

Swim England South East
Regional Management Board

Minutes of Meeting held on Monday 08 February 2021 as an Online Meeting (Zoom)

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Carys Jones (CJ)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Terry Norris (TN)	Regional President

1 Apologies

Apologies had been received from:

William Long

2 Minutes of the meeting held on 22 November 2020

The minutes of the meeting were agreed as an accurate record.

Action: BG

3 Matters Arising

162 – Affiliation Process. An updated version of the affiliation process document has been made available. It was noted that this states that there will be no appeals process outside of any offered by the Region. The Region’s constitution states that there is a right of appeal via Swim England, it is understood other Regions also have similar wording in their constitutions.

163 – Custodians. No suggestions of suitable candidates had yet been made.

164 – Appointment of Swim England Member Nominated Director. Chris Lee was put forward as the nominee from the South East, unfortunately Chris was not elected on this occasion.

169 - Stronger Affiliation. 72 clubs in the South East have completed this process. There are currently 5 clubs that are still working towards this.

174 – Swim England Sports Operation Committee Minutes. A review had been completed of spectator income that would have been received during this period however as this was a relatively small amount it was decided not to pursue any claim by the Region from the Winter Sports Recovery Fund.

Landscape Sheet

3 – Finance –Complete, to be removed.

5 – Stronger Affiliation – Complete, to be removed.

- 6 – Para Swimming START – Relates to a prior financial year, to be removed.
- 8 - Regional Trophies – ML confirmed that an inventory of the Swimming Trophies has now been completed. Due to the current lockdown it has not been possible to progress further.
- 9 - Volunteering – This item is still active and is waiting on a return to water. BD to revisit.
- 11 – Athlete Bursaries – RGP to pick up.
- 12 – Constitutions – This is now being reviewed by Helen Weeks at Swim England. To be removed.
- 13 – Regional President’s Chain & Vice President’s Badge – BD provided an update. It was agreed that BD should proceed with the designs circulated.
- 14 – Finance – Deposit Accounts – On agenda.
- 15 – Swim England Restructure – to be removed.
- 17 - COVID 19 – Swim England have decided that only category 2 members can take part on level x racing during 2021. To be removed.

Action: BG

4 Strategy Sub Group Update

A paper had been circulated in advance of the meeting. ST outlined the process undertaken so far and the initial proposal. Clubs and Membership were highlighted as the most important element going forward. The group had considered the repositioning of SwimMark as a business planning tool to provide clubs with the structure and framework to grow and recover. The Competition Programme, Workforce and Talent Development were also discussed as part of the proposal. The next stage will be consultation. A survey has been put together for clubs and had already received 15 responses.

Queries were raised on how the Region would support and monitor to ensure that levels are maintained in clubs for example those with Stronger Affiliation. Another query was raised around clubs having problems working with pool providers and getting back in the water and if this should be included in the strategy. It was felt that as the Region has limited resources and Swim England has staff dealing with the main providers and a Club Operator Relationship Officer this area should be dealt with by Swim England. A query was also raised around working with counties, ST confirmed that the group had discussed this.

The Board endorsed the proposal and the next steps outlined.

Action: Strategy Sub Group

5 Annual Report 2020

A second draft of the report had been circulated earlier in the day with some amendments included. The content of the report had been reviewed and approved by the discipline managers. The accounts and finance report will need to be added once these are available and an additional page will be added for COVID Champions. Any additional comments or amendments to be sent to BD by 11 February. The report was endorsed by the Board.

Action: BD

6 Finance

Sponsorship –

It was agreed by the Board that the outstanding sponsorship fee due of £2875 would be waived.

Deposit Accounts –

It was recommended by the Finance Sub Group that the Board authorise the opening of two further deposit accounts. Unfortunately since the publication of the papers one of the accounts detailed was no longer available. Due to this the Board agreed that the Regional Manager be authorised to try and open a deposit account with Redwood Bank to deposit £80k of the Region’s reserves. It was agreed that Finance Sub Group be authorised to

arrange another suitable account to deposit a further £80k with a suitable financial institution.

Action: BG/Finance Sub

Annual Financial Statements 01 January 2020 to 31 December 2020 –

A copy of the draft statements was circulated with the meeting papers. All information had been sent to the Accountants, these should be returned in time for approval at the March meeting.

Prospects for affiliation income in 2021 –

Some preliminary information on the membership returns that had been submitted to date had been shared in advance of the meeting. This early information indicates a drop in membership of around 20%. It was noted that the Regional Manager had been made aware that when clubs upgrade swimmers from category 1 to category 2 membership during the year that Swim England collect the uplift on their fee only, they do not collect any uplift on the Region's fee. It was agreed that this would be discussed at the March meeting once it was a little clearer what the financial impact of this might be.

Action: BG

Budget 2021 –

The budget will be reviewed by the Finance Sub Group in late March once the affiliation fee income was clearer with a view to making any necessary recommendations at the April meeting.

Action: Finance Sub Group

Regional Debit Card –

It was confirmed that the Regional Manager had now received a debit card from HSBC.

7 Annual Council Meeting 2021

The Annual Council Meeting will take place as a virtual meeting on 14 April.

It was agreed that the date for submission of proposals to change a Regional Rule would be 17 March. The same deadline will be in place for notice of motions and nominations for office.

It was confirmed that the terms of office for the following Board members will come to an end this year; George Adamson, Brian Deval, Rosa Gallop and Chris Lee. It was confirmed that the Region would continue to offer the opportunity for postal votes this year, for those unable to make the meeting, this will be reviewed ahead of the 2022 meeting.

Action: BG

8 Harold Fern and AH Turner Nomination

The nomination review panel was agreed as SR, CL and AL. It was noted that the names of previous winners can be found in the Swim England Handbook.

9 Regional Agreement

The Regional Agreements were discussed at the recent Regional Chairs meeting. Swim England will be arranging meetings with Region's to discuss the agreement and move things forward, these meeting will not start until the end of March. The agreement will be discussed at the March RMB meeting. The revised agreement and notes will be circulated.

Action: BG

10 Affiliations and Resignations

Resignation – Eton College SC

Enquiries – Ascot Royals

11 Swim England Sports Operations Committee Minutes

Minutes of the Sports Operations Committee meeting held of 17 November 2020 were not available.

12 Regional Chairs Meeting

Notes from the meeting that took place on 19 November had been circulated.

