

SWIM ENGLAND NORTH WEST REGION
ANNUAL COUNCIL MEETING

Minutes of the Swim England North West Region, Annual Council Meeting, held via Zoom on Saturday 4th September 2021 commencing at 10.30 hours

1.21 Presentation

1.1 The Chairman opened the 2021 Annual Council meeting at 10.30 hours, by announcing that we will be commencing with the awarding of trophies to the winners of the Swim England North West Aquatics Awards.

2.21 Annual Council Meeting

2.1 Introduction of the Swim England North West Region Management Board and staff to the meeting.

3.21 Present

3.1 A full list of the Members of Council present is given at the end of these minutes. See Appendix A for details.

4.21 Apologies

4.1 A full list of the apologies for absence is given at the end of these minutes. See Appendix A for details.

5.21 Minutes

5.1 The minutes of the previous Annual Council Meeting dated 5th September 2020 were accepted as a correct record on completion of the following amendments:
Paul Appleby also to be added to attendee list.

5.2 The minutes of the Special General Meeting dated 9th January 2021 were accepted as a correct record.

6.21 Matters Arising

6.1 No matters arising.

7.21 Annual Report

7.1 The Annual Report as prepared by the Regional Management Board was approved and the contents noted. The Chairman recorded thank you to regional staff, discipline groups and volunteers for their hard work under difficult circumstances.

8.21 Financial Report

8.1 The Financial Report, Balance Sheet & Accounts for the 9-month period 1st April 2020 to 31st December 2020 as prepared by the Finance Officer were approved and contents noted.

8.2 The Finance Officer explained that financial year end has changed, therefore accounts cover a 9 month period. Most fees have now been received but a few are still coming in.

8.3 So far approximately £103,000 has been received (which compares to £125,000 and £141,000 for the previous years). Cost saving measures have been put in place such as reduced office costs. Despite the pandemic 2 years cost coverage remains in place.

8.4 The Chairman thanked John Armour, Finance Officer, and the Independent Financial Examiners for preparing the report.

8.5 The Chairman also thanked Garry and Helen Whittle and Diane Stafford for their work on year-end accounts.

- 9.21 **To consider Motions and Proposals arising from the Region Annual Reports raised Council members and submitted to the Council by Clubs and Organisations**
- 9.1 There were no matters arising and no questions asked.
- 10.21 **Changes to Constitutional Rules**
- 10.1 No rule changes proposed this year.
- 11.21 **Independent Financial Examiners**
- 11.1 It was agreed that Mitchell Charlesworth, Chartered Accountants, Manchester, be appointed as the Swim England North West Region Independent Financial Examiners.
- 12.21 **Election of Officers for 2021**
- 12.1 Life Membership was awarded to Keith Chisholm for his services to the region, KC thanked all within the region for their help and advice over the years.
- 13.21 **Incorporation**
- 13.1 The Chairman advised that a vote would be taking place shortly as to whether the region will be incorporating.
- 13.2 KC advised that members are voting to approve the incorporation of the region as a company subject to receipt of a few outstanding matters. The aim is that the transfer will be effective from 1st January 2022.
- 13.3 The company is already in existence and will be dormant until the end of the year (background administrative work has already commenced).
- 13.4 A final ACM will be called (approximately Spring 2022) to close and dissolve the unincorporated region and final accounts will be drawn. At this point an AGM will also take place in reference to the new incorporated company.
- 13.5 The Chairman explained that the Governance group set up a working group to consider all aspects of incorporation which was then seen and approved by the Management Board.
- 13.6 Incorporation was approved with a unanimous yes.
- 14.21 **Swim England Annual Report**
- 14.1 The Chairman advised that the Swim England annual report and documents are now updated on a rolling basis and displayed on the Swim England website.
<https://www.swimming.org/swimengland/annual-report-2021/>
- 15.21 **Swim England Annual General Meeting 2021**
- 15.1 Neil Booth withdraw his nomination to attend on behalf of the region as he will already be attending in another capacity. This meant that a vote was no longer required.
- 15.2 The Regional representatives to attend the 2021 Swim England Annual Council Meeting in May/June and join the Members Forum were duly appointed as per the order paper for the Meeting.
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| President | Garry Whittle |
| Chairman | David Burgham |
| Finance Officer | John Armour |
| Management Board | Diane Stafford |
| Management Board | Lesley Fawkes |
| Management Board | Helen Whittle |
| Past President | Jim Wilks |
| Invited | David Collins |
- 16.21 **Next Meeting**
- 16.1 Date and venue of the next meeting will be confirmed in due course. It will be Spring 2022 and will be circulated when known.
- 16.2 Regional Fees for 2021 will remain the same - £50.00 per club, £6.00 per capita, approved by the meeting.

