

## Swim England North West Limited

### Directors Meeting – 11<sup>th</sup> March 2023

**(Draft Minutes)** of a meeting of the Swim England North West Limited Directors, held at Hold Inn Express, Leigh, on Saturday 11<sup>th</sup> January 2023, commencing at 13.15 hours.

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| Present:            | D Burgham<br>M Ralph<br>H Whittle<br>D Stafford<br>B Bolton<br>J Wilks<br>C Hughes<br>B Thorpe<br>M Davies<br>L Fawkes | Director/Chairman<br>Director/President Elect<br>Finance Director<br>Director<br>Director<br>Director<br>President<br>Director<br>Director<br>Director |
| Present Non-Voting: | S Robinson<br>D Sumner<br>S Warrington   | Regional Club Coordinator<br>Regional Club Coordinator<br>Office Administrator   |
| Apologies:          | K Chisholm<br>J Whittle  | Director<br>Director   |

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- 13.23 Welcome**  
1.1 DB welcomed everyone to the meeting and thanked Mark Ralph and regional office staff with organisation of voting and hybrid meeting set up, DB welcomed Carol Hughes to her first Directors meeting as President and congratulated Mark Ralph as President Elect.
- 14.23 Apologies for Absence**  
14.1 Apologies for absence are listed above.
- 15.23 Declaration of Interests**  
15.1 None.
- 16.23 Minutes**  
16.1 The minutes of the previous Directors meeting dated 31<sup>st</sup> January 2023, having been previously circulated to all directors, to be accepted as a correct record of the meeting.
- 17.23 Matters arising**  
17.1 None.
- 18.23 Action Points**  
**2021**  
36.3 DST, JW and Neil Booth current Life Members to review document of criteria for Life Members then to be circulated to directors and confirmed at May 2023 directors meeting - ongoing.  
**2022**  
72.1 SGCP for all Directors and Counties, regional office to contact directors and counties - ongoing  
**2023**  
10.1 MR to review privacy policy – ongoing any external websites we hold personal information needs to be added. JW suggested putting a template together for clubs.  
10.1 Members of SENW Ltd - Clubs to update representative details, regional office to contact again. All other action points completed.
- 19.23 Correspondence**  
19.1 None
- 20.23 Club Officers Update**  
20.1 DSU discussed update from report, club officers contacted clubs to see if wanted to change deadline date, workforce survey been sent out currently receiving replies and will liaise with IOS.
- 21.23 Audit & Investment**  
21.1 HW still awaiting for final accounts for 2022 will circulate once received, Club Investment Fund after discussion at the A&I group meeting will now be renamed Club Investment Grant and will cover all previous applications, new application form now on website. Safeguarding and Coaching bursary still applied for on separate form.
- 22.23 Governance**  
22.1 Constitutions Approval –  
Marple  
Bury & Elton  
Prescot  
Colne  
All accepted.  
**Company Diary**  
22.2 DB - SE members forum still have one vacancy, Bob Bolton nominated – confirmed members now CH, DB, HW, KC, MD, LF, DST & BB  
22.3 Swimming officials co-ordinator – Colin Evison, Agreed  
Records officer – Regional office, Agreed  
Licensing officer – Jane Whittle, Agreed  
Welfare officer – Beverley Raistrick, Agreed  
Panel of Friends – Neil Booth, David Burgham & Jim Wilks, Agreed  
Medical officer – Bernard Foex (can be contacted if needed), Agreed  
Legal advisor – Andy Gallagher, Agreed

- 22.4 Discipline group members  
Water Polo –Accepted  
Artistic Swimming – Accepted  
Diving – Accepted  
Swimming Management Group – Accepted  
Event Management Group – Accepted  
Regional Technical Group – Accepted  
Club Development Group – Accepted  
A&I Group – HW, DS, NB, DB, Regional office confirm if Garry Whittle wishes to stay on group.  
Youth Advisory Panel – Accepted  
Carol Hughes President to be invited to all discipline/sub group meetings.
- 22.5 Board Liaison's  
Swimming – Mark Davies, Agreed  
Artistic Swimming – Lesley Fawkes, Agreed  
Diving – Mark Ralph, Agreed  
Water Polo – Diane Stafford & Helen Whittle, Agreed  
Club Development – Janice Whittle, Mark Ralph, Agreed
- 22.6 Elected Directors  
Bob Thorpe, Janice Whittle & Jim Wilks all re-elected  
DB proposed Shaun Winstanley be co-opted as a Director for one year, all Directors agreed.

**23.23 Reports**

- 23.1 Artistic Swimming Leadership Group minutes 30.1.23 – Accepted  
23.2 Club Leadership minutes 1.2.23 – Accepted  
23.4 SENW Artistic Management Group minutes 15.12.22 – Accepted

**24.22 Any Other Business**

- 24.1 DST requested possible uniform for regional office staff HW approved.  
JW requested maybe some dress code for directors, regional office to get catalogue from Manchester clothing.
- 24.2 Directors cards to be updated and issued to Directors.
- 24.3 Directors discussed going forward meetings will be a mix of Face to Face and Zoom.

Next meeting to be held on 30<sup>th</sup> May 2023 at 7pm via Zoom.  
No further business the meeting closed 2.40pm.