RFP provided an update from the meeting on 04 February. Notes of the meeting will be circulated when they are available. The following were noted;

- Swim England has agreed flexible funding with Sport England, there will no longer be KPIs attached to this funding.
- Swim England are working with the RNLI on campaigns to try and raise awareness and prevent drowning.
- An update on income and membership was provided.
- Regional Agreement – update already discussed.
- Swim England have issued FAQs around competitions.
- Return to elite training – the confidential paper on this was noted.
- Club Incorporation – it was recognised that there needs to be firmer guidance available to clubs on the different models available.
- The Swim England ACM will be held as a virtual meeting. It has not yet been confirmed if there will be workshops on the day.
- Swim England plan to run virtual volunteer awards for 2021. This will be signed off at the end of March.

13 Correspondence

Return to Elite Competition (confidential) – already discussed under Chairs Meeting notes.

14 AOB

Update on Incorporation for the Region - AL

It was confirmed that several Regions have now gone through, or are in the process of incorporating. The East Region had shared some very helpful information on the process they have undertaken. It was noted that the joint exercise with London for hiring consultants did not appear to be going ahead.

Safeguarding Bursaries – JD

A possible change being considered to the policy for Safeguarding bursaries was discussed. It was agreed that this should be discussed at the next meeting and a paper presented.

Action: JD

15 Date of the Next Meeting

Following discussion it was agreed to postpone meeting with discipline managers until later in the year instead of on Sunday 07 March as previously planned. Due to this it was agreed that the meeting would be moved to Monday 08 March, 7pm, online.

The meeting was closed at 20.47

Regional Management Board

A meeting of the Regional Management Board will be held on Monday 08 February 2021 as an Online Meeting commencing at 1900

Agenda

- | | | | |
|---|--|------------------|------|
| 1. | Apologies & Welcome
<i>To receive any apologies from members unable to attend the meeting</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 22 November 2020
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1910 |
| Items for Decision | | | |
| 4. | Regional Strategy Sub Group Update
<i>To review progress and endorse proposal and next steps</i> | ST
Enclosed | 1915 |
| 5. | Annual Report 2020
- To approve the draft content for 2020 | BD
Enclosed | 1930 |
| 6. | Finance
- To agree recommendations from the Finance Sub Group
- To review the figures for year ending 31.12.20 | RGP
Enclosed | 1940 |
| 7. | Annual Council Meeting 2021
- Agree date for submission of rules changes proposed 17 March
- RMB Terms of Office | RFP
Enclosed | 1950 |
| 8. | Harold Fern & AH Turner Awards Nomination
<i>To agree panel for review of nominations</i> | RFP | 1955 |
| Items for Discussion / Information | | | |
| 9. | Regional Agreement | RFP | 2000 |
| 10. | Affiliations & Resignations
10.1 New Affiliations
None
10.2 Resignations
Eton College SC (BSB)
10.3 Enquiries
Ascot Royals (BSB) – Constitution being checked
10.4 Transfers
None
10.5 Change of Name
None | RFP | 2005 |
| 11. | Swim England Sports Operations Committee Minutes
<i>The review the minutes of the Sports Operation Committee meeting held on 17 November 2020, if available.</i> | RFP
To Follow | 2010 |
| 12. | Regional Chairs Meeting Minutes
<i>To review the minutes of the Regional Chairs Meeting on 19 November 2020 and 04 February, if available</i> | RFP
To Follow | 2015 |
| 13. | Correspondence | RFP | 2020 |
| 14. | AOB
<i>24 hours notice required</i> | RFP | 2025 |
| 15. | Date of Next Meeting
Sunday 07 March 10am Online Meeting | RFP | 2030 |

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Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Mike Lambert (ML)	Board Member
	Alan Lewis (AL)	Board Member
	William Long (WL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Carol Butler (CB)	Open Water Manager
Bryony Gibbs (BG)	Regional Manager
Andy Hewat (AH)	Diving Manager
Di Hughes (DH)	Artistic Swimming Manager
Glen Isaacs (GI)	Masters Manager
Kristie Jarrett (KJ)	Regional Club Development Officer (RCDO)
Ben McDonald (BM)	RCDO / Water Polo Manager
Terry Norris (TN)	Regional President

157 Apologies

Apologies had been received from:

Carys Jones
Chris Lee
Sue Barker

The Chairman welcomed all to the meeting, particularly the Region's Discipline Managers. Rosa Gallop was also welcomed in her new role as a Regional Management Board Member

158 Discipline Managers' Reports & Succession Planning Updates

1. Artistic Swimming – Di Hughes

Artistic Swimming were very disappointed not to have been able to take the Squad abroad particularly as the previous year had been a training year & most of the Squad swimmers will not be in the right age group in 2021. Artistic Swimming are considering what they can do in 2021 as there won't be a squad fit enough to go abroad and it is not known when they can train again. The only event that took place in 2020 was the national age groups.

As part of the Swim England restructure Sarah Darragh's role had disappeared and her duties had been passed on to the volunteer led national committee. It was reported that there had been very little guidance provided over the summer and the group were waiting to see how things will work going forward.

The budget submitted was the same as 2020 except that the Offshore Camp had been removed. It is not yet known what Artistic Swimming will look like in 2021 as the 2 metre social distancing rule means that they cannot practice routines. It is only possible to do stamina, drills and strength work with these restrictions in place. If the restrictions remain, it is likely that 2021 would look very similar to 2020.

2. Development – John Davies

Stronger Affiliation had been a big bit of work this year and the RCDOs continue to work hard on this. As work has moved online this has meant that it has been possible to spend more time helping clubs than would have been possible if meetings had been face to face. The offshore camp ran successfully back in January and the Swimming Pathway Camp ran in September online. A number of seminars have run to support Club Chairman and Coaches as well as supporting with returning to the pool and Covid lead training. It has been possible for Team Manager 1 training to continue online as well as Safeguarding and Time to Listen workshops. A Young Volunteer Programme has been developed to run online and this is now open for bookings. KJ continues to support clubs through SwimMark and there are currently 99 clubs accredited.

The Development budget is currently underspent by about 50%. A lot of the spend has been on Coaches bursaries, this will increase as many coaches have been able to complete their online theory but will receive further funding for their practical assessments.

3. Disability Swimming – Sue Barker (unable to attend)

The report submitted from Disability Swimming was noted. There is a National Para-Swimming Pathway Engagement Day planned for 13 December, full details and online booking and available on the website.

