

President: Dr Brian Armstrong

**Minutes of the Regional Directors Meeting held on Wednesday 11th October 2023
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
D Lee	DL	Wiltshire
G Pearce	GP	Finance Officer

Apologies:

M Coles	MC	Somerset
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2023 / BM

26 Welcome, Introductions and Apologies

26.1 The Chair welcomed everyone to the meeting.

27 Declarations of interest

27.1 No declarations of interest raised.

28 Minutes of 30th July 2023

28.1 Acceptance proposed by DC, seconded by RD. Agreed unanimously as a true record.

29 Matters arising from above minutes

29.1 24.2 CR enquired how the recommended training was going. Very positive response from Board members

29.2 25.5 There has been no reply to my response

29.3 Appendix A no feedback to date re OW reps. CR to follow up.

29.4 Appendix B Refund from Millfield now received. Bursary and grant forms on website now updated.

30 Committee Minutes

30.1 Operations Committee

30.1.1 August 2023 – noted

30.1.2 September 2023 – noted

30.1.3 October 2023

118.1 Discussion re pool closures in the Region. GL1 may reopen but possibly only selected areas. Trowbridge and Plymouth College reopened this week. Littledown is closing for a month from 04.12.2023. Many Counties concerned about pooltime for County Champs.

30.2 Finance Committee

No meeting

30.3 Swimming Committee

No Meeting

30.4 Water Polo Committee

30.3.1 25/09/2023 – noted

30.3.2 email dated 4/10/2023 re application for the position of WP Chair following Chris Tubby's resignation. Simon Tomlinson appointment is fully supported by the Board. He must sign the declaration of interest forms for both SE and the Region

30.5 Open Water Committee

No meeting but full report for year is now in the Annual report

30.6 Para Swimming Committee

No meeting

30.7 Artistic Swimming Committee

30.5.1 02/10/2023 – no minutes to date

31 Finance Report

31.1 See Budget report including Appendix B and C plus Appendix A attached. All proposers, seconders and decisions included in red.

32 Safeguarding, Inclusion and Diversity

32.1 Jackie will be circulating the final plan to the Board after a few amendments have been made for their approval and then it will be launched at the weekend of 6th / 7th January 2024.

32.2 CR stated that we will need a Board lead for Safeguarding to comply with the governance code – no volunteers

32.3 CR stated that she had had a volunteer to be our Board Inclusion and Diversity lead – Paul Robbins – Paul offered to leave the meeting if we wished to discuss but everyone unanimously accepted his appointment.

33 Regional Strategy

33.1 The Board thanked SE for their comments on the Strategy. The Board will consider the suggestions but decided it is the Regions strategy.

34 Governance

34.1 The green highlighted comments on the SE Regional Governance Code were all unanimously agreed but DC did say that making the Directors totally skills based instead of County nominated could broaden the distance between Counties and the Region.

The date of the next meeting 10th January 2024 will be via Zoom

Meeting closed 20.25

Swim England South West

Draft Budget – 2024

11th October 2023

1. Purpose

1.1 The purpose of this report is to outline the budget requirements for Swim England South West for 2024. The report has been produced against a continued background of significant increases in facilities cost as well as the need to consider the appointment of a Safeguarding Officer.

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 2023 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.

2.2 At this point, the total budget requirement that are not funded through income raised by the individual disciplines is £70,200 and includes the Club Development Committee, Bryanston Coaching and the International Swim Meet. This is compared to £69,100 in 2023.

2.3 Further discussions will take place with each discipline to create a final budget and start moving towards disciplines ideally breaking even within the course of each year. It is recognised that this is not achievable within a single budget cycle, but must be the aim of future budgets.

Recommendation

Approve the 'Discipline' budget of £70,200 subject to final discussions with each discipline. Acceptance proposed DL seconded DC agreed unanimously

3. Administration and Governance

3.1 The net budget requirements for all areas are included in Appendix A.

- 3.2 In many instances the budget estimate has been left unchanged from 2023. Other budgets such as Employment Costs have been increased to reflect changes that have been agreed in 2023 plus potential cost of living awards in 2024 and the need to appoint a Safeguarding Officer during 2024 (the budget assumes 9 months funding in 2024). A number of budgets have been reduced to reflect actual expenditure in 2023.
- 3.3 The budget requirement for Administration and Governance £139,125 compared to £115,200 in 2023. The primary reason for the increase is due to the inclusion of funding for a Safeguarding Officer, but this limited increase has only been achieved by reducing other budgets. Further consideration will need to be given as to how the ongoing costs for the Safeguarding Officer will be funded.

