of prime importance.

36 Governance

36.1 Team Manager 1 Course Wiltshire

36.1.1 The County have asked via their Board representative why they cannot have a face-to-face workshop.

36.1.2 The reasons are as follows:

- The course is designed to be delivered electronically
- All workshops have to be organised and registered by the Region
- As well as a presenter who has had the proper training and observations there also needs to be a regional member of staff present to observe content and delivery.
- All participants have to be checked for membership of Swim England and to check they are not suspended
- It is more cost effective in this format and better for the environment.
- It is also duty of care to both the presenter and the attendees – less travel especially in inclement weather.

This request has led to an information evening being held for County reps, discipline reps and Board members on 14th November via Zoom

36.2 Confirmation of Staff pay increase

36.2.1 Whilst this has already been agreed via email this is to confirm it was a unanimous decision.

36.2.2 The Chair has raised the method that Swim England announce these decisions could lead to discontent with regional staff if the Region did not agree to pay this.

36.3 Regional and National Presidents

28.3.1 Regional President is for the Board to nominate at the next AGM. No nominations received to date but we will need a nominee at the next meeting.

28.3.2 Having enquired with Swim England when we are due to nominate a National President it is not until 2025 as Vice Chair and 2026 to take up the full mantle. The delay is due to Covid extended terms of office and home Commonwealth Games.

36.4 Regional Strategy and County Review

36.4.1 it is proposed to hold a meeting for all counties to come together to discuss this with Swim England staff who will be fronting this work on behalf of the Regions so that conformity is reached across all Regions.

The target audience is 3 County reps plus the Board.

36.4.2 This will be followed on the following day by a day to work on and pull together our Regional Strategy for the next ten years but targeting specifically the first three or four. This will be attended by a member of staff from Swim England who has been promoting the national strategy whose objectives we need to include within our Regional targets.

The target audience is 2 County reps, discipline reps and the Board.

36.4.3 The proposed venue is the Holiday Inn, Taunton and the dates are 7th and 8th January 2023. We are currently awaiting confirmation of availability of the Venue

36.5 Officials training

36.5.1 Cornwall have a problem with communication regarding initial online training and the problems with GDPR.

PR advised raising at the Officials meeting tomorrow and prior to that if possible send an email to Jill Beard and copy in PR.

36.6 Open Water Results

36.6.1 BA raised the good results achieved by Regional swimmers at the 2022 National Open Water event.

1 st place	Emily Forward	Mount Kelly	Girls 17/18 5Km
1 st place	Kaden Frampton	Millfield	Boys 12 years 2Km beating
2 nd place	Dominik Bartoletti	Tigersharks	12years 2Km by only
0.007seconds			

Congratulations to all from the Region as it has been several years since we have had National Champions or podium places in Open Water from the Region

The date of the next meeting will be 18 January via Zoom

Meeting closed 21.00

Appendix B

Swim England South West Draft Budget – 2023 5th October 2022

1. Purpose

- 1.1 The purpose of this report is to outline the budget requirements for Swim England South West for 2023. The report has been produced against a background of an expectation of a significant increase in facilities costs due primarily to energy costs. It is therefore important to remember that in preparing this budget, costs will increase further in 2023 and the budgets of individual disciplines and administration and governance costs will need to be kept under review, including charging policy.
- 1.2 The draft budget has been prepared using the requirements provided by each discipline and an assessment of administration and governance costs. Where a budget has not been provided at the time of writing this report, the figures for 2022 have been used.
- 1.3 The report covers the following areas;
- Discipline Budget requests
 - Administration and Governance
 - Affiliation/Membership Fees
 - Clerical Expenses Policy
 - Remuneration Policy for Regional Events
 - Entry Fees
 - Reserves

2. Discipline Budget Requests

- 2.1 The net budget requirements for each discipline and related events are shown in Appendix A. The net budget for Water Polo and Open Water are estimates only.
- 2.2 It is assumed that swimming events are self-funding or will create a small surplus.
- 2.3 The net budget requirement is £69,100 which will need to be funded from sources other than income received from events within each discipline. The principal funding sources will be Swimming Licence fees and Affiliation Fees.

3. Administration and Governance

- 3.1 The budget requirements for all other areas are included in Appendix A. In many instances the budget estimate has been left unchanged from 2022 and in some instances has been reduced (Office and Storage Rental) based on known costs for 2022. Other budgets such as Employment Costs have been increased to reflect changes that have been agreed in 2022 plus potential cost of living awards in 2023.

3.2 The budget requirement for Administration and Governance is £139,600 plus a further £16,000 for Officials Training and Development making a total of £155,600 for 2023 compared to £152,350 in 2022.

3.3 The total net cost for Disciplines and Administration and Governance is £224,700 after assumed income from discipline events have been taken into account. The funding for these costs will come from Affiliation Fees and Licensing. The current income from these sources in 2022 is £92,548.

4. Affiliation/Membership Fees

4.1 The current Swim England South West Affiliation Fees are as follows;

Club Train	£3.00
Club Compete	£3.75
Club Support	£2.00
Club Fee	£85.00

The above rates have not been increased since prior to Covid. Whilst it is recognised that other costs, such as entry fees will increase during 2023, it is equally not prudent to consider not increasing Swim England South West affiliation fees.