4. Diving – Andy Hewat

It was noted that there had been one diving competition nationally which took place at the end of January in Plymouth. The South East junior divers did very well and took most of the medals. When permitted, diving has been able to continue with no real changes as it can be quite easily socially distanced. Training programmes have proceeded mostly as normal and venues have made good progress with adapting as required. The SEEDs programme has continued and had managed to run events successfully from September. The budget submitted was the same as 2020 with the addition of a camp, it is unlikely that this would be an overseas camp it is more likely to be held somewhere in the UK. It was noted that there have been some issues with diving accessing K2, this would be picked up between BD/AH outside the meeting.

5. Masters Swimming – Glen Isaacs

Masters held their long course event in January at K2 Crawley. This meet was very successful again this year and was at capacity with 500 swimmers taking part. One world and one European record were set this is meet. Thanks were given to the Board Members and Discipline Managers who assisted at this meet. There had been lots of positive feedback received from the meet.

The Masters working group have put in place new ways of working. Their meetings have also increased in frequency. The group have been working with the Operational Plan and hope to proceed further with this next year.

There have been a lot of changes at Swim England and one result of this is the loss of Sharon Lock as the Masters Officer. It is felt there is now less support available. The Masters Working Group at Swim England have not been operating for most of the year, there is now a Chair in place who is trying to push things forward.

The LC meet would usually be held in January so Covid has already impacted plans for 2021 as this has been pushed back and is pencilled in for a March date. If it is moved back further this may clash with other disciplines. It was noted that there has been low uptake of level X amongst Masters Swimmers. It is believed that a quite a few clubs were just about to get going with this when the second lockdown started.

6. Open Water Swimming – Carol Butler

It was not possible to run the Open Water Championships or Talent Camp due to the closure over the summer. It was noted a lot of Open Water venues were open for swimmers and this may have resulted in a lot more pool swimmers experiencing open water.

The 2021 Open Water Championships are being planned for 27 June, the day after the London event. The costs budgeted are based on the prices given earlier in the year. A few different venues are being considered for the 2021 event. The budget does not include provision for PPE kit should this be needed. A meeting of the Regional Open Water Managers has been planned to look at 2021 events and how these may run, models from Australia are being looked at. This could include there being no spectators. Previously it had been hoped to increase the number of events and age groups due to the increase popularity however this may not be possible.

It was noted that the date planned may clash with County Championships however Regional Open Water events have to fit their competitions into a 5 week period in order to fit into the national calendar. It was acknowledged that there will be a lot of calendar congestion once restrictions are lifted.

7. Swimming – Mike Lambert

It had not been possible for the Regionals or Nationals to run this year. The Coaches forum meetings have continued, feedback from these has shown that some clubs are in a difficult situation.

Regional Championships are being planned for 2021, Swim England would like these to run in the usual April/May window. The options are being considered for running the championships. It is anticipated that if these are run socially distanced this could result in a £40k deficit where usually there would be a small surplus. This would be due to there being no spectators and half of the athletes competing. There would also be a need to hire additional facilities within the venue. Usually the championships would operate with 45 seconds between heats, this would increase to 2-2.5 minutes with social distancing. It is also anticipated that finding Officials may also be a problem. Current licensing requirements would make running the event difficult due to the amount of officials required, this has been raised with the National Licensing Group to review. Another idea raised was if Counties and Regions do not run competitions which would allow clubs to run events and bring in income from these. Clubs may also find it easier to find officials.

Currently it is not possible to decide too much as we do not know what might change with the pandemic in the next few months and do not yet have clear competition guidance on how these events should run to keep everyone safe.

8. Water Polo – Ben McDonald

It was reported that most Water Polo clubs had been able to get back in the pool just before the second lockdown. It had been possible to run an online officials course for 32 candidates however they will still need to complete a practical. Until the prior week there had been no progress with getting a Water Polo Coach/Assistant Coach course running in the Region however it looks like it may be possible to run one by Easter if pools remain open. The theory element would be run online followed by a face to face practical. There are no plans to run any Water Polo events until at least Easter. Currently it is not known what the competition structure will look like next year, it is possible that the Regions may be asked to run more national events. As there has been no further information released the budget submitted is very similar to the 2020 submission.

159 Review of the Region's Strategy 2017-2021 & Operational Plan

BG provided a brief overview of the Region's Operational plan, a copy of which had been circulated ahead of the meeting. The plan contained the 2020 objectives and progress with these. The activities within the plan had been reflected within the Discipline Managers and Development reports presented earlier in the meeting. There had been many activities that it had been possible to adapt across the year which had resulted in some cases in greater engagement although there are a number of activities that it has not been possible to run due to the pandemic. It was noted that this will be updated to reflect 2021 in due course however there may be some changes in line with the work being completed on Regional Priorities. It was also noted that there needs to be a way to measure KPIs within this, for example in the case of increased membership.

160 Finance

Budget 2021

The draft budget and report were circulated ahead of the meeting. The deficit indicated on the draft budget is just under £150k, it is envisioned that this represents a 'worst case scenario' if events were able to go ahead but social distancing is still in place this would reduce capacity, and in turn the income whilst significantly increasing costs relating to running competitions. It is currently unknown how much impact the pandemic will have on membership, this will not be clearer until around March. Due to this the Finance Sub Group has reduced the budgeted Membership Income by 20%, based on the amount received this year. It was noted that this worst case would not deplete the Region's reserves completely however if this level of deficit was reached then budgets would need to be much more limited in the following years. In those circumstances, fees would need to be increased, if current activities were to be sustained.

It was proposed that the budget for 2021 had a maximum deficit of £149,460.00. It was agreed to approve the budget and review this when the affiliation income is known in early 2021. It was noted that a decision may need to be made for the Regional Swimming Championships in advance of this review to ensure that there are no cancellation charges should plans need to be amended. It was also noted that the draft Regional Agreement does reference Regional financial input this is currently unknown, however it was noted that should this be beyond what has been budgeted, the Board would need to agree.

Action: RGP/BG

Budget Monitoring

The position as of 11 November showed a surplus of just under £50k. It was noted that the current financial position represents a variance of £103k against budget. It is not expected

that this will be the final position. The figures for 2020 will be revisited at the February meeting by which time the figures should be finalised and the required adjustments will have been made.

Action: BG

161 Regional Agreement

A draft copy of the Regional Agreement had been circulated in advance of the meeting. It was confirmed that this formed part of the agreement relating to clubs and talent. There is another part which relates to business as usual and is more focussed on some of the administration.

