

Swim England North West Limited

Directors Meeting – 29th July 2025

Minutes of a meeting of the Swim England North West Limited Directors, held via zoom on Tuesday 29th July 2025, commencing at 19.00 hours.

Present:

J. Wilks
M Davies
L Fawkes
M Ralph
T Rock
D Stafford
B Thorpe
H Whittle
S Winstanley

Chair/Director
Director
Director
Vice Chair/Director
President
Director
Director
Finance Director
Director

Present non-voting:

B Raistrick
S Robinson
D Sumner
S Warrington

Regional Welfare Officer
Regional Club Coordinator
Regional Club Coordinator
Office Administrator

Apologies:

B Bolton
J Whittle

Director/President Elect
Director

- 40.25 Welcome**
40.1 JW welcomed everyone to the meeting.
- 41.25 Apologies for Absence**
41.1 Apologies for absence are listed above.
- 42.25 Declaration of Interests/Any other Business**
42.1 RPP - DST
42.2 Regional inclusion workshop – SR
42.3 Coaching courses - TR
- 43.25 Minutes**
43.1 The minutes of the previous Directors meeting dated 4th June 2025, having been previously circulated to all directors,
All accepted as a correct record of the meeting.
- 44.25 Matters arising**
44.1 None
- 45.25 Action Points**
2024
24.5 Panel of Friends, discussed at Governance meeting Jim Wilks & Simon Rothwell in position no further places available at present – COMPLETED
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, regional office to advertise role externally, LF to attend meetings with SR whilst role waiting to be filled – 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 arranged meeting and discussed next stages, strategy nearly complete – ONGOING
74.5 CIF/Regional Bursaries - Under review by Finance Officer, DST to review and add comments received from directors – ONGOING
80.3 AOE Training – Training Workshops to be offered to clubs – MR do discuss with SR & DSU - ONGOING
2025
19.2 A&I New Group member –Stuart Noakes been invited as a A&I Group member, HW to contact SN to discuss group procedures – COMPLETED
23.6 Terms of reference for each of the groups – MR will send copies to JW then to put to the Directors – ONGOING
32.1 Invest funds in current bank accounts into savings accounts, funds transferred to Instant Access account, A&I group to look in to higher interest accounts - COMPLETED
32.2 Back stroke Ledges directors agreed purchase at £1200.00 Office to advise Blackpool, Blackpool paid and collected - COMPLETED
36.3 Nominations for Harold Fearn & Alfred Turner awards, no nominations received from directors, nominations received via SE direct from clubs, JW to look into nominations and raise with directors - ONGOING
39.3 Appointment of Vice Chair, Mark Ralph appointment the position by directors via email - COMPLETED
- 46.25 Correspondence**
46.1 None
- 47.25 Financial Management**
47.1 A&I Group minutes 16.6.25 – all accepted.
47.2 HW Finance in good position, currently looking for higher interest rates, HW reviewing all signatories on accounts, 2026 budget process started, discipline groups and counties contacted to start process, sage package to be upgraded, HW to look at regional fees.
- 48.25 Club Officers Update**
48.1 DSU gave review of the report, JW thanked the team for all their work – All accepted
- 49.25 Regional Welfare Officer Update**
49.1 BR gave a review of current welfare matters.
- 50.25 Governance**
50.1 Draft Minutes of 22.7.25 – circulated to all Directors prior to the meeting – All accepted

- 50.2 All diary items completed or ongoing
- 50.3 AGM date for 2026 discussed and suggested date of 11th April 2026 to be confirmed
- 50.4 Life members – Life member nominations to be requested from directors and advertised on website and weekly update.

- 50.3 Constitution Approvals –
 - Atherton & Leigh
 - Great Harwood Otters SC
 - North Lancashire SA
 - North Midlands
 - Rochdale Triathlon – New Club
 - Stalybridge
 - Warrington Masters
 - All constitutions approved

51.25 Reports

- 51.1 SENW Swimming MG Group Minutes 1.7.25 Draft
- 51.2 SENW Diving MG Minutes 7.7.25 Draft
 - Regional Diving training being reviewed with SR & MR
- 51.3 SENW Water Polo MG Minutes 6.4.25 Draft
- 51.4 SENW Club Development Minutes 15.7.25 Draft
- 51.5 Artistic Swimming LG Group Minutes 19.5.25
- 51.6 Diving LG Group Minutes 20.5.25 Draft
- 51.7 Swimming LG Minutes 15.5.25 Draft
- 51.8 SENW Coaching meeting notes 15.7.25 Draft
- All noted

52.25 Any Other Business

- 52.1 Regional Pathway Programme – DS discussed proposal from recent meeting with MR & DA with regards to RPP, last option to possibly be removed, DST to contact HW to review proposal, regional office to advertise Liverpool hub, 3 proposals approved subject to HW authority, proposal 4 to be reviewed by regional off - all agreed.
- 52.2 Coaching courses TR to advise clubs to contact IOS with any queries.
- 52.3 DST should discipline group minutes be added to website, JW to be referred to Governance group.
- 52.4 SR Lifetime achievement award – SR & DST to discuss with JW
- 52.5 SWA all directors to complete Companies house Identity check.

Next meeting to be held via zoom at 19:00 on 30th September 2025.

No further business the meeting closed 9.40pm.