4.2 As a primary source of income, the amount of fees received as at 22nd August 2022 is £80,825. This is based on the following number of members plus other fees of £410;

Club Train	10,127
Club Compete	7,743
Club Support	4,676
Clubs	137

4.3 Swim England are increasing their fees for 2023 as follows;

Club Train	From £9.35 to £9.50 (1.60%)
Club Compete	From £28.15 to £30.00 (6.57%)
Club Support	From £5.25 to £5.50 (4.76%)

4.4 The Finance Committee discussed affiliation fees at their meeting on 28th September. It is proposed to increase all fees by 5% as follows;

Club Train	£3.15
Club Compete	£3.95
Club Support	£2.10
Club Fee	£89.25

Based on current membership levels this would increase income by £3,707 per annum to £84,532.

Recommendation

It is recommended that the proposed net budgets are approved with a requirement that all disciplines review their charging policies.

A further financial review is undertaken to reduce reliance on affiliation fees, licensing revenue and reserves.

5. Clerical Expenses Policy

5.1 A copy of the Clerical Expenses Policy is attached as Appendix B. The Finance Committee reviewed the policy as required at its budget preparation meeting on 28th September 2022.

5.2 The policy is based on the average broadband costs plus an additional element for incidental stationery items. Paper can be claimed from the Regional Office and other costs including mileage, subsistence and print toners are claimed as expenses.

5.3 The current payments are;

- Officers of the Region £500
- Discipline Secretaries/Managers £400
- Discipline Officials £150

5.4 BT Fibre Broadband costs vary according to the level of service and whether a landline is included or not. Typical Fibre costs range from £32.99 to £43.99 per month.

Recommendation

5.5 It is recommended that the Clerical Expenses Policy is unchanged for 2023

6. Remuneration Policy for Regional Events

6.1 A copy of the Remuneration Policy for Regional Events is attached as Appendix C. The Finance Committee reviewed the policy at its meeting on 28th September 2022, following a recommendation from Swim England which increased the Team Manager Day rate to £100.

6.2 Typically Swim England issue new rates in August and therefore no further consideration is required on this policy. It should be noted that disciplines may pay expenses **instead of the published day rates** if travel costs are significantly higher than the rates in the Remuneration Policy.

Recommendation

6.3 It is recommended that the Remuneration Policy for Regional Events is reviewed following publication of new rates by Swim England during 2023.

7. Entry Fees

- 7.1 Entry fees are one of the few revenue sources available to Swim England South West, but with the exception of Swimming do not result in individual events breaking even on a regular basis. Whilst other funding sources such as affiliation fees are effectively used to offset the cost of events across all disciplines, the Region needs to ensure that its funding is sustainable in the long term.
- 7.2 It has been proposed that entry fees for Swimming are increased from the current figure of £8.50 to £9.00 per event. It should be noted, that this may need to be reviewed further in 2023, in view of the potential for pool costs to increase further.

Recommendation

- 7.3 It is recommended that swimming entry fees are increased to £9.00 and that all disciplines review their charging policies prior to their first event of 2023.**

8. Reserves

- 8.1 It is prudent that the region maintains adequate reserves although there are various recommendations as to how long a period those reserves should cover any relevant contractual commitments.
- 8.2 The Regions reserves are effectively held in a separate account which also includes ring fenced monies from licence fees which are maintained at £80,000. The balance currently held in this account is £250,148 including the licence fee income.
- 8.3 When considering what should be considered as being set aside for reserves, we have considered the following;
- Accommodation
 - Office costs
 - Website costs
 - Staffing
 - Admin and Governance
- 8.4 The total annual provision for the above items is £115,200 and is derived from any element where there is a contractual obligation. Based on maintaining reserves equivalent to six months funding, the region should maintain a reserve fund of at least £57,600. In addition to this it is also suggested that an additional sum is retained as part of the reserves for any short-term contractual commitments entered into during the course of the financial year as well as an element for contingencies.

Recommendation

- 8.5 It is recommended that £80,000 is set aside as the Swim England South West Regions reserves.**

APPENDIX A

BUDGET REQUIREMENTS 2023	
	Budget
Disciplines	
Artistic Swimming	10,000
Diving	4,000
Water Polo	10,000
Open Water	7,500
Para Swimming	3,350
Club Development Committee (inc. Safeguarding)	17,250
Speed Swimming	-
International Swim Meet	16,000
Bryanston	-
Bryanston Young Coach Development	1,000
Sub-Total	69,100
Officials	
Swimming Judge 1 Training	4,000
Officials Training	4,000
Sub-Total	8,000
Development	
County Talent Camps	3,000
Regional Development Fund	2,000
Young Volunteers	3,000
Sub-Total	8,000
Administration and Governance	
Secretarial and Clerical Allowances	8,400
Admin and Governance	25,000
Contingency Fund	5,000

Office Costs	3,000
Office and Storage Rental	10,000
Website	3,000
Photo Usage	-
Marketing	5,000
Ray Clash Fund	1,500
SwimMark Club Support	2,500
Sub-Total	63,400
Employment	
Staffing - Administrator and Development Officer	58,600
Staffing - Club Officer	15,600
Training	2,000
Sub-Total	76,200
TOTAL	224,700