

Swim England North West Limited

Directors Meeting – 4th June 2025

Minutes of a meeting of the Swim England North West Limited Directors, held via zoom on Wednesday 4th June 2025, commencing at 19.00 hours.

Present:	J. Wilks B Bolton M Davies L Fawkes M Ralph T Rock B Thorpe H Whittle J Whittle S Winstanley	Chair/Director Director/President Elect Director Director Director President Director Finance Director Director Director
Present non-voting:	B Raistrick D Sumner S Warrington	Regional Welfare Officer Regional Club Coordinator Office Administrator
Apologies:	S Robinson D Stafford	Regional Club Coordinator Director

- 25.25 Welcome**
25.1 JW welcomed everyone to the meeting.
- 26.25 Apologies for Absence**
26.1 Apologies for absence are listed above.
- 27.25 Declaration of Interests/Any other Business**
27.1 HW & JWH 5.2 Backstroke Ledges (Blackpool Aq)
- 28.25 Minutes**
28.1 The minutes of the previous Directors meeting dated 12th April 2025, having been previously circulated to all directors,
All accepted as a correct record of the meeting.
- 29.25 Matters arising**
29.1 None
- 30.25 Action Points**
2024
24.5 Panel of Friends, discussed at Governance meeting Jim Wilks & Simon Rothwell in position – All accepted
Bob Bolton volunteered to take 3rd position JW to liaise with BB – ONGOING
64.3 EDI Lead – Position needs to be filled by a board member, option discussed that may need to co-opt new board member, JW spoken with SE and will continue to discuss – ONGOING
64.4 Skills matrix – still awaiting returns, JW to liaise with DSU once strategy completed – ONGOING
66.1 Regional Strategy – Directors held meeting, DSU sent voting form all directors replied Discussion held, DSU to arrange next meeting date to discuss next stage – ONGOING
74.5 CIF/Regional Bursaries Under review by Finance Officer – ONGOING
80.3 AOE Training – Training Workshops to be offered to clubs – MR do discuss with SR & DSU, - ONGOING
2025
8.1 2024 Forecast budget to be forwarded to directors, no longer required – COMPLETED
13.4 Company secretary to be confirmed KC staying in role or new person to be appointed, Directors agreed secretary admin will be completed by the regional office for foreseeable future and no company secretary to be noted on companies' house – COMPLETED
19.2 A&I New Group member – HW to contact member interested in joining group – ONGOING
21.2 Welfare – limit being put in place with regards to Club noting County Welfare officer in position temporarily, Governance group approved at meeting on 20.5.25 time limit with regards to clubs using county welfare officers as temporary welfare officer, continue with current guidelines whilst awaiting outcome from Helen Weeks at SE – COMPLETED
23.6 Regional Technical Group – MD has reviewed and will form part of Regional Strategy – COMPLETED
23.6 Terms of reference for each of the groups – MR will send copies to JW then to put to the Directors – ONGOING
25.2 Office Printer – Directors agreed purchase of printer, quotes of several printers sent to A&I group to make decision on purchase – COMPLETED
- 31.25 Correspondence**
31.1 None
- 32.25 Financial Management**
32.1 HW regional finances to date making profit, received affiliation fees, TR asked would there be tax implications if in profit HW advised there would be some tax implications. JW asked in HW can look into investing funds in the bank accounts HW to look into, JW requested to have income expenditure spreadsheet at future meetings.
32.2 Backstroke Ledges – DSU advised Blackpool Aquatics would like to purchase the 10 Back Stroke ledges currently in storage, Directors agreed the purchase of 10 ledges at cost of £1200.00
- 33.25 Club Officers Update**
33.1 DSU gave review of the report, JW thanked the team for all their work – All accepted
- 34.25 Regional Welfare Officer Update**
34.1 MR gave review of welfare report on BR behalf.
- 35.25 G9 update**
35.1 JW has spoken with DST with regards to G9 DST happy to stay in role.

36.25 Governance

- 36.1 Draft Minutes of 20.5.25 – circulated to all Directors prior to the meeting – BT advised had no replies to his email sent with regards to County model.
- 36.2 MR advised some clubs not replying to emails with regards to expired constitution, MR asked board if can send possible suspension letters to clubs/leagues if don't respond to contact letters within 30days MR proposed BB seconded. JWH to liaise with league. All accepted.
- 36.3 Company Diary – Nominations for Harold Fearn & Alfred Turner awards need to be submitted by 12.6.25 as need to be submitted to SE by 6.7.25
All diary items completed or ongoing.
- 36.4 Constitution Approvals –
Barrow ASC - Amendment for noting
Bebington SC
Birkenhead SWPC
Bootle & North Liverpool
Harpurhey
Peninsular Group of Swimming Clubs League
All constitutions approved

37.25 JAP Representative

- 37.1 Alan Jones (Altrincham SC) officially in position as a JAP representative, appointed at SE AGM.

38.25 Reports

- 38.1 SENW Club Development Group Minutes 15.4.25 Draft
- 38.2 SENW Diving MG Minutes 28.4.25 Draft
- 38.3 SENW WP MG Minutes 6.4.25 Draft
- 38.4 Artistic Swimming LG Group Minutes 19.2.25
- 38.5 Artistic Swimming LG Group Minutes 1.5.25 Draft
- 38.6 Club Leadership Group Minutes 1.5.25 Final
All accepted

39.25 Any Other Business

- 39.1 JW Regional Office staff to be discussed at A&I group with regards to finances.
- 39.2 JW IOM Funding request, board discussed and was decided unfortunately the Island games like the commonwealth games are entered as an independent territory and therefor do not qualify as an event that would be funded by Swim England North West region.
- 39.3 JW raised the possibility of co-opting a Vice Chair discussion held, email to be sent to all directors if approve the appointment and if they are interested in position or who would like to recommend.

Next meeting to be held via zoom at 19:00 on 29th July 2025.

No further business the meeting closed 9.45pm.