17.21 **Any Other Questions**

17.1 P McDonnell, 'currently we are club members of the unincorporated region, will anything change when we become incorporated?' DB advised that on the whole it is just the name that is changing, the only difference is that clubs will have to nominate members to become members of the company. KC confirmed that as most clubs are not incorporated, they do not have a legal state, they therefore need to be a member of the company in order to represent their club at the AGM. A letter of invitation will be issued explaining this further.

17.2 T Rock 'what are the current membership numbers and are we seeing any reduction?' JA answered that as at 26th August we have 140 clubs, 16,480 cat 1 first call members and 17,750 with dual membership (previously approximately 20,000 and 23,000) so around 6,000 down. We are however still getting members joining.

17.3 The Chairman reminded the attendees that the president Garry Whittle and current Board have had their posts extended as per other regions until the next AGM.

18.21 **Closure**

There being no further business the meeting closed with a vote of thanks to all regional staff, volunteers and the Chairman at 11.32 hours.

Attendance Register

Appendix A

Life Members

A. Boyle
B. Boyle
K. Chisholm
D. Stafford
J. Wilks
N. Booth

Swim England North West Region

G. Whittle President
C. Hughes President Elect

North West Regional Management Board

D. Burgham	Chairman
J. Armour	Finance Officer
L. Fawkes	Board Member/Past President
B. Thorpe	Board Member/Past President
M. Ralph	Board Members
M. Davies	Board Member
H. Whittle	Board Member
D. Stafford	Board Member/Past President
J. Whittle	Board Member/Past President
J. Wilks	Board Member/Past President

Past Presidents N.W.Region

J. Whittle	Past President
K. Chisholm	Past President
P. Haworth	Past President
L. Fawkes	Past President
B. Thorpe	Past President
J. Wilks	Past President

Delegates Representing the County Associations

C. Hughes	Cheshire County WPSA/President Elect
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J. Whittle Lancashire County WPSA

Delegates Representing Leagues and Associations

M. Appleby Bolton & District SWPA
D. Stafford Central Lancs WPSA
E. Ludgate National Swimming League North West

Delegates Representing NW Management Groups

M. Dixon NW Water Polo MG

Delegates Representing their Clubs

B. Raistick Bebbington
J. Whittle Blackpool Aquatics
H. Whittle Blackpool Aquatics
G. Whittle Blackpool Aquatics
T. Stott Bolton
D. Burgham City of Chester
P. Haworth City of Preston
P. Haworth City of Preston
K. Chisholm Copeland
L. Collier Ellesmere Port
P. McDonnell Ellesmere Port
T. Rock Everton
D. Gregson Fleetwood
D. Collins Flixton
R. Kelly Hazel Grove & Bramhall
A. Nuttall Hazel Grove & Bramhall
C. Hughes Halton
P. O'Brien Knutsford Vikings
J. Cadman Lancaster City
J. Ward Leyland Barracuda
L. Ricketts Macclesfield Satellites
L. Fawkes Marple
M. Howe Manchester WP
M. Davies Sandbach
R. Boyer Stockport Metro
A. Stafford Tyldesley
D. Stafford Tyldesley
M. Appleby Warrington
P. Appleby Warrington
S. Rickels Warriors of Warrington
B. Keeling Winsford
D. Sandham Workington

Invitation

D. Stafford Finance Officer
G. Reeves Office Administrator
S. Warrington Office Administrator

Apologies

Were received and accepted from:-

M. Tickner Past President
C Dawe Manchester Tri
H. Jenkins Southport
K Hall Regional Club Support Co-ordinator
S. Robinson Regional Club Support Co-ordinator

CLUBS