Previously it was felt by the Regional Chairs that nothing governed the interface between the NGB and the Regions. Regions were often in the position of receiving requests from various parts of Swim England for funding or support. The Regional Chairs wanted to establish a framework with understanding of who would do what. A working group formed of 4 of the Regional Chairs along with George Wood and Claire Coleman have worked on this to create the draft circulated.

It was stressed that this was very much a framework and if endorsed, would be populated with individual agreements being made with each Region. It was noted that most Regions are largely supportive of the agreement. The Regional Staff had reviewed the document and made observations. The Board were asked to confirm if they were comfortable with the statements made in item 3 of the agreement overview and if there are any fundamental issues with the general thrust of the document.

It was queried if the document, as this is referred to as an agreement, was binding. It was confirmed that Jane Nickerson and George Wood had confirmed this was not a contract.

The agreement was discussed. This does not reflect the work that the Region is currently doing however it was acknowledged that this gives the opportunity to debate what the Region is here to do and where they want to focus efforts in the future.

Following discussion the Board agreed in principle to the concept of such an agreement however wanted more time to understand this fully and review the Region's own priorities.

An objection was raised to the wording of the second sentence of paragraph 3 within 'how we will work' on the Agreement Overview. As it was felt this suggested that Regions might do something to jeopardise the work of Swim England.

Action: RFP

162 Affiliation Process

Following the circulation of the draft document observations had been sent to Swim England on the proposed process. Following this it was observed that two points raised had unfortunately been missed. These points were shared with the Board however it was not agreed that these be added to the observations already sent.

The response sent to Swim England was endorsed by the Board.

163 Custodians

It had been requested that RMB members consider suitable candidates ahead of this meeting however no suggestions had yet been made.

Action: BG

164 Appointment of Swim England Member Nominated Director

Expressions of interest had been received from Chris Lee and Jim Boucher. It was agreed that further information was required from Chris Lee which would be obtained and an electronic poll would be conducted. Details of the nominated candidate will be sent to Swim England on 26 November.

Action: RFP / BG

165 Review of Communications

It was confirmed that the Regional Newsletter continues to grow with around 990 subscribers, the number of Facebook and Twitter followers also continue to increase. Information from Swim England is promoted on all channels available as well as pushing out more local stories. The December and January newsletter will be combined and will have a focus on funding opportunities for clubs.

Action: BD

166 Swim England Return to the Pool Questionnaire

The survey information had been circulated in advance of the meeting. The responses were as of the week before. Claire Coleman had advised that 72% of clubs had responded nationally and of those 81% of those had returned to at least one facility compared to 64% in September. Of those that had responded around half have less pool time than previously. 1 in 10 clubs reported that they had received an increase in the pool time available. The responses also indicate that 72% have been offered the same pool hire rates. However it is understood that this may not reflect in hiring facilities for galas. The survey will need to be updated once lockdown is over.

167 Regional Priorities 2021

ST provided an update. Regional information had been reviewed such as the constitution, values and operational plan, currently it was difficult to see a thread through between these. The group recommended that a Strategy Group be formed to think through what the focus of the Region will be going forwards. It was agreed that a working group would be formed this group would be led by ST. ML, RG, BD and KJ were appointed to the working group.

Action: ST

168 Club Officers Update Reports

BM and KJ presented their reports covering work completed from May to November 2020.

KJ highlighted the work that had been done engaging with Coaches and Clubs to keep in touch with them and establish what they need from the Region. It was highlighted that dealing with club issues has taken more time in the last few weeks, such as internal issues and processes. As the Judicial Office has not been operating it has been difficult to signpost.

BM highlighted the Team Manager workshops that have taken place allowing 117 Team Managers to be trained since May. Thanks were noted to Terry Norris and Zoe French for their help with these. The online Team Manager 2 is not yet available. A Young volunteer Programme has been planned to run online and has 60 Young Volunteers booked on so far. BM has also been providing support to the disciplines through lockdown.

169 Stronger Affiliation - Update

KJ provided an update on the progress with the work on Stronger Affiliation. It was confirmed that as of 22 November 28 clubs had completed Stronger Affiliation. The

process had allowed more interaction with some of the smaller clubs which has been positive. There is now a good idea of which clubs might go on to do SwimMark.

Correct as of	10 Jun	08 Jul	06 Aug	04 Sept	06 Oct	06 Nov	16 Nov
Measure	Number						
Total Number of Clubs	184	184	184	184	185	185	185
Total SwimMark Accredited	100	100	100	100	99	99	99
Total for Stronger Affiliation	83	83	83	83	84	84	84
Total not doing SA or SwimMark	4	4	4	4	5	5	5
Number made contact with	64	71	74	75	81	82	82
Number with constitution approved	38	43	46	47	49	60	64
Number of clubs with portal access	12	39	41	47	59	70	73
Number of clubs that have started uploading	3	13	16	18	31	41	50
Number of clubs completed Stronger Affiliation	0	1	3	5	8	14	21

170 Minutes of the meeting held on 19 October 2020

The minutes of the meeting were agreed as an accurate record.

Action: BG

171 Matters Arising

140 - Club Leadership Representative. RFP had confirmed to Swim England that Kristie Jarrett would be the Regions representative on this group.

144 – Portsmouth Northsea. It was confirmed that an SGM of the club had taken place and Executive Officers had been elected.

143 - Incorporation of Clubs. Following the discussion at the last meeting it had been established that there were model documents now available on the Swim England website to assist clubs with incorporation, details had been sent to CL for review.

Landscape Sheet

17 – Incorporation for Clubs – As noted above, to be removed.

Action: BG

172 Affiliations & Resignations

New Affiliation – Medway Maritime SC

Change of Name – Folkestone Swimming Club (previously Folkestone Sports Centre SC).
Action: BG

173 Correspondence

None received.

174 Swim England Chairman's Meeting

The confidential notes from the meeting held on 19 November had been circulated just before the meeting, these were noted. The Chairman noted that the Regional Agreement had been a key topic at the meeting. Jane Nickerson had made Chairman aware that there may be a possibility of gaining some funding through the Winter Sports Recovery Fund, this helps towards lost spectator income. Further information will be sent to the Counties too. A review will take place of what the Region may have gained from spectator income in period. Concerns had also been raised at the meeting about the Teaching and Coaching Register and the number of qualifications currently missing from the database.

Action: RFP/BG

175 Swim England Sports Operation Committee Minutes

Minutes from the meetings on 17 November were not yet available.

176 AOB

None received.

