

President: Mrs J Beard

**Minutes of the Regional Directors Meeting held on Wednesday 2nd October 2024
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
D Lee	DL	Wiltshire
G Pearce	GP	Finance Officer

2024/ BM

35. Welcome, Introductions and Apologies

- 35.1 The Chair welcomed everyone to the meeting.
- 35.2 Steve Williams joined the meeting to be introduced to all of the Directors he has not met and to introduce himself and highlight his background in sport. He then left again.

36 Declarations of interest

- 36.1 No declarations of interest raised.

37 Minutes of the meeting held on 16th July 2024

- 37.1 Acceptance proposed by DL, seconded by MC. Agreed unanimously as a true record.

38 Matters arising from above minutes

- 38.1 None raised

39 Committee Minutes

39.1 Operations Committee

- 39.1.1 August 2024 – noted
- 39.1.2 September 2024 – 115.1 SE revised strategy – still in the consultation phase.

39.2 Finance Committee

- 39.2.1 A meeting was held at the end of September and the notes are in the finance report.

39.3 Swimming Meeting

- 39.3.1 11th September 2024
- 39.3.2 22.5 Somerset report – response queried by MC as he stated SE are adopting their programme for all Counties going forward. CR suggested that the question needed to be asked at the Regional Weekend in January which is being attended by Mike Parker.

40 Finance Report

- 40.1 See Appendix 1 and Appendices A.B and C
- 40.2 Detailed discussions took place around each section of the Draft Budget Appendix 1 and the outcome was unanimously agreed as detailed in red on the document.
- 40.3 A discussion also took place about the number of face to face meetings that SE are holding that require Regional staff attendance. This is expensive both in cash and time. With most staff only parttime it could take a full weeks workhours as well as mileage and hotel and subsistence costs.
Whilst the region does not wish to curtail the 'working together' ethos the Board has asked CR to raise the structure of meetings and frequency as these are on top of other frequent online meetings.

41 New clubs

- 41.1 Plymouth College application still in the consultation process. It is due to go to the Operations Committee on 4th November.

42 Safeguarding and Welfare

- 42.1 Safe Supervision briefings are taking place on 3rd & 4th October. This is aimed at anyone on poolside for Clubs, Counties or the Region.

Dan Corbett left the meeting at this point.

43 Equality, Diversity and Inclusion

- 43.1 Next Forum on 30/10/2024.
- 43.2 The Region has received very positive feedback on providing quiet areas at competitions.
- 43.3 PR attended a recent diversity session facilitated by Bristol Penguins. City of Bristol are also holding a similar session but have not shared the information with the Region.

44 Governance

- 44.1 An additional meeting will be held prior to the next full board meeting solely to discuss the Regional governance and the proposed revised constitution and other requirements.

45 Miscellaneous

45.1 Codes of Conduct / Declarations of Interest

- 45.1.1 Awaiting the revised Word version of the CoC and then both forms will be circulated

45.2 Regional Weekend

- 45.2.1 A quick check to see if everyone has replied
- 45.2.2 Welfare officers on the Saturday with a member of SE safeguarding team, an Active Partnership Welfare Officer and possibly another professional will be presenting.
- 45.2.3 Sunday will be for County Officers to meet with members of the Talent team. Followed by the installation of the 2025 Regional President.

45.3 Date for the diary

- 45.3.1 AGM 26th March 2025

45.4 AS Award

- 45.4.1 Discussion re award for the Olympic participants from the Region.

45.4.2 it was decided that AS can make a presentation as feel fit to the duet from their budget. All disciplines also have the opportunity to nominate annually for the Swimmer of the Year award for each discipline and then be put forward for the overall award.

45.5 Draw for Masters Inter County Competition

- 45.5.1 Lane 2 Dorset
- Lane 3 Devon
- Lane 4 Gloucester
- Lane 5 Somerset
- Lane 6 Wiltshire
- Lane 7 Cornwall

45.6 Para swimming development camp

45.6.1 Team Bath AS have stated an interest in hosting a development camp next July.

45.6.2 A discussion followed. It was decided that as the pools have already been booked we would not be amending at this time.

When we decide on the location of the camps we take into account the suitability of the pools for early para swimmers as well as moving around the region to make it accessible to everyone. We are in Marlborough College this month, Taunton School in April and Exeter in July.

We also have to look at other users if we are sharing the pool as if it is too noisy this can impact some of our proposed athletes.

We will ask Team Bath AS some of these questions re the facilities for clarification.

Dates of meetings for 2025

15 January

9 April

9 July

8 October

Meeting Closed

Swim England South West Draft Budget – 2025 2nd October 2024

1. Purpose

- 1.1 The purpose of this report is to start the process of finalising the budget for Swim England South West for 2025. The report has been produced against continuing increases in hire costs and additional staffing requirements as previously agreed by the Board.
- 1.2 The initial draft budget has been prepared based on income and expenditure during 2024. Further work will be required with each of the individual disciplines prior to the end of the current financial year on 31st December 2024. For the purposes of this report the current year's figures are included as the basis of further discussions with each discipline.
- 1.3 The report covers the following areas;
- Discipline Budget requirements
 - Administration and Governance
 - Affiliation/Membership Fees
 - Clerical Expenses Policy
 - Remuneration Policy for Regional Events
 - 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 £69,200 and includes the Club Development Committee, and the International Swim Meet. This is compared to £70,200 in 2024.
- 2.3 Each discipline will be issued with its own profit and loss statement for the year to date (30/09/24) to enable further discussions to take place to determine the actual level of funding required by each discipline.

