



President Roger Downing  
FINAL MINUTES

Minutes of the Management Board Meeting held on Wednesday 13<sup>th</sup> January 2021 held via Zoom, commencing at 1830 hours

**Present:**

C Robinson	CR	Chair
Mr G Griffin	GG	Finance Officer
P Robbins	PR	Vice Chair
D Corbett	DC	Cornwall
C Trudgeon	CT	Devon
A Smart	AS	Dorset
K Smith	KS	Gloucester County
M Coles	MC	Somerset
D Lee	DL	Wiltshire
R Margetts	RM	Independent Board Member
R Downing	RD	President

Non-Voting

C Elliott	CE	President Elect
Mrs C Vickery	CV	Administration Support

**1. Welcome Introduction and apologies**

The Chair welcomed everyone to the meeting and wished them a Happy New Year. Welcome to Diane Lee who is the new Board Member for Wiltshire County.

**2. Notice of urgent AOB**

None

### 3. Declarations of Interest

None

### 4. Minutes of previous meetings – previously circulated – to approve

24.09.2020 – Accurate

09.11.2020 – Accurate

Matters arising – CR Water polo Academies – 7 Dates have been booked with Millfield Feb Mar April May Sept Oct Nov. The Feb session has been cancelled and no fee to pay to Millfield as agreed.

Concern is to be noted regarding the number of bookings made as numbers are low compared to what was originally expected, GG to discuss this with Stuart Noyce for Water Polo.

23.11.2020 Accurate

### 5. Matters arising not on the agenda

CR has responded to SE with the boards' views etc. regarding the regional agreement. A new regional emailing system is to be brought into use.

Claire Coleman has requested further information regarding the points raised. Many of the other regions have not yet replied to SE at all.

### 6. Discipline Committee Minutes – previously circulated – to note

**Para** – 12.11.2020 CT informed the board that the Para Day which he attended in December was excellent and extremely educational for him. It was well attended, and well run.

**Para Championships**, classifications and Officials training day all due in March have been cancelled due to the current Covid situation.

**Swimming** – no meetings or minutes to discuss.

**Water polo** – 07.12.2020 Leadership Group – no comments made.

**Open Water** – 28.10.2020 RM asked where the lake is for the championships – which will be held on 03.07.2021- GG responded it is north of Swindon and perfectly suitable for what the region requires.

**Artistic Swimming** – 16.11.2020 MC informed the board Facebook for Artistic Swimming is now all set up and running. Over 500 members already following which is a great number.

### 7. Finance

All information had been previously circulated regarding finances and GG informed the board the region is looking at a £7.5k - £8k loss at the year end. Difficult to ascertain how things are going to look in 2021 at present, SE nationally are currently 14% down on last year.

RM asked if it was correct that affiliation fees previously were in the region of £80k – the response was this was correct dependent upon the accounting years as there is an overlap which means the figures will differ.

KS asked if the benefit of having Zoom meetings as opposed to face to face meetings was known in a monetary manner. The amount is not yet known however CR stated the difference will be huge and will be documented when ready.

**Post meeting note: The saving on administration travel in the last nine months has been in the region of £12500.**

RD joined the meeting at 18.56 and made his apologies due to personal reasons.

GG now attends the national finance meetings – SE could well be requesting a loan from the regions towards the end of the year. Nothing has been definitely decided yet.

### **New accounting system and process for the Region**

CT asked why we haven't gone out to tender for the new process. GG responded we know the current accountants well and they know how we work.

RD stated that Mr Flack felt the figure we are paying is well below average. Also due to the difficult current climate we should stay loyal to where we are. CT still believes we should review our supplier.

RM asked why we going down this route – GG responded it needs to be done properly and in line with Incorporation. RD also stated we have great difficulty in finding volunteers to do anything for us.

RM stated the Events Manager role remains outstanding with no interest shown from anyone.

CR also informed the Board that there are now no plans to take on any more staff for the office.

GG also informed the board that this arrangement can be reviewed after 12 months.

PR stated the same accountants are dealing with both the finances and Incorporation which makes perfect sense for them to do everything.

It was noted that the prices quoted do not include VAT

VOTE FOR OPTION B = 8

AGAINST OPTION B = 0

ABSTAINING = 2

Option B will go ahead. The arrangement will be reviewed before the October Board meeting and recommendations presented to the Board then.