177 Date of Next Meeting

It was agreed that the proposed meeting on Tuesday 15 December would not be required. The next meeting will take place on Monday 08 February, 7pm, Online.

The Chairman thanked everyone for their attendance and wished all a Happy Christmas.

The meeting was closed at 13.12

AGENDA ITEM 'A'

MATTERS ARISING FROM RMB MEETINGS

Updated as at 01 February 2021

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
2	Constitutions There are reps within the Region that check constitutions however it was noted that there is not one within ONB. RFP to approach ONB about finding a rep there.	10.10.17 Min 313	RFP	<i>In Progress</i>
3	Finance The request for a debit card was amended to a credit card due to the increased protection that this would offer. This would be free in the first year but there would be a £32 per year charge annually from year 2. This was agreed unanimously.	21.03.19 Min 42	BG	<i>Complete</i>
4	Regional Funding Policies It was acknowledged that there may be a need for additional support, particularly in the minor disciplines. It was agreed that this subject should be discussed with the Discipline Managers at the November meeting.	09.05.19 Min 61	BG	
5	Stronger Affiliation Discussion took place around Stronger Affiliation and the potential suspension of clubs for non-compliance. The need for a route of appeal was discussed. RFP will explore if the Region currently delegates the responsibility to revoke membership to Swim England or if it is the Region's responsibility and what the route of appeal is, or will be.	12.06.19 Min 97	RFP	
6	Para Swimming – START It was agreed that the Board would support the additional £1800 of funding requested to support the Para Swimming START programme. The Finance Group to decide if this should come from the Inclusion Funding or if the Budget for 2019/20 should be amended to include this.	09.07.19 Min 109	RGP / Finance Sub Group	
7	Crawley Facilities An issue was raised by BD regarding facility hire at K2 Crawley. There are issues with the standard hire agreement which mean that this does not comply with Wavepower. There are also issues surrounding the Operating Procedure which the centre is required to share with the hirer, however currently will not do so due to confidentiality. BD to send details on to BG so that the Discipline Managers can be made aware. As this issue is with Everyone Active, who is a preferred operator of Swim England these issues should be raised with Partnerships, Facilities and the Clubs Team to be addressed.	08.10.19 Min 146	BD / BG	
8	Regional Trophies Following the Winter Swimming Championships the Swimming Trophies	29.11.19 Min 164	CL, GA, ML & BD	<i>In Progress</i>

	were in the process of going into a secure storage unit. They will be cleaned, photographed and any with hallmarks will also be weighed. It was noted the trophies currently stored in Bristol have insurance of £10k, ML has also put the same value in place for the Swimming Trophies. It was agreed that the Region would pay insurance for 6 months. A sub group would be formed consisting of CL, GA, ML, BD and one of the custodians to formulate a strategy on what the Region should do with the trophies going forward. Update – it was agreed that disciplines should decide how to deal with any inactive trophies. Speed Swimming trophies to be catalogued and custodians sought, any trophies that custodians could not be sought for will be disposed of.	Updated 10.09.20 Min 123		
9	Volunteering BD will look to create a database of those interested in volunteering, it was noted it would be helpful if this could be used for all disciplines. The idea of a training session for volunteering was discussed. The need for succession planning was discussed. It was agreed BD would put together a paper for the next meeting.	29.11.19 Min 167	BD	
10	Athlete Contributions / Overseas Camps Agreed that the policy on athlete contributions would be reviewed. The need for a policy on overseas' camps will also be explored.	06.02.20 Min 4		
11	Athlete Bursaries It was noted that in previous years only a small portion of the budget for supporting Channel Island Athletes to attend Regional Camps had been spent. However, there had been a large increase this year. This was due to athletes attending the Regional Water Polo Training. The criteria for this training will be discussed with Water Polo, in the first instance.	06.02.20 Min 5	RGP	
12	Constitutions RFP to pursue issue of template constitutions for leagues, schools and universities.	06.02.20 Min 17	RFP	
13	Regional President's Chain & Vice President's Badge BD had made enquiries around updating the President's Chain and Vice President's badge. It was noted that the cost would be in excess of £1000. Two alternative suppliers (WH Derby & Thomas Fattorini Ltd) were suggested. It was agreed that BD would investigate further and report back at a future meeting once suppliers reopen.	09.03.20 Min 33	BD	<i>In progress</i>
14	Finance – Deposit Accounts The Finance Group recommends that the Board authorises the Regional Manager to investigate opening an account with another financial institution to have £80,000 transferred to. This was agreed.	17.06.20 Min 80	BG	<i>On Agenda</i>
15	Swim England Restructure It was agreed that currently there are too many unknowns to make any	17.06.20 Min 83	RFP/ST	

	decisions about whether or how to deliver particular services or support. This will be revisited at the next meeting when it is hoped more information will be available. <i>Update 18/07</i> ; A copy of the finalised structure had been circulated with the meeting papers following the conclusion of the consultation period with staff. No vision or further information has been provided on what Swim England hoped to achieve or deliver within the new structure. Following discussion, it was agreed that RFP would feed back to the Regional Chairs and Swim England. ST to send her notes to RFP.	Updated 15.07.20 Min 104		
16	Regional Strategy & Operational Plan – Review & Strategy 2022-26 It was agreed that an interim document would be produced to identify the priorities of the Region, perhaps under 4 or 5 key points. This would help to provide clarity and show members how the Region will support them during this period. It was agreed a sub group of ST, BD and ML would move this forward and would produce a draft for the November Meeting. Update ; The group recommended that a Strategy Group be formed to think through what the focus of the Region will be going forwards. It was agreed that a working group would be formed this group would be led by ST. ML, RG, BD and KJ were appointed to the working group.	Updated 22.11.20 Min 167	ST/BD/ML	<i>On Agenda</i>
17	COVID-19 All information in regards to Level X racing had been released and this was now underway. Concerns were raised around the upgrading of Category 1 Swimmers to Category 2 and if in January these members will all become Category 2, and invoiced accordingly, unless overridden manually by the Club Membership Secretary. It was agreed that RFP would raise this at the next Regional Chairs Meetings on 16 November. ML to send further information to RFP.	19.10.20 Min 146	RFP	
18	Budget 2021 It was proposed that the budget for 2021 had a maximum deficit of £149,460.00. It was agreed to approve the budget and review this when the affiliation income is known in early 2021.	22.11.20 Min 160	RGP	<i>Review in March/April</i>

Updated 01.02.2021 BG

SER Annua Report 2020 – report text

The impact of COVID-19 and restricted access to pools has had a devastating impact on all disciplines during the year. This is reflected in the very limited number of activities that we have been able to deliver since the start of the lockdown in March.

