

Swim England North West Limited

Directors Meeting – 28th November 2023

Minutes of a meeting of the Swim England North West Limited Directors, held via Zoom on Tuesday 28th November 2023, commencing at 19.00 hours.

Present:	D Burgham B Bolton K Chisholm L Fawkes M Ralph B Thorpe H Whittle J Whittle J Wilks	Director/Chairman Director Director Director Director/President Elect Director Finance Director Director Director
Present Non-Voting:	S Warrington B Raistrick	Office Administrator SENW Regional Welfare Officer
Apologies:	D Stafford M Davies S Winstanley C Hughes S Robinson D Sumner	Director Director Director (Co-opted) President Regional Club Coordinator Regional Club Coordinator

- 62.23 Welcome**
62.1 DB welcomed everyone to the meeting.
- 63.23 Apologies for Absence**
63.1 Apologies for absence are listed above.
- 64.23 Declaration of Interests/Any other Business**
64.1 SW SENW branded wear for Directors, BB SE Awards
- 65.23 Minutes**
65.1 The minutes of the previous Directors meeting dated 26th September 2023, having been previously circulated to all directors, to be accepted as a correct record of the meeting.
- 66.23 Matters arising**
66.1 None.
- 67.23 Action Points**
2023
67.1 Nomination from Lancashire for president elect – JWH will be discussed at upcoming meeting then to advise regional office following meeting.
- 68.23 Correspondence**
68.1 None
- 69.23 SENW Welfare Officers Leadership Group Terms of Reference**
69.1 DB advised Bev Raistrick will be invited to Directors meeting to give an update on welfare changes and updates, Bev gave an overview of recent changes and review of her role, Bev put to the board the possibility of running some workshops in 2024.
- 70.23 Financial Management**
70.1 Budgets – all budgets approved at A&I meeting
70.2 Balance Sheet - KC asked about man-up equipment, this to be reviewed.
70.3 Profit & Loss
70.4 FD Report – HW currently in healthy position may make slight surplus this year around 10k, audit meeting arranged for January 2024.
70.5 A&I group minutes 14.11.23 Draft - accepted
- 71.23 Club Officers Update**
71.1 KC – Company limited by Guarantee/Community Interest club – error on report, DB will discuss with club officers
- 72.23 Governance**
Company Diary
72.1 KC noted company diary needs a new revision and will discuss with DS, arrangements for AGM to be reviewed by Regional office, date confirmed for AGM Hybrid meeting on 13th April 2024 10.30am, venue Holiday Inn, Leigh, MR to set up equipment and look into additional microphone.
72.2 Governance minutes 15.11.23 KC 7.5 re-election of directors - Bob Bolton; Lesley Fawkes; Mark Ralph also Helen Whittle as Finance officer, Shaun Winstanley (co-opted) To step down but is eligible for election. KC North Lancs association of 50 miles radius, asked all local associations for information and to be discussed at next Governance group meeting.
72.3 University of Manchester SC – new affiliation application to go to Governance group for review.
72.4 Constitutions Approval –
City of Preston
Kirkham & Wesham
Leyland Barracudas
Lytham St Annes
Oldham Seals ASC
Penrith

Ramsbottom
Stretford
Swinton
Tyldesley
Winsford
Wythenshawe

72.5 Constitution Amendments for noting
Cheshire County WPSA
Northwich SC
All accepted.

72.6 Proposal for an amendment to the Articles of Association – KC proposed that at the AGM in April add a clause to the Articles that permits attendance of any non-member at a general meeting, Art 28.7 The directors may permit other persons who are not members of the company to attend and speak at a general meeting.

73.23 Reports

73.1 SENW Artistic Swimming Management Group 21.9.23 Draft – Accepted
73.2 SENW Diving MG meeting minutes 8.11.23 Draft – Accepted
73.3 SENW Water Polo MG meeting minutes 17.10.23 Draft – Accepted
73.4 Club Leadership Group minutes 2.11.23 – Accepted
73.5 Artistic Leadership Group minutes 18.9.23 & 2.10.23 – Accepted
73.6 Diving Leadership Group minutes 3.10.23 – Accepted
73.7 Water Polo Leadership Group minutes 27.9.23 – Accepted

74.23 Any Other Business

74.1 SENW branded wear – SW advised contacted supplier with regards to staff/directors SENW shirts/t-shirts, Directors all in agreement to order Navy Blue with white logo, SW to contact supplier.
74.2 KC Risk register – why does the region not currently have risk register? DB advised there is a sample provided by Swim England on the Swim Mark portal.
74.3 DB gave review of – Chairs only meeting and Regional Chairs and Swim England meeting, regions discussed decisions made on SwimMark, membership down pre covid but recovering, SE to review SwimMark, Regional governance code to be updated.

Next meeting to be held on 6th February 2024 at 7pm via Zoom.
No further business the meeting closed 9pm.