GG also informed the board that the system used will change from Sage to Xero – Xero is much more modern and information is stored on the cloud.

DC stated Xero is much better than Sage

RM asked for the cost of the Xero package – CR informed him it is £24.99 per month which is very comparable to Sage

### **Safeguarding Workshops**

RM asked if all attending these workshops are SE members – Yes

Going forward GG would like to see these workshops only partially subsidised instead of fully subsidised.

Does the board agree going forward that the workshop should be free forever or subsidised? RM asked who needs to have this qualification and it was explained.

CT felt there should be a contribution from attendees.

Time to listen should remain free

VOTE RE Safeguarding – 10 votes for reviewing the level of subsidy regularly, and 1 abstaining. next review in May

**BUDGETS** – these are recommended to be delayed until April when the amount from Membership renewal income is known. All were in agreement with this. MC concerned if there are any events which will need planning. RM asked when the budgets were required by the Finance Working Group – CR responded.  
VOTE RE BUDGETS BEING HELD AND REVIEWED IN APRIL – Unanimous in agreement.

## 8. Governance

**Staff** are now on furlough one day a week, Stacey works Mon Tues Weds and Chris works Mon Thurs and Friday. Jackie continuing as before.

**Regional Youth Panel** – RM asked who is to Chair this CR responded no one at present – this is a proposal to start up this panel. Club Development Group will look after this panel which will be zoom orientated and is a progression of the development of the Young Volunteer programme.

Discussion followed and it was decided it is ok to proceed with the clarifying of the role, setting Terms of Reference etc. RM stated this is ok provided Jackie's other work does not suffer.

Proposed MC

2<sup>nd</sup> RD and agreed the above unanimously.

**New Club Affiliation process** – DL stated this seems perfectly straight forward, RD asked if there has been a start date yet from SE – no  
Process agreed unanimously.

**Stronger Affiliation** – RM asked what happens to clubs who haven't gone through the SA process – the response was they are no longer affiliated but they can still affiliate if they contact the Region and produce the required documents. Only two clubs in our region did not go through.

**Constitution reviews** – a discussion followed around the constitution review process and requirements.

The region can offer and counties can assist to arrange a zoom meeting to facilitate AGMs for clubs needing it to finalise their constitution amendments. Stacey to contact the board member for each county together with the club in question regarding the update of their constitution.

KS felt that the message from the region does not reflect the involvement of the county and this should be happening. A discussion followed around the responsibilities of the county/region and the way forward.

The Regional Handbook needs to be amended to reflect the correct process required and it must work in line with SE regulations.

**Correspondence:** At this point The Chair asked KS to explain the issue of ANT Swimming Cub of Somerset and the report he had submitted to the Chair. CR informed KS that an error had been made on the certificate for the club in question and the words Club of Somerset had been omitted. She also stated that point 10 was in particular derogatory towards the regional staff member processing Swim mark.

A discussion followed and the result of the discussion was RD's recommendation that Somerset and Gloucester counties together with ANT Swimming Club of Somerset have a meeting to discuss the issues.

All members of the board agreed to this.

**Regional agreement update** – CR stated this had been dealt with earlier in this meeting as noted in previous minutes.

**Social Media Update** – CR asked if the board was aware of the various accounts available on Facebook regarding the disciplines. Also the importance of ensuring there is no abuse on there.

A rule change is required to reflect the use of the regional logo and this must be approved before using.

**SE Update** – There is confidence that pools will reopen when the lockdown ends as after previous lockdowns this happened and the numbers did steadily increase last year. The problems will be footfall, opening times etc.

SE Staff on 80% furlough and many staff are furloughed as much as possible to bring in the income.

A reasonable recovery is hoped when pools reopen.

**Date of ACM** – 21.03.2021 Proposed and agreed unanimously.

**Post Meeting note: Proposal: Membership numbers as at 31.12.2020 will be used to calculate the number of votes per club as membership numbers for 2021 will not be available until after 31.03.2021. Agreed by 10 RMB members.**

Dan Corbett left the meeting at 20.47

Chris Elliott requested a meeting break – meeting resumed at 20.55

**9. Incorporation** – all members of the board have received both the Articles of Association and the Regional Regulations.