The exception has been the number of events and range of innovative work delivered online by our Regional Development Officers.

Discipline reports

Artistic Swimming

Prior to the pandemic and the first lockdown the only event that had taken place in the UK this year was National Age Groups.

All other activities: grade days, judges training, courses for volunteers and regional squad training were cancelled and have not resumed.

Di Hughes

Artistic Swimming Manager

Disability Swimming

The Region was unable to deliver any competition in 2020.

With National support we were able to provide access to online workshops for athletes and coaches during August and September.

In December Swim England held a Zoom meeting to support the National Para-Swimming Pathway Engagement Day. This was intended for Category 2 athletes not on programmes and their coaches.

One of our ex-swimmers, Alice Tai MBE, has been named as one of the athletes to sit on the athlete's advisory panel for the Commonwealth Games in Birmingham 2022.

Sue Barker

Disability Swimming Manager

Diving

None of the Regions planned diving competitions for 2020 took place.

Only limited training has taken place in the Region during the year. The Region's very successful SEEDs development programme ran well at the beginning of the year and continued when we came out of the first lock-down but was stopped in October as we entered the second lock-down. Some club programmes were able to re-start, but these were again stopped in the last quarter.

Most diving clubs in the Region were able to maintain contact with their divers through on-line training programmes which helped keep the divers motivated.

SER Annua Report 2020 – report text

Following the closure of Reading's Central Pool 3 years ago, diving has managed to remain strong in the area with Albatross Diving Club utilising regular pool facilities at The Abbey School in Reading, the Hemel Hempstead Leisure Centre and The Quays in Southampton where they enjoy an excellent relationship with Southampton Diving Academy.

The build of the proposed new pool has been delayed due to the pandemic and negotiations with the Reading Borough Council are ongoing.

There is no further news from Guildford Borough Council about the development of Spectrum 2 due to the pandemic.

Andy Hewat
Diving Manager

Masters

Lock-down prevented most of the planned activities for 2020.

The Region held its long course competition at K2 (Crawley) in January. It was received well and considered a successful meet.

All other 2020 planned activities: South East Region 1500m competition, South East Region short course meet, South East round of the Inter County National event and the Region's development day were cancelled.

Glen Isaacs
Masters Manager

Open Water

There were no activities during the year.

Carol Butler
Open Water Manager

Swimming

With the exception of a few level 4 meets in the Channel Islands there was no competitive swimming in the Region between March and December.

Before the arrival of COVID-19, the Swimming Group, working together with the Coaches Forum addressed issues surrounding the size of the Region and the capacity of the Region Swimming Championships (we currently cannot guarantee to accept every swimmer who has a realistic chance of qualifying for the British Championships or Swim England Summer Meet).

We undertook an extensive consultation with members that showed that the preferred approach was to split the Region into two geographic areas for the

SER Annua Report 2020 – report text

15yrs/Over Championships. This will not be progressed until 2022 at the earliest and further detailed planning is needed.

Although there is a plan from Swim England for the resumption of swimming competition as we know it the only “competition” that was able to be held was Level X (timed swims in training sessions) which proved popular with many clubs. However, the first series of this was not completed because of the lockdown that came into force on Boxing Day.

Mike Lambert
Swimming Manager

Water Polo

In the first quarter competitions and regional training went ahead as normal with a very strong uptake.

During the first lockdown, we were able to move Table Officials courses online and make these available free of charge. This will go some way to providing a strong foundation for competitions in the future.

The restrictions on returning to competition, particularly for 18yrs + groups, has been challenging for clubs but we are hopeful that most of our players will return to the sport when they can.

We would like to thank Ewan Partridge for 10 years of volunteering in the role of Girls Head Coach over the past ten years. His role has been taken by Lauren Hand who has now joined the Regional Water Polo Group. Lauren is currently being supported by the coaching team that Ewan left behind.

On her retirement from Swim England Rosa Gallop has also joined the Region’s Water Polo Group as a volunteer and brings with her tremendous experience in developing the sport, particularly in building Water Polo Networks across the Region.

Ben McDonald
Water Polo Manager

SER Annua Report 2020 – report text

Development

Away from the pool there has been a lot of development work taking place online with the Region leading innovative sessions to support athletes, clubs and officials. This we believe has gone a long way to helping maintain the enthusiasm of everyone in the sport during these tough times.

In January we sent a squad of 24 to Luxemburg to compete against some of the world's best swimmers at the Euro Meet. Our team raced well and the whole team learned a lot from the experience. Throughout the weekend, eight B final places were contested, and three swimmers achieved spots in A finals against extremely tough opposition.

Our A and B finalists included Ella Dyson, Eva Okaro, Illizane Pinfold, James Baxter, Jemima Hall, Neil Redman, Maisie Thornton, Sophie Shaw and Tegan Dr

The squad was supported by Head Coach Paul Lloyd and coaches Stephen Murphy and Zichen Liu. Terry Norris and Louise Sansome attended as Team Managers.

Our Regional Development Officers (RDO) worked continuously through the lockdowns and with their help we have found new ways of delivering online training. By the close of the year 155 people had completed TM1 and 38 TM2. This new way of working also meant we were able to deliver 20 open and closed Safeguarding courses and seven Time to Listen courses.

We also worked with the Institute of Swimming to provide free access to some of their courses.

Our Young Volunteer for 2020-2021 welcomed 142 candidates from 38 clubs in the Region onto the programme. The programme will be delivered online with practical activities taking place in their home club settings.

We ran a Regional Pathway Camps in September for 40 swimmers using Zoom. The day included practical land training sessions and workshops.

Using Zoom also allowed us to keep in contact with counties, clubs, coaches and other club volunteers through regular seminars. These proved very useful as a way to exchange ideas and provide support during the most difficult periods. Similar sessions were also held by the Regional Coaches Forum, all of which were very well received.

Through our website and social media channels we were able to keep people up to date with information about returning the pool and providing tools for clubs.

As clubs began to return to the pool in July, in delivered Covid-19 Leader training using the Swim England guidance. These workshops were opportunities for clubs to look at their risk assessments and new procedures.

