

Swim England North West Limited

Directors Meeting – 28th July 2026

Minutes of a meeting of the Swim England North West Limited Directors, meeting held via zoom on Tuesday 28th July 2026, commencing at 19.00 hours.

Present:	B Bolton M Davies J Wilks L Fawkes M Lyons M Ralph J Routledge D Stafford B Thorpe	BB MD JW LF ML MR JR DST BT	Director/SENW President Director Chair/Director Director Director Vice Chair/Director SENW President Elect Director Director
Present non-voting:	D Sumner S Warrington	DSU SWA	Regional Club Coordinator Office Administrator
Apologies:	B Raistrick S Robinson H Whittle S Winstanley	BR SR HW SWI	Regional Welfare Officer Regional Club Coordinator Finance Director Director

- 35.26 Welcome**
35.1 MR opened the meeting on behalf of JW, who joined later due to a prior commitment. Julie Routledge (President-Elect) was welcomed to the meeting.
- 36.26 Apologies for Absence**
36.1 Apologies for absence are listed above.
- 37.26 Declaration of Interests**
37.1 No declarations of interest were received.
Any other Business
37.2 Regional Office lease renewal
Water Polo development plan
Tyldesley Swimming & Water Polo Club 150th Anniversary
Harold Fern/Alfred Turner Award nomination
Conflict of Interest Forms
- 38.26 Minutes**
38.1 The minutes of the previous Directors' meeting, dated 26th May 2026 and having been previously circulated to all directors, were proposed by BT and seconded by ML. All present accepted them as a correct record of the meeting.
- 39.26 Action Points**
2025
23.6 Terms of reference for Management Groups – Remaining groups are to be reviewed by MR & JW then submitted to the Directors for approval. This remains ongoing.
2026
30.1 Outstanding affiliations, all organisations affiliated, and fees paid - Completed
30.2 Harold Fearn & Alfred Turner awards Award nomination discussions - Ongoing
32.2 Regional fees review no change proposed fees to stay the same – Completed
39.1 Additional discussion took place regarding the previously approved opening of an additional higher-interest savings account. Progress remains outstanding and will remain on the action list.
- 40.26 Financial Management**
40.1 Finance report
The report was received and noted in HW absence
40.2 The Board expressed concern that the report was circulated immediately prior to the meeting, preventing adequate review,
The Board requested that all Future reports from all subgroups and discipline groups including Finance Director report should be circulated at least 7 days prior to Board meetings or as quickly as possible if the group meets less than 7 days prior to the board meeting. The Board also requested circulating a balance sheet/trial balance alongside Board papers. Clarification to be sought regarding: Nominal coding within Sage, The new budget reporting template.
40.3 Board approved amendments to the CIF criteria:
Equipment and project funding applications to operate on a rolling 12-month basis.
Coaching and athlete funding to remain restricted to one application per individual within a 12-month period. BB proposed wording to be incorporated into the policy.
- 41.26 Club Officers Update**
41.1 DSU presented the report, Club Affiliation 17 clubs successfully completed affiliation, 1 club remains outstanding but is expected to complete shortly, Manchester Metropolitan University successfully affiliated as a new club.
Regional Awards, Over 120 nominations received, Awards ceremony to take place on 3 October 2026.
Open Water, Increased event capacity from 200 to 250 entries, Strong performances from North West athletes at National Championships.
Artistic Swimming, City of Salford successfully retained the Combo Cup title for a fifth consecutive time.
Water Polo, North West teams won both the Boys and Girls Under-16 Inter-Regional competitions.
DSU advised that it will be creating a website to celebrate all recent events and recognise the achievements of all participating athletes.
- 42.26 Regional Welfare Officer Update**
42.1 MR communicated an update to the board received from BR of recent welfare emails/cases received.
- 43.26 Governance**
43.1 The Governance Group minutes dated 15th July 2026, having been previously circulated to all directors, were approved by all.

- 43.2 Conflict of Interest forms - board agreed, a formal letter will be issued from the Regional Chair, Individuals will be given 14 days to respond and submit their form or explain any issues preventing completion. Where no response is received, follow-up telephone contact will be made, outstanding cases will return to the Governance Group and Board for further consideration, Participation in governance groups may be suspended until compliance is achieved.
- 43.3 Regional Welfare officer recruitment remains on hold until greater clarity is obtained.
- 44.26** Company Diary –
- 44.1 All company diary actions ongoing or complete.
- 44.2 Board approved AGM Date: 3rd April 2027 Re-booking of the previous AGM venue to be actioned by SWA
- 44.3 Regional affiliation fees to remain unchanged.
- 44.4 Life Membership, the review of Life Membership criteria remains outstanding.
Action: JW and SR to progress the review ahead of the next meeting.
- 45.26** Constitution Approvals –
- 45.1 No submission to be approved
- 46.26** **Reports**
- 46.1 8.1 SENW Artistic MG minutes 21.5.26 Draft
- 46.2 8.2 SENW Club Development group 21.7.26 Draft
- 46.3 8.3 SENW Diving MG Notes 9.7.26 Draft
- 46.4 8.4 SENW Swimming & Events MG 30.6.26 Draft
- 46.5 8.5 SENW Water Polo MG 14.7.26 Draft
DST to submit WP TOR to board at next meeting for approval. DST & DSU to try to organise coaches meeting at any upcoming events.
All minutes noted
- 46.6 Directors expressed concern regarding delays in receiving Swim England leadership discipline group minutes. Action: JW will raise with Swim England the Board's concerns regarding transparency and the availability of draft/redacted minutes.
- 47.26** **Any Other Business**
- 47.1 Harold Fern / Alfred Turner Award: Following discussion, the Board agreed on a nomination. The nomination was proposed by BT and seconded by MD.
The Board considered alternative nominations but concluded one member.
Action: JW & SR and relevant contributors to prepare and submit the nomination to SE before the 7th August 2026 deadline.
- 47.2 Regional Office Lease - The Board considered renewal of the regional office agreement.
Despite small increased costs, the Board recognised the need for the office and a decision was made to renew the office agreement for the next 12 months.
- 47.3 Tyldesley Swimming & Water Polo Club, The Board noted and congratulated the club on its forthcoming 150th Anniversary, recognising its significant contribution to aquatics within the region.
- 47.4 It was agreed that an invitation to submit proposals to supply merchandise for Swim England North West regional events would be included in the Weekly Update.

Next meeting to be held at 7pm on the 29th of September 2026 via Zoom

No further business the meeting closed 9.15pm.