

## Swim England North West Limited

### Annual General Meeting – 13<sup>th</sup> April 2024

Minutes of the Annual General Meeting of Swim England North West Limited, Hybrid meeting held at Holiday Inn Express, Leigh, on Saturday 13<sup>th</sup> April 2024, commencing at 10.45 hours.

#### **1.24 Welcome and Introductions by the Interim Chair**

- 1.1 The Interim chairman opened the 2024 AGM of SENW Ltd meeting at 10.45 hours by welcoming everyone to the meeting, JW welcomed Janice Whittle soon to be President of Swim England 2024/25, JW also welcome Simon Rothwell Life Member European Aquatic's.

#### **2.24 Establish quorum**

- 2.1 Quorum was established and confirmed by JW, confirmed we had received one proxy vote.

#### **3.24 Present**

- 3.1 A full list of the Members of the Company present is given at the end of these minutes.  
3.2 Apologies for absence  
A full list of the apologies for absence is given at the end of these minutes.

#### **4.24 Minutes**

The minutes of the previous Annual General Meeting dated 11<sup>th</sup> March 2023 were accepted as a correct record, Brian Boyle proposed, Maureen Appleby Second the proposal, All accepted.  
Simon Rothwell asked what action SENW had taken with regards to his question on minutes 11.3.24 point 7.1 and also with the recent publication of the Listening report and Swim England being in the media, JW advised there has been a discussion at board level but no further information at this stage and will be reviewed in the future, JW advised the board will review again. Maureen Appleby asked if the 2022 financial reports had been approved as they weren't available at 2023 AGM, DSt advised point 4.2 of AGM minutes 11.3.23 it was approved that the board be authorised to sign off the accounts.

#### **5.24 Resolutions**

- 5.1 Annual Report 2023 - JW asked to receive and consider the Annual report - Proposed Simon Rothwell, Second Alan Boyle – All accepted
- 5.2 Finance Report 2023 – JW advised that as previously stated Helen Whittle was not at the meeting but if anyone has questions we will refer to Helen following the meeting.  
Simon Rothwell asked if the finance officer is able to recommend the auditors, DSt advised board are in favour of Finance Director recommending.  
JW asked to receive and consider the Finance report – Proposed Keith Chisholm, Second Diane Stafford – All accepted
- 5.3 Elect the Chair of the Company – JW advised unfortunately there have been no nominations and this will now be discussed with the board of Directors of SENW Ltd at the next meeting.  
No Election of Chair taken place.  
Keith Chisholm noted disappointing there are no nominations for Chair.  
Diane Ormston asked about a specific job role being advertised JW advised this was advertised through the company website, social media and weekly email update.  
Simon Rothwell noted the short amount of time given to fill the role prior to the AGM  
DSt commented on the role and noted the work that David Burgham had done  
Peter Germain asked if the role was remunerated JW advised it's a voluntary role.

Janice Whittle noted her thanks to all the work David Burgham undertaken as Regional Chairman JW noted thanks on behalf of the board.

- 5.4 Elect the Finance Director of the Company – JW advised Helen Whittle nominated Proposed Mark Davies, Second Diane Stafford – All accepted.
- 5.5 Elect the Directors of the company – JW currently have three vacancies and have four nominations, Bob Bolton, Lesley Fawkes, Mark Ralph, Shaun Winstanley – all votes counted and accepted.  
Elected – Lesley Fawkes, Mark Ralph, Shaun Winstanley, JW congratulated the elected directors and thanked Bob Bolton for all his work and advised Bob Bolton's nomination will be discussed at the directors meeting.
- 5.6 Election of the Auditors – JW advised Mitchell Charlesworth proposed - All accepted.
- 5.7 Authorise the Audit & Investment committee to determine the Auditor's remuneration to determine the Auditor's remuneration – All accepted.
- 5.8 Authorise the Audit & Investment committee to determine the Auditor's remuneration – Proposed Beverley Raistrick, second Maureen Appleby – All accepted
- 6.24 Appoint President of Swim England North West Ltd – JW nominated president for 2024/25 to be Mark Ralph (Cumbria ASA), Carole Hughes congratulated Mark Ralph on his nomination Mark Ralph thanked Carol for all her work over the last year – All Accepted.  
JW congratulated Mark Ralph and thanked Carol Hughes for all her work.
- 7.24 Appoint President Elect of Swim England North West Ltd – JW nominated president elect for 2024/25 to be Tom Rock (Lancashire County WPSA) – All Accepted.
- 8.24 Elect the regional members of the Swim England members forum – 8 members  
The President – Mark Ralph  
The Chair of the company – TBC  
The Finance Director – Helen Whittle  
5 members – Keith Chisholm, Mark Davis, Diane Stafford, Jim Wilks,  
Simon Rothwell proposed that the 5<sup>th</sup> place be filled and possibly 2 spaces if JW is Interim Chair– All accepted.
- 9.24 Special Resolutions
- 9.1 Amend the Articles of Association in order to permit other persons who are not members of the company to attend and speak but not vote at a general meeting – Keith Chisholm advised of the omission from the articles – Simon Rothwell proposed Bob Thorpe second - All accepted.