Recommendation

Approve the 'Administration and Governance' budget of £139,125 subject to further consideration of funding for the Safeguarding Officer. Acceptance proposed AS seconded RD agreed unanimously

4. Other Budget Requirements

- 4.1 The total budget requirement for all other activities including Other Administration, Development and Officials is £39,900 for 2024 compared to £40,400 in 2023.
- 4.2 The total budget requirement is £259,600 for 2024 compared to £224,700 in 2023. The net increase is due to the additional Safeguarding Officer.

Recommendation

Approve the total budget requirement of £249,225 for 2024.

5. Affiliation/Membership Fees

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

Club Train	£3.15
Club Compete	£4.00
Club Support	£2.00
Club Fee	£90.00

- 5.2 As a primary source of income, the amount of all fees received as at 11th September 2023 is £87,775.60. This is based on the following number of members and also includes other Club and Other Fees of fees of £12,589.70. In addition, Swimming Licence Fees are currently £9,683.10.

Category	Fees (£)	Members
Club Train	32,218.20	10,228
Club Compete	33,121.70	8,280
Club Support	9,846.00	4,923
Clubs	12,050.00	
Other Fees	539.70	
Total	87,775.60	23,431

5.3 Swim England are increasing their fees for 2024 as follows;

Club Train	From £9.50 to £10.35 (8.95%)
Club Compete	From £30.00 to £32.70 (9.00%)
Club Support	From £5.50 to £6.00 (9.09%)

5.4 The following table shows the impact on fees if we were to apply the same increases as Swim England or the inflation rate at August 2023 and also include a proposed amount.

		Current Fees	Swim England	New Fee	Income based on Swim England	August CPI	New Fee	Income based on CPI	Proposed	Income based on Proposed
Club Train	10,228	3.15	8.95%	3.43	35,102	6.70%	3.36	34,377	4.00	40,912
Club Compete	8,280	4.00	9.00%	4.36	36,101	6.70%	4.27	35,339	5.00	41,400
Club Support	4,923	2.00	9.09%	2.18	10,741	6.70%	2.13	10,506	2.50	12,308
Club Fees	134	90.00		95.00	12,730		95.00	12,730	100.00	13,400
Total					94,674			92,952		108,020

Recommendation

Swim England South West Affiliation Fees are set at the following levels for 2024;

Club Train	£4.00
Club Compete	£5.00
Club Support	£2.50
Club Fee	£100.00

Acceptance proposed PR seconded DC agreed unanimously

6. Clerical Expenses Policy

6.1 A copy of the Clerical Expenses Policy is attached as Appendix B.

6.2 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 additional expenses.

6.3 The current payments are;

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

6.4 BT Fibre Broadband costs vary according to the level of service and whether a landline is included or not. Typical Fibre costs range from £38.99 to £43.99 per month with a landline.

Recommendation

The Clerical Expenses Policy is unchanged for 2024 Agreed unanimously

7. Remuneration Policy for Regional Events

7.1 A copy of the Remuneration Policy for Regional Events is attached as Appendix C.

7.2 Swim England have not published any revised rates for 2024 and therefore it is not proposed to change the current rates for 2024. 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

The Remuneration Policy for Regional Events is unchanged for 2024 Agreed unanimously

8. Entry Fees

8.1 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.

8.2 It has been proposed that entry fees for Swimming are increased from the current figure of £9.00 to £10.00 per event.

Recommendation

It is recommended that swimming entry fees are increased to £10.00 and that all disciplines review their charging policies prior to their first event of 2024. Agreed unanimously

9. Reserves

- 9.1 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.
- 9.2 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 £251,648 compared to £250,148 at the same point in September 2022.
- 9.3 When considering what should be considered as being set aside for reserves, we have considered the following elements.
- Accommodation
 - Office costs
 - Website costs
 - Staffing
 - Admin and Governance
- 9.4 The total of the above items in 2023 was £115,200 derived from any element where there is a contractual obligation. Based on the current budget requirements for 2024, including the addition of a Safeguarding Officer, this will increase to £139,125.
- 9.5 Based on maintaining reserves equivalent to six months funding, the region should maintain a reserve fund of at least £69,563 compared to £57,600 in 2023. 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

It is recommended £80,000 is set aside as the Swim England South West Regions reserves. Agreed unanimously

Clerical Expenses Policy

Expenses need to be consistent across all disciplines

The Region need to make all expense claims transparent for both Good Governance and HMRC

Paper will be available to collect from the Regional Office – A ream can be claimed by signature when attending meetings at the Regional Office. Bulk buying should make this more cost effective

Ink can be claimed as needed on a Regional Expenses form. Receipts will be required

Mileage and subsistence to be claimed at the agreed rate on a Regional Expenses form.

