Minutes

Swim England South West Region
Board Meeting, held on
Wednesday, April 8th, 2026, 20:00 Hours, via Teams

Attendees:

Mike Coles, Regional Chair and Director
Roger Downing, Regional Vice Chair and Director
Geoff Pearce, Finance Director
Brian Armstrong, Director
Andrew Rycanowski, Interim Director
Emma Noel, EDI Director
Dan Corbett, Director (joined at 20:40 Hours).

1. **Welcome and Apologies:**
   1.1. The chair welcomed everyone to the meeting, and apologies were received from Andrew Smart and Mike Riggall.
2. **Discussion regarding the forthcoming Annual General Meeting:**
   2.1. It was noted that certain paperwork did not go out on time due to an error, and the Chair apologised for this. It was further noted that the accountants had yet to complete their work on the accounts, and it did not appear they would be ready prior to April 19th. After discussion, it was agreed by all that the AGM be postponed until after the regional championships have been completed because of the amount of work having to be carried out
   2.2. out by staff due to errors in submissions from clubs, and be readvertised to a new date of Wednesday, May 6th, at 19:30 hours, via Zoom
   2.3. The chair and vice chair would set up a meeting with Chris Vickery on Friday, April 10th, to ensure all the paperwork that was available was sent out to the appropriate people, and Geoff Pearce would contact the accountants to see what position they were in.
   2.4. **Action:** Mike Coles will contact Chris Vickery and see her availability on Friday and set the meeting up.
3. **The position of Regional Manager, Steve Williams:**
   3.1. The chair put forward the proposal that the position of Regional Manager, held by Steve Williams, be made a full-time post from May 1st, 2026. This was seconded by Roger Downing. Brian Armstrong requested the updated Job Description and the reporting channels for all staff before committing to a final agreement. Roger Downing agreed to send this out, along with all the new job descriptions for all staff members. However, in principle, all those present agreed to this.
   3.2. Provisions put in place were that the regional manager would take more responsibility for financial matters and would be responsible for day-to-day expenses, etc. To enable this, the Financial Director will obtain a £2,000 credit card for office use and it will be under the control of the Regional Manager.
   3.3. **Action:** Geoff Pearce will obtain the credit card.
   3.4. The regional manager would be charged with looking into revenue streams to improve the finances of all disciplines, including sponsorship deals, etc.
   3.5. All staff members would report back to the regional manager, who would then report back to the Chair, and ultimately, the Board. Discussions with our contractor Jackie will continue after her return from holidays. This paperwork is strictly confidential.
   3.6. Mike Coles and Roger Downing had a very positive meeting with Hannah Freeman
   3.7. **Action:** Roger Downing to send out all the job descriptions and reporting mechanisms to all Board Members. A final decision is to be made on April 18th at the latest, to enable Swim England to send letters to all staff and contractors informing them of the new working conditions.
4. **Swimming Committee**
   4.1. The Chair explained that the present situation was not working. All other discipline committees were working efficiently, organising their own competitions and handling their budgets, but the regional swimming committee were not functioning. The regional

staff are doing all the work for their competitions, and the meetings are being chaired by the regional chair, which was not in line with their Terms of Reference.

4.2. After discussion at the last Board Meeting in January, a Job Description for Open Recruitment to the Committee was discussed, and this was also raised at the last Swimming Committee Meeting with the members of that committee. This was in line with the region’s Articles and Handbook.

4.3. The positions for members of the swimming committee would be recruited through county nominations and Open Recruitment, and each county member would represent their county. Open recruitment nominees would be appointed through interviews by the appointed Board Members.

4.4. The advert was published, but it had caused upset amongst the Counties, with four of the counties objecting.

4.5. After reviewing the situation, it was agreed that the counties could nominate their respective candidates for the committee, but the open recruitment would also still go ahead, and all would work alongside each other, reporting back through the reporting procedure laid down.

4.6. It was emphasised to the County Directors that they had responsibility following the appointment of nominated volunteers to the swimming committee, that they are appointed to the committee to volunteer to help the committee to organise and deliver the committee's plans for swimming within budget.

5. Membership Numbers for Swim England

5.1. The Finance Director, Geoff Pearce, told the Board that he had received the first batch of figures and money from Swim England for membership. The region received £160,000 in membership monies, an increase of 30%. He was worried the region might miss its budget targets but planned to keep an eye on the figures. Membership monies increased in 2025, and they had increased by a further £24,000 by the end of the financial year, and it was hoped that this would repeat again this year.

5.2. He had concerns that new people were not coming into the sport, but he would continue to monitor. It was felt that the reduction in figures would possibly be increased during the year, as in 2025, due to clubs accepting new members from waiting lists, etc., after the renewal period.

6. Next Meeting

6.1. It was agreed to hold a full Board Meeting on Wednesday, April 29th, at 20:00 Hours prior to the AGM. The main point was to discuss a response to Swim England regarding the proposed restructuring of the organisation's governance.

Meeting closed at 21:10 Hours.