SER Annua Report 2020 – report text

Throughout the year our RDOs have worked with clubs to complete either their SwimMark accreditation or Stronger Affiliation. By the end of the year 99 clubs maintained their SwimMark status and 79 had completed Stronger Affiliation. This will help ensure that clubs in the Region are safe environments with qualified personnel in place.

*Kristie Jarret / Ben McDonald
Regional Club Development Officers*

Chairman's report

You could be expecting this Chairman's annual report to be the shortest on record, given the impact of the Covid-19 pandemic. Aquatic sports (and pastimes) virtually vanished in March 2020, reappeared in a reduced guise in the summer, but effectively disappeared again in November. In theory, then, there would be little to say about swimming, diving, water polo, or artistic (nee synchro) other than that the Regional Long Course Masters' competition was held in January... That, however, would fail to recognise the masses of activity fostered by the Region in support of our affiliated clubs, and their members, in these trying times.

It became clear in March that the Government would, albeit, apparently, reluctantly, have to impose restrictions with a view to reducing or preventing the spread of the Coronavirus, Covid-19, amongst the population, as experience elsewhere in the world showed the virus would lead to excess deaths, especially amongst the vulnerable. The first lockdown was announced on 20 March and came into effect on 23 March. Aquatic sports ceased, particularly in groups and indoors. This announcement had been preceded by a "phoney war", during which operators had shut facilities or reduced their availability. At least lockdown provided certainty!

The Regional Management Board was concerned about the impact that lockdown would have on clubs, their employees and their volunteers. Support provided by Government, in terms of the furlough scheme and support for the self-employed, alleviated some of those concerns, but the viability of clubs, both in terms of finance and voluntary support, in the long term was, and remains, a worry.

What became clear was the resilience and ingenuity of clubs, who devised many ways of keeping the sport alive, without water, buoyed, no doubt, by the expectation that "normality" would return: sadly, as we have all discovered, "normality" will possibly never return. Anyway, I am proud of the work of the Region, particularly by its staff, to help clubs through this initial period. What is more, these efforts have evolved in an ever-changing scenario, to deliver support through a number of phases – preparing for the return to the water, re-entering the water, starting embryonic competitions and then, sadly, getting out of the water again.

There are those who have been critical of Swim England, the national governing body, through this period. It must be recognised that the organisation has taken an enormous hit, financially, which led to the early furloughing of a large raft of employees, followed by a restructuring, whereby the workforce was substantially reduced. Regrettably, that restructure led to all field staff, like club development officers, being made redundant. Fortunately, the financial impact on the Region, perhaps because of its prudence in previous years, is far less dramatic, and the Regional Management Board agreed that there was no need to furlough our 3 staff, nor call for redundancies, as there was much to be done, even if there was no swimming per se. In many respects, therefore, the Region has filled the gaps left by the withdrawal of field staff, and other support, by the national governing body.

It is fitting, therefore, at this stage to pay tribute to the excellent work undertaken by Bryony Gibbs, the Regional Manager, and Kristie Jarrett and Ben McDonald, the Regional Club Development Officers, who have worked tirelessly to adapt and deliver the Region's offering to clubs in a changing scenario. What is more, they managed to ensure that virtually all the Region's non-SwimMark clubs achieved Swim England's minimum standard for affiliation, in terms of governance and safeguarding – Stronger Affiliation – by the deadline, last Christmas – a great achievement. I know you will all join me in applauding their unstinting support for our sports through 2020.

As you will know, the pandemic scuppered our plans to hold the Annual Council in April last year. The Board postponed the event to an evening in September, when we held the meeting by Zoom, on a weekday evening. And it was the best attended ACM, in terms of actual club delegates, for years! Remote meetings are definitely the way forward: your Board has not met in person since early March last year.

Given the decision of the ACM in 2019, when all appointments were extended because of the Region's change in financial year, there were no elections at the 2020 ACM. However, a vacancy had occurred towards the end of 2019, when Ivan Horsfall-Turner resigned. Eventually, the Board appointed Rosa Gallop, latterly the Swim England Club Development Officer, to the vacancy with effect from November 2020.

As I have said in previous years, all of the Board are volunteers, giving their time freely. The Board members are very industrious, all of them having regional roles beyond being "just" a member of the Board. My Vice-Chairman, John Davies, for instance, continues to lead our Development Group (he has done so since the inception of the Board), a very important part of the regional operation. Roger Prior remains as the Board Member responsible for Finance. Carys Jones chairs the Staffing Sub-Committee. Brian Deval continues to lead on communications. Sara Todd is convening a group reviewing the Region's strategy, in these changing times. There is a Board liaison member for every discipline.

On the subject of communications, this has been a very important part of the Region's activities, in face of the uncertainty of the past 10 months. Our website and social media presence, managed so effectively by Brian, has been, I feel, a crucial aid for our clubs and their members. I believe we led the way amongst regions, and were certainly engaged before Swim England, in surveying our clubs about the circumstances in which they found themselves.

Obviously, most of the activity within clubs is provided or supported by volunteers, and, bluntly, our sports would founder without them. Clearly, they have not been called upon so much in 2020 to support, for instance, competition, but there are, for instance, new roles in clubs – eg, Covid-19 Lead – which have to be performed. While we look forward to the resumption of competitions in all disciplines, there is a concern that a number of the more active officials from the past will now be putting their whistles etc away. There will need to be a concerted effort to replace these stalwarts.

In this connection, may I pay tribute to a volunteer who did not have the year he expected - Terry Norris, our President. The number of official engagements must have dropped over a cliff edge, since March, which will, no doubt, have been a disappointment. Terry continues to serve until April this year, when Brian Deval is due to succeed him.

Finally, it is my very sad duty to report the deaths last year of Ray and Janet Hedger, literally within days of each other. Both had been President of the Southern Counties ASA, which preceded the Region. Ray was our President in 2012/13 and the first President of Swim England from this Region, in 2014/15. Ray was a member of the Regional Management Board from 2005 to 2013, and Vice-Chairman from 2004 to 2016, while Janet was one of our delegates to the Swim England ACM for many, many years and was one of the scrutineers at each of our ACMs. Both will be sorely missed by our sport. Very sadly, because of the pandemic, the Region has yet to be able to pay public tribute to them, although the family have indicated that a service of thanksgiving for their lives is planned, when circumstances permit.

Roger Penfold
Chairman

President's report

Firstly, I would like to express the honour I feel to have been given this opportunity to be SESE President. It is with a little sorrow that I could not fulfil the role as I would have liked for reasons we all know.