Receipts for subsistence claims over £5 will be required. All claims should be made within one calendar month except by prior arrangement

Broadband / telephone and utilities may be claimed by named position holders as notified to the Finance Officer by disciplines as at present. This will be claimed on a Regional Expenses form from the Regional Finance Officer six months after the ACM (mid -term). Currently March. Amounts will vary depending on the position held. Only volunteers are eligible to claim for this. The allowance is based on the average cost of broadband which is £40 per month plus £20 for incidental stationery products = £500 per annum max

- The Officers of the Region including the Chair, Finance Officer and President plus the Vice Chair 100% = £500
- Discipline Secretaries / Managers of Water Polo, Swimming, Open Water, Diving, Synchro, Para and the Regional Licensing Officer 80% = £400
- Discipline Officials Secretaries/ Organisers, discipline finance administrators, event/ competition secretaries /managers and Bryanston Co-ordinator – as nominated by discipline up to a maximum of 30% = £150

Broadband prices to be reviewed annually by the Finance Group at their annual budget meeting. Percentages will remain as above

Only one claim per person no matter how many positions held – still only use one broadband!

Qualifying Disciplines

**Swimming
Open Water
Water Polo
Artistic Swimming
Para Swimming
Diving**

Approved by the Board at it's meeting on 11/10/23

APPENDIX C

Remuneration Policy for Regional Events

All rates quoted are for Regional Discipline activities in 2022 and will be reviewed annually in conjunction with Regional Discipline Development Plans.

All coaches will be contracted by the Region on a self-employed basis.

All coaches must be DBS checked to the correct level and hold a current approved Safeguarding qualification as stated in Wavepower

Workforce for camps and development events

Role	Event	Remuneration	Travel and other reasonable expenses paid
Lead Coach	Development day/ camp/ workshop	£150 per full day £100 per half day	No
Skills Coach/ Development Coach	Development day/ camp/ workshop	£75 per full day £50 per half day	No
Strength & Conditioning Coach/ Nutritionist etc.	Workshop	£150 per day	No
Team Manager	Development day/ camp/ workshop	£100 per full day £50 per half day	No
Assistant Team Manager	Development day/ camp/ workshop	£50 per full day £40 per half day	No

Online Support sessions

Role	Event	Remuneration	Travel and other reasonable expenses paid
Lead Coach	Development day/ camp/ workshop	£25 per session	No
Skills Coach/ Development Coach	Development day/ camp/ workshop	£10 per session	No

Policy Amended 15/09/22 following Finance Committee 28/08/22 and re-confirmed by the Board on 11/10/23

APPENDIX A

BUDGET REQUIREMENTS 2024			
	2023 Net Budget Requirement	2024 Net Budget Requirement	Variance 24 to 23
Disciplines			
Artistic Swimming	10,000	12,700	2,700
Diving	4,000	4,000	-
Water Polo	10,000	10,000	-
Open Water	7,500	7,500	-
Para Swimming	3,350	5,000	1,650
Club Development Committee (inc. Safeguarding)	17,250	15,000	-2,250
Speed Swimming	-	-	-
International Swim Meet	16,000	16,000	-
Bryanston	-	-	-
Bryanston Young Coach Development	1,000	-	-1,000
Sub-Total	69,100	70,200	1,100
Officials			
Swimming Judge 1 Training	4,000	3,000	-1,000
Officials Training	4,000	3,000	-1,000
Sub-Total	8,000	6,000	-2,000
Development			
County Talent Camps	3,000	3,000	-
Regional Development Fund	2,000	3,000	1,000
Young Volunteers	3,000	3,000	-
Sub-Total	8,000	9,000	1,000
Administration and Governance			
Admin and Governance	25,000	17,500	-7,500
Office Costs	3,000	2,500	-500
Office and Storage Rental	10,000	10,000	-

Website	3,000	1,000	- 2,000
Staffing - Administrator and Development Officer	58,600	62,000	3,400
Staffing - Club Officer	15,600	18,000	2,400
Safeguarding Officer		28,125	28,125
Sub-Total	115,200	139,125	23,925
Other Administration Costs			
Training	2,000	2,000	-
Secretarial and Clerical Allowances	8,400	8,400	-
Contingency Fund	5,000	5,000	-
Photo Usage	-	-	-
Marketing	5,000	5,000	-
Ray Clash Fund	1,500	1,500	-
SwimMark Club Support	2,500	3,000	500
Sub-Total	24,400	24,900	500
TOTAL	224,700	249,225	24,525