Any other business

Meeting closed at 11.40 hours.

## Attendance Register

### Attendance Face to Face

Jim Wilks	Interim Chairman/Director
Diane Stafford	Director
Lesley Fawkes	Director
Mark Ralph	Director / President Elect
Bob Bolton	Director
Bob Thorpe	Director
Janice Whittle	Director
Beverley Raistrick	Regional Welfare Officer / Bebington SC
Carol Hughes	President
Neil Booth	Past President
Alan Boyle	Past President/Life Member
Brian Boyle	Past President/Life Member/Liverpool & District
Simon Rothwell	Past President/Life Member
Alan Stafford	Tyldesley SWPC
Barry Kealing	Winsford
Peter Germain	Carlisle
Maureen Appleby	Warrington S&WPC
Louise Appleby	BCM S&WPA
Mark Lucas	City of Salford SC
Diane Ormston	Liverpool & District Association
Sara Warrington	Regional Office Co-ordinator
Sue Robinson	Regional Club Co-ordinator
Dean Sumner	Regional Club Co-ordinator

### Attendance via Zoom

Keith Chisholm	Director
Shaun Winstanley	Co-opted Director / Workington
Roger Boyer	Past President
Martin Tickner	Past President/Secretary Cumbria
David Burgham	Past President
Luke Brown	Water Polo Discipline Manager / Penrith SC
Susan Foex	Artistic Swimming Discipline Manager
Wendy Brunt	Alsager
Peter McDonnell	Ellesmere Port ASC
Martin Howe	City of Manchester WP
Jon Ward	Leyland Barracudas
Natalie Atkinson	City of Salford SC
Rebecca Best	Wigan Best
Pat O'Brien	Knutsford
Diane Armstrong	Barrow ASC
Tricia Birch	Hoylake
Claire Gloyne-Phillip	City of Chester SWPC
Duncan Prince	Chadderton
Kate Vincent	Warriors of Warrington SC
Lorna Hadfield	Stockport SC
Shelley Whitehead	Lancashire Trident

## Apologies

Helen Whittle	Finance Director
Mark Davies	Director
Garry Whittle	Past President
David Broomhall	Past President
Alison Metcalfe	Prescot
Lawrence Cooper	North Midlands WP & ASA
Elaine Kidd	Swinton SC
Matt Howard	Fleetwood & District ASC
David Sandham	Cockermouth
Robbie Watterson	Douglas IOM
Tom Rock	Everton SC

## **CHAIRMAN'S STATEMENT**

We as have all regions experienced yet another challenging year for our clubs posed by the financial climate, including rising energy costs. This has led to many clubs and the region seeing an increase in pool hire resulting in a number of our clubs are under threat from possible pool closure. The Regional Officers and Swim England have worked hard lobbying Councils and the Government along with many other club members.

Swim England have increased the requirements for clubs to achieve SwimMark or Club Affiliation. With the support of the regional staff, our Regional Club Development Officers continue to work extremely hard encouraging clubs to achieve these quality and governance standards.

In September a new Swim England Team Manager, Coach and Chaperone policy was implemented. This set the supervision ratio applicable to competitions for clubs, counties and regions within aquatics. The policy reinforces the commitment of Swim England's new "Heart of Aquatics" plan for 2023 to ensure that there is a 'positive culture across it's sports and that the highest standards of welfare and safeguarding are in place'.

This year Swim England set the Region new initiatives. The first in conjunction with Swim England Head of Development was the Regional Strategy aligning and supporting that of Swim England. Next saw the County Governance Code being extended to include all Swim England Regions. The Regions are being asked to work towards a hybrid Level 3 Sport England Code for Sports Governance. The Code for Sports Governance sets out levels of transparency, diversity and inclusion, accountability and integrity that are required from organisations who seek, and are in receipt of Government and National Lottery funding from UK Sport and/or Sport England.

The Regional Club Development Officers and staff are working along with Swim England Development Officers to produce and collate the documentation to achieve the standards required and also supporting the Counties to reach the standards they require.