Recommendation

Approve the 'Discipline' budget of £69,200 subject to final discussions with each discipline.

Agreed unanimously

3. Administration and Governance

- 3.1 The net budget requirements for all areas are included in Appendix A.
- 3.2 The budget requirement for Administration and Governance £147,000 compared to £139,125 in 2024. The primary reason for the increase is due to the additional staffing of Safeguarding Officer and Regional Office Manager.
- 3.3 The Administration and Office Costs budget lines have been reduced by a total figure of £9,000 based on the actual level of expenditure to date in 2024.

Recommendation

Approve the 'Administration and Governance' budget of £147,000 for 2025. Officer.

Agreed Unanimously

4. Other Budget Requirements

- 4.1 The total budget requirement is £238,600 for 2025 compared to £249,225 in 2024.
- 4.2 The total budget requirement for all other activities including Other Administration, Development and Officials is £22,400 for 2025 compared to £39,900 in 2024 and the majority of the reduction has been achieved by reducing the Administration and Governance requirements.

Recommendation

Approve the total budget requirement of £238,600 for 2025 subject to any further review before 31st December 2024.

Agreed Unanimously

5. Affiliation/Membership Fees

- 5.1 The affiliation fees for 2025 will be

Club Train	4.50
Club Compete	6.50
Club Support	2.50
Club Fee	105.00

- 5.2 As a primary source of income, the amount of all fees received as at 30th September 2024 is £108,345. The membership numbers for Club Compete have remained consistent with that for 2023.
- 5.3 The estimated income based on current membership numbers to be received in 2025 will be £116,740.

This was previously agreed via email

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. Full Fibre starts at £38.99.

Recommendation

The Clerical Expenses Policy is unchanged for 2025

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 2025. However, it has become increasingly difficult to recruit people for the relevant events and therefore we should consider options in terms of increasing the fees.
- 7.3 This could be based on a straightforward percentage increase or potentially applying travel expenses in addition to the actual rate of pay. The cost of either approach needs to be fully evaluated prior to making a final decision.

Recommendation

The basis of the Remuneration Policy for Regional Events is unchanged for 2025 but a further review is undertaken of how the rates could effectively be increased.

Agreed Unanimously

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 £254,816 compared to £251,648 at the same point in September 2023.
- 8.3 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
- 8.4 The total of the above items in 2025 will be approximately £147,000 derived from any element where there is a contractual obligation.
- 8.5 Based on maintaining reserves equivalent to six months funding, the region should maintain a reserve fund of at least £73,500 compared to £69,563 in 2024. 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 reserves are maintained at £80,000 and set aside as the Swim England South West Regions reserves.

Agreed Unanimously

BUDGET REQUIREMENTS 2024			
	2024 Net Budget Requirement	2025 Net Budget Requirement	Variance 25 to 24
Disciplines			
Artistic Swimming	12,700	12,700	-
Diving	4,000	4,000	-
Water Polo	10,000	10,000	-
Open Water	7,500	7,500	-
Para Swimming	5,000	5,000	-
Club Development Committee (inc. Safeguarding)	15,000	15,000	-
Speed Swimming	-	-	-
International Swim Meet	16,000	15,000	1,000
Sub-Total	70,200	69,200	1,000
Officials			
Swimming Judge 1 Training	3,000	2,000	1,000
Officials Training	3,000	2,000	1,000
Sub-Total	6,000	4,000	2,000
Development			
County Talent Camps	3,000	-	3,000
Regional Development Fund	3,000	3,000	-
Young Volunteers	3,000	-	3,000
Sub-Total	9,000	3,000	6,000
Administration and Governance			
Admin and Governance	17,500	10,000	7,500
Office Costs	2,500	1,000	1,500
Office and Storage Rental	10,000	10,000	-
Website	1,000	500	500
Staffing - Administrator and Development Officer	62,000	52,000	10,000

Staffing - Club Officer	18,000	18,000	-
Staffing - Regional Office Manager	-	21,500	21,500
Staffing - Safeguarding Officer	28,125	34,000	5,875
Sub-Total	139,125	147,000	7,875
Other Administration Costs			-
Training	2,000	1,000	1,000
Secretarial and Clerical Allowances	8,400	8,400	-
Contingency Fund	5,000	-	5,000
Photo Usage	-	-	-
Marketing	5,000	1,500	3,500
Ray Clash Fund	1,500	1,500	-
SwimMark Club Support	3,000	3,000	-
Sub-Total	24,900	15,400	9,500
TOTAL	249,225	238,600	10,625

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**

Remuneration Policy for Regional Events

All rates quoted are for Regional Discipline activities in 2025 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