

**Minutes of the Operations Committee Meeting held on Monday 07th October 2024 at
11.30 hours via Zoom**

Present:

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
S Williams	SW	Regional Manager
L Bell	LB	Staff member
J Hilleard	JH	Staff member
C Vickery	CV	Staff member

Apologies:

None

2024/OC

120 Welcome and introductions

120.1 CR welcomed everyone to the meeting. CR also informed those present Harry Manship would be continuing on 7 hours per week for the next 4/5 weeks.

121 Declarations of interest

121.1 None

122 Minutes of previous meeting held on 02.09.2024

122.1 Minutes of previous meeting were agreed as a true record – Proposed JH seconded SW Agreed unanimously

123 Matters arising not on the agenda

123.1 Nothing to add – went through page by page

124 Discipline minutes

124.1 Para – no meeting

124.2 Swimming – 11.09.2024

124.3 Water Polo – no meeting

124.4 Open Water - no meeting

124.5 Artistic Swimming - no meeting

- 124.6 Coaches – no meeting
- 124.7 Officials - no meeting
- 124.8 Masters - no meeting
- 124.9 Board meeting minutes – 02/10/2024 - no minutes received to date.

125 Club Development

125.1 Club Affiliation and SwimMark

- 125.1.1 Three weeks to go and a few clubs have completed. We have the usual issues - CR explained the process of suspension and removing of suspension for insurance reasons to the new members of staff.
- 125.1.2 Taunton AS has completed everything asked of them which is great news.
- 125.1.3 23 clubs due to go through CA/SM on 31.10.24

125.2 Young Volunteer programme

- 125.2.1 All those who have registered have been contacted and we have a few late applications which JH is in contact with.

125.3 Time to Listen

- 125.3.1 An extra date has been added in for November.

125.4 Team Manager

- 125.4.1 TM training dates are all currently full. EOI not yet full enough to look at additional dates.

125.5 Any updates

- 125.5.1 Definitive start date for SE TTL not yet received.
- 125.5.2 New revised TM2 workshop delivered by Mike Coles and went well.
- 125.5.3 No updates on YVP nationally.
- 125.5.4 SwimMark review update meetings to be held this week for key stakeholders.

126 Finance report

- 126.1 Budgets provisionally confirmed by the Board but still being reviewed – GP to contact all regional discipline groups.
- 126.2 See Appendix 1.
- 126.3 Team Bath request to deliver an additional Para training session discussed at Board

127 Updates from SE & BS

- 127.1 New Chief Coach appointed by British Swimming – Steven Tigg. He is from Swim Scotland.
- 127.2 Swimmark Review being communicated to key stakeholders currently.
- 127.3 Staff conference feedback – SW shared a slide with the main emphasis on SE strategy review– Appendix 2 The mission is to lead and serve. Safe and enjoyable for all levels of swimmers.

128 Safeguarding & Wavepower

- 128.1 JH attended SASP workshop – 20 booked and only 2 attended.

128.2 JH attended South West Active Partnership Welfare Officers Forum. JH suggested they amend it slightly. The audience was too diverse from national to club. Suggested one meeting for NGB officers and then a more club based one. Need to explain what we as a NGB do and how we work with our clubs – we need to explain to them what we offer. This group could be useful for independent help for complaints.

129 Diversity & Inclusion

129.1 Forum on 30.10.2024 and 26 are booked on to date. Topic for discussion neurodiversity CPD. This is the only item added for discussion so far. JH will ask the question again a week prior to the forum when login details are sent out.

129.2 Discussion followed regarding booking of venues and their suitability regarding hire for events. Disciplines need to be looking at this.

129.3 JH has added a folder on the box for Inclusive pools.

130 Forums and meetings in October 2024

- 7th TM1 JH
- 14th Chairs Forum JH
- 15th Panel hearing on hold
- 16th Panel hearing on hold
- 21st WP CR
- 22nd J2 training PR
- 22nd Club Development JH
- 28th Staff catch up cv/jh
- 28th AS CR
- 30th EDI Forum PR/JH

131 Staff Leave

9th – 11th JH, LB & SW Loughborough

16th – JH

21st – 25th CV

2/11 – 17/11 JH

132 Miscellaneous

132.1 Club/County Issues

132.1.1 Cornwall have no welfare officer at present but have now removed the generic email address which was still showing on their website. They have added links to Marion Britton and Libby Bell. They need to sort a new Welfare Officer asap.

132.1.2 There are a couple of complaints going to Independent panel hearings and there is also an issue with pool hire which SW and JH dealing with at present now in conjunction with SE.

132.1.3 Collaboration/communication with SE not working well currently which is causing issues.

132.2 New Club Affiliations

132.2.1 Plymouth College open for comments until 18.10.2024

132.3 Regional/National awards

132.3.1 Held on 28.09.2024. It went well and was well received. A big thank you to JH and Sue Dors. Numbers may be increased next year. A few plaques still need to be sent out to those who weren't at the afternoon. If we are continuing with the same format in 2025 we will need to sort a date at sooner rather than later.

132.4 Regional Weekend Planning

132.4.1 Active Partnership Welfare Officer attending on Saturday.

132.4.2 Mike Parker and Martin Lees attending on Sunday

132.4.3 Only one Board member still to reply

132.5 Future Staff reports

132.5.1 Each staff member to give a brief overview of programmed work for the month at this meeting. This will then be shared with the Board.

132.6 Draw for Masters Inter Counties

L2 Dorset

L3 Devon

L4 Gloucester

L5 Somerset

L6 Wiltshire

L7 Cornwall

132.7 Results from the Inter Counties at Sheffield

DIVISION ONE

7th Somerset

9th Devon

20th Dorset

DIVISION TWO

8TH Gloucester

15th Wiltshire

17th Cornwall

132.8 Masters Open Meet

132.8.1 POD refreshment stand will be open for the event.

132.8.2 The event will run with 8 lanes.

Meeting closed at 13.30 hours

Appendix 1

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