A Regional and Swim England Past President Simon Rothwell was awarded LEN Honorary Membership. He is only the third person from British Swimming to receive LEN Honorary Membership.

Swim England held their Annual Awards ceremony in November at the University of Birmingham's Great Hall. The region was well represented by members across all of our disciplines.

**Volunteer of the Year** – Gold - Lee Scanlan - Clitheroe Dolphins Swimming Club

**Youth Champion** – Silver - Sophie Rowney - City of Salford Synchronised Swimming Club and Finalist - Shelley Whitehead – Lancashire Tridents (Blackburn)

**Educator of the year** – Bronze - Shelley Whitehead - Lancashire Tridents (Blackburn)

**Swim England Club of the Year (Artistic Swimming)** – Finalist - Stockport Metro

**Swim England Club of the Year (Swimming)** – Gold - Altrincham Swimming Club

**Swim England Water Polo Club of the Year** – Finalist - City of Manchester Water Polo Club

**Swim England Coach of the Year (Artistic Swimming)** – Gold - Elizabeth Fitzgerald - Denton

**Swimming Coach of the Year**- Gold - Bob Bolton - Trafford Metro Swimming Club

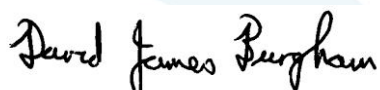
**Water Polo Coach of the Year** – Gold - Issy Howe – City of Manchester Water Polo Club

**Technical Official of the Year** – Finalist - Louise Johnson – Hoylake Swimming Club

**Talent Athlete Award Swimming** – Winner – Amelie Blocksidge – City of Salford Swimming Club

I must thank all the Directors and discipline groups who give up their own time to support our Clubs and athletes. The Directors all have regional roles beyond being members of the Board of Directors and there is a director liaison member for every discipline. We must not lose sight of the fact that the majority of activity within clubs is provided or supported by volunteers, and without their help and support our sport would struggle to survive.

I would like to end by stating how much the Directors are grateful for the expertise and dedication of our staff, Diane, Sara, Sue and Dean. We look forward to another exciting year as we develop our new strategy for the future. Lastly it goes without saying without the commitment and dedication of our athletes and their families we would fail to be as successful as we are.



David Burgham, Chairman, Swim England Northwest Ltd

## **Finance Directors Report – ACM**

Apologies for not being there in person today to deliver the financial results. If there are questions on the 2023 accounts, please contact the regional office and I will respond accordingly.

### **2023 Financial Statements**

The statements before you show that SENW Ltd (The Region) returned a small loss of £4.4k in 2023 in comparison to the loss of £21.3k in 2022. Although still a loss, this is a better performance than in 2022.

Income increased from that of 2022, due to increased affiliation fees as well as the income generated by our disciplines through the running of their events. Due to the requirements from Swim England with regards to Safeguarding and Team Manager Courses, the Region throughout 2023 has increased their offering of these courses, which has generated a small amount of income for the region (and I expect this to continue into 2024).

Although we saw an increase to our income in 2023, we have increased expenditure also. During 2023 we have seen the full impact of the Regional office staff of 4 (for parts of 2022, we were running with 3 whilst recruitment took place to replace Keira Hall).

The cost of hiring facilities (as our members are only too aware) has increased across all our venues used for events/training across the region, but we are seeing all the disciplines now breaking even or making small profits which enables the region to give back to our member clubs.

The Region continues to support its members through the various funding streams, we have seen reduced amounts given back to clubs in 2023. This is not due to the region rejecting or limiting claims, we have seen fewer requests for funding in 2023. The region will continue to support clubs going forward, whilst still financially able to do so.

The Region has healthy cash reserves which will see it being able to continue supporting aquatics activities going forward. Should the Region for whatever reason not be able to host events/run training camps etc, we have funds to last a minimum of 18 months to make our obligatory payments to staff and other direct costs.

During 2023, the activities within Diving were minimal due to the lack of facility space. With the reopening of Manchester Aquatics Centre earlier within 2023 we are hoping to see increased support to the Diving community throughout 2024.

On a personal note, I wish to thank the following for all their support across the last 12 months and their continued support going forwards.

Diane Stafford (Regional Finance Officer) and Neil Booth, Garry Whittle & David Burgham from the 2023 Audit & Investment group.

Many thanks also goes to our Auditors Mitchell Charlesworth for their timely audit and production of these accompanying Financial Statements. My recommendation to the group would be to retain the services of Mitchell Charlesworth for 2024.

Helen Whittle  
Finance Director  
28.03.2024