

## Swim England North West Limited

### Directors Meeting – 24<sup>th</sup> September 2024

Minutes of a meeting of the Swim England North West Limited Directors, held via Zoom 24<sup>th</sup> September 2024, commencing at 19.00 hours.

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Present:

B Bolton  
K Chisholm  
M Davies  
L Fawkes  
M Ralph  
D Stafford  
J Whittle  
J Wilks

Co-opted Director  
Director  
Director  
Director  
Director/President  
Director  
Director  
Chair/Director

Present non-voting:

D Sumner  
S Warrington

Regional Club Coordinator  
Office Administrator

Apologies:

B Raistrick  
S Robinson  
T Rock  
B Thorpe  
H Whittle  
S Winstanley

Regional Welfare Officer  
Regional Club Coordinator  
President Elect  
Director  
Finance Director  
Director

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- 54.24 Welcome**  
54.1 JW welcomed everyone to the meeting.
- 55.24 Apologies for Absence**  
55.1 Apologies for absence are listed above.
- 56.24 Declaration of Interests/Any other Business**  
56.1 None
- 57.24 Minutes**  
57.1 The minutes of the previous Directors meeting dated 30th July 2024, having been previously circulated to all directors, DST noted role incorrect to be amended - All accepted as a correct record of the meeting. MD proposed MR seconder.
- 58.24 Matters arising**  
58.1 None
- 59.24 Action Points  
2024**  
23.1 Relay medals DST will be given out at Regional championships – completed  
24.1 Alfred Turner/Harold Fern – Completed  
24.5 Records Officer, to advertise role – ONGOING  
24.5 Panel of Friends, discussed at Governance meeting name suggested but not yet confirmed – ONGOING  
24.5 EDI Lead - Completed
- 60.24 Correspondence**  
60.1 None
- 61.24 Financial Management**  
61.1 Finance Directors report – JW gave review of report in HW absence, DST asked was CIG funding reviewed JW advised HW is looking into in further detail. DST Welfare Officer Training (T2L) the current refund offer discussed, KC advised HW has circulated course costing information to the working group looking into regional staffing, course costings, CIG funding, KC referred to an overall loss for 2024 JW confirmed, KC advised the working group are currently reviewing costs to enable to review regional staffing.  
MD & BB asked for additional meeting with full information of costings to discuss staffing, JW advised HW had done full review and proposed increase of admin staff hours prior to a full review - A&I group proposal of increase to existing staff hours approved by all Directors.  
61.2 JW 2025 fees proposed to be increased by A&I Group, BB suggested a increase to the Regional Per Capita fee then can be reviewed in 12 months, MD suggested also suggested an increase, Directors proposed increase of Regional Per Capita Fee to £9, £9 proposed by MD Seconder KC – all Directors approved, MR advised review of other costings are currently being reviewed  
County & Association Fees: proposed by A&I group to be increased for 2025, DST to query Leagues & Counties paying regional fee's, KC proposed increased to £100 MR seconder – All Directors approved.  
61.3 A&I group minutes, The minutes of the previous A&I group meeting dated 10.9.24 – Approved  
CIG fund – Clubs are required to have valid constitution to apply for the fund, DSU to update website.  
KC noted Diving equipment purchase MR explained equipment to be purchased – Approved  
61.4 DSU - Swimmark update due soon, decision to be made with regards payment following the review.  
61.5 DST to forward terms of reference of A&I group
- 62.24 Club Officers Update**  
62.1 DSU gave review of recent events.
- 63.24 Regional Welfare Officer Update**  
63.1 DSU gave review on BR behalf

## **64.34 Governance**

### **64.1 Company Diary**

Governance group at next meeting to discuss date and venue for the next AGM 2025  
Request to Cheshire County for nomination for President Elect for 2025 to be given by 31.12.24  
Governance group meeting minutes 10.9.24 - Accepted

64.2 Constitution Approvals –  
Isle of Man SC

64.3 EDI appointment – JW attended meeting now need to appoint an EDI Lead, JW asked if Directors consider role and contact JW or Regional office.

64.4 Skills Matrix – JW asked directors to complete the matrix.

## **65.24 Reports**

65.1 Club Leadership Group 1.8.24

65.2 Diving Leadership Group minutes 23.7.24

65.3 SENW Diving MG minutes 18.9.24 Draft

65.4 SENW Artistic MG minutes 19.9.24 Draft

ALL ACCEPTED

## **66.24 Any Other Business**

66.1 JW – Attended meeting in Loughborough SE strategy was discussed, region strategy to now be reviewed. JW raised at SE meeting if SE would give overview of the strategy with the region via a meeting, Directors agreed meeting should go ahead JW to arrange.

Next meeting to be held on 26<sup>th</sup> November 2024 via Zoom.

No further business the meeting closed 9.16pm.