To note 7 has an error – there is a heading but the details have been lost in translation – CR read out the words that should be there and will rectify this.

There are also a couple of typing errors to be amended.

RM -24 points 4 and 5 does not need to be there and should be in 24 as 3(i) and 3 (ii)

KS asked if these documents had been taken from other regions or produced from scratch. RM replied they had been taken from other regions and amended accordingly.

KS - 2.1.9 in Objects –requested an explanation of its meaning which RD supplied. CR also read the wording in our current constitution which is exactly the same.

The articles are now in a position to be sent off to the person recommended by the accountants and there will be a nominal fee to pay which is not known yet.

**VOTE** In favour of proceeding - all unanimous in agreement

Take to ACM on 21.03.2021 and become Incorporated from 01.04.2021 agreed.

## **10. Swimmer of the Year – 2020**

Unanimous in the decision that this won't be happening for 2020

## **11. Meeting Calendar**

Wed 13.01.2021 RMB

Wed 03.03.2021 RMB

Sunday 21.03.2021 ACM

01.04.2021 Incorporation start date

Wed 07.04.2021 RMB

Wed 07.07.2021 RMB

Wed 06.10.2021 RMB

Wed 05.01.2022 RMB

Operation Committee meetings will take place on the 1<sup>st</sup> Monday of the month for day-to-day business.

Board meetings will take place quarterly on the 1<sup>st</sup> Wednesday of January, April, July and October.

Anything arising that needs Board attention between times can be actioned by email or extra meetings called online for specific urgent topics.

## **12. Urgent AOB**

The disciplines need to be contacted regarding the budgets with a view to bringing the budgets to the Board meeting on the 07.04.2021 – all agreed.

No other business raised.

**Meeting closed at 21.20**

**Next meeting 03/03/2021 at 18.30**

**Finance Working Group**  
**Meeting Notes from 6<sup>th</sup> January 2021**

Present: Chrissie Robinson (CR), Gerry Griffin (GG), Roger Downing (RD) & David Flack (DV)

**1. Financial Planning - Management of the Region's Accounts**

In view of the change in the Finance Officer and the impending change to become an incorporated company there will be differences in the way that the accounts need to be managed and presented. Two options were considered:

- a) to employ a firm of accountants to provide sets of quarterly and year-end company accounts suitable for registering with Companies House together with an annual audit of the accounts; and
- b) as in a) with the addition of managing the accounts and bookkeeping on a monthly basis.

Additionally, the need to put out to tender for an accountancy company was considered. In view of the long term and positive relationship with Best Accountancy Services (Plymouth) Ltd, the current accountants, it was considered best to continue with the current accountants.

The meeting considered the proposed fees to be very competitive.

Costings per annum for option a) is £3038.00 and for option b) is £5,438.00

Decision Option b) is preferred as it provides a better quality of business accounts and aids continuity of the accounts during any future changes in personnel.

Proposal to the Management Board: The Region employ **Best Accountancy Services (Plymouth) Ltd** to manage the Region's accounts on a monthly basis (Option b) above).

**2. Safeguarding Courses**

As announced in the autumn the cost to attendees of the Safeguarding Courses was reviewed. As the pandemic is continuing it was decided to continue offering these courses with no charge (i.e., fully subsidised by the Region) to the attendees (other than for non-attendance). The charges are to be reviewed on a three-monthly basis.

Decision and Proposal to the Management Board: Safeguarding courses will remain fully subsidised by the Region until the 30<sup>th</sup> June and be reviewed during May.

**3. Budgets**

Due to the great uncertainty in membership income and the holding of competitions it was felt that budgets should not be announced, or be available, before the Region's finances are known. The situation should be reviewed in April. Any urgent projects may be considered on individual merits by the Finance Committee.

Proposal to the Management Board: Budgets be withheld until reviewed in April.

**4. Loan to Swim England**

Later in 2021 Swim England will be offering the Regions the opportunity to make a loan of money similar to before. Swim England may be looking to raise £300,000 against the sale of two floors from the Loughborough Office and offering 2.25% above the Bank of England loan rate as interest. Regions will be able to decide on the size, if any, of the sum that they are willing to loan.

Proposal to the Management Board: At this stage it is just to make the Board aware of the possibility.

Date of Next Meeting: tbc