Indeed, it was to have been a special "year" in that I had the privilege to have this position for 19 months and as I write there remains approximately 3 more lockdown months left until the AGM.

From September 2019 until the end of normal on March 23rd 2020 I was able to visit a number of very special events and was honoured to meet all of the fabulous athletes across our disciplines. I thank the organisers of these events because you were all so welcoming and engaging when I came to visit.

If anything has come out of these past months, for me it shows just how strong the "swimming family" is. Compared to many other sports, the commitment required by the athletes, their family support group and the army of volunteers to train and compete under normal circumstances is huge.

Add in the vital roles undertaken by the practitioners and administrators and these numbers grow even more. This commitment has been borne out again in these exceptional times by the vast number of online events designed to engage our athletes and to keep them healthy, both physically and mentally. These sessions have been truly inspirational to observe.

All I ask is for us to keep together and to please help each other whenever we can and please continue to do this when we are all able to resume normal service sometime, I hope in 2021. Look at keeping this family together and we will all find ourselves stronger in the future.

My thanks go to the Regional Board for their support during my term in office, they work so hard to support the South East Region.

Finally, I wish my good friend Brian DeVal the best of luck for his year in office. His existing involvement with Sussex ASA and within the Region will enable him to bring much additional insight to the role. I'll always be happy to fill in anytime he is unavailable.

Terry Norris
President Swim England South East

SESER Finance Report for RMB meeting on 08 February 2021

The Finance Sub-Group met on 26 January 2021 and made the following recommendations/observations:

Items for Decision

1. Sponsorship

The Group **recommends** that, given the circumstances in 2020 and the fact that the sponsor was only able to attend one event (the long course Masters), the Board waives the sponsorship fee currently outstanding (£2,875).

2. Deposit Accounts

The Group **recommends** that the Board authorises the Regional Manager to try to open two deposit accounts, with deposits of £80,000 in each. Details of these accounts can be found at:

[The 35 Day Business Savings Account \(Issue 5\) – Redwood Bank – 0.7%](#)

[Ethical 100-Day Notice Charity Account – Charity Bank – 0.55%](#)

Items for Information/Discussion

3. Annual Financial Statements 01 January 2020 to 31 December 2020.

The Group agreed that the Regional Manager should send the draft Annual Financial Statements and supporting documentation to the Accountants and ask for them back in time to be adopted by the Board at its March meeting. A copy of the draft statements is attached to the Board Papers.

4. Prospects for affiliation income in 2021

The Group discussed preliminary figures produced by Brian Havill. Updated information is as follows:

- In the first 16 working days of the year, SE received 81 receipts, totalling £140k, compared with 273 receipts, totalling £255k in 2020. So, receipts are down 192 (70%) and cash is down £115k (45%).
- Of the first 26 clubs who submitted returns, 4 had moved their Category 2 members to Category 1.
- 18 of the first 93 clubs to submit have lapsed their Category 2 members.

5. 2021 Budget

The group agreed to review the 2021 budget in late March, when the affiliation fee income was clearer, with a view to making any necessary recommendations to the Board at its April meeting.

6. Regional Debit Card

The Regional Manager was able to report that, at last, she had received a Regional HSBC Debit Card!!!

Roger Prior
Board Member Responsible for Finance
01 February 2021

Swim England South East Region Report
Income and Expenditure Account for the period-ended 31/12/2020

	<u>Notes:</u>	<u>31/12/2019</u>	<u>31/12/2020</u>	<u>Variance to</u> <u>31/12/2019</u>
		£	£	£
Income				
Affiliation fees		(147,671.25)	(158,119.50)	(10,448.25)
Licensed meet fees		(31,721.10)	(9,589.15)	22,131.95
Bank interest (net)		(242.22)	(368.38)	(126.16)
Sponsorship		(2,875.00)	-	2,875.00
Miscellaneous		(4,907.60)	(6,125.00)	(1,217.40)
		<u>(187,417.17)</u>	<u>(174,202.03)</u>	<u>13,215.14</u>
Expenditure				
Cost of Democracy				
Regional council meeting		2,872.75	-	(2,872.75)
Swim England council		940.26	-	(940.26)
Regional management board		2,561.60	582.15	(1,979.45)
President's expenses		2,307.61	624.80	(1,682.81)
Welfare officer's expenses		226.80	-	(226.80)
Finance group costs		-	-	-
Accountancy fees		1,658.76	1,752.00	93.24
Bank charges		649.96	478.86	(171.10)
		<u>11,217.74</u>	<u>3,797.81</u>	<u>(7,419.93)</u>
Disciplines				
Diving (net)		5,806.02	6,601.39	795.37
Disability (net)		7,074.11	387.68	(6,686.43)
Masters (net)		1,554.29	(1,660.56)	(3,214.85)
Open water (net)		2,371.87	310.20	(2,061.67)
Swimming (net)		(19,750.40)	12,408.75	32,159.15
Synchronised swimming (net)		7,630.43	(1,197.70)	(8,828.13)
Water polo (net)		13,184.28	4,007.07	(9,177.21)
Medals		1,401.42	-	(1,401.42)
		<u>19,272.02</u>	<u>20,856.83</u>	<u>1,584.81</u>
Development plan				
Development group costs		-	-	-
Course subsidies		28,516.58	24,686.49	(3,830.09)
SwimMark		2,583.25	462.85	(2,120.40)
Volunteer training		15,893.72	13,434.68	(2,459.04)
Athlete Support		2,767.97	434.07	(2,333.90)
Youth Forum		-	-	-
		<u>49,761.52</u>	<u>39,018.09</u>	<u>(10,743.43)</u>
Staffing				
Staffing Costs		61,792.52	81,764.27	19,971.75
Central establishment costs		10,675.57	5,760.68	(4,914.89)
		<u>72,468.09</u>	<u>87,524.95</u>	<u>15,056.86</u>
		<u>152,719.37</u>	<u>151,197.68</u>	<u>(1,521.69)</u>
(Surplus) / Deficit	5	<u>(34,697.80)</u>	<u>(23,004.35)</u>	<u>11,693.45</u>

Swim England South East Region Report
Balance Sheet as at 31/12/2020

	<u>Notes:</u>	<u>31/12/2019</u>	<u>31/12/2020</u>	<u>Variance to</u> <u>31/12/2019</u>
		£	£	£
Current Assets				
Debtors	2	23,255.62	3,625.58	(19,630.04)
Cash at Bank	3	312,429.13	348,129.92	35,700.79
		<u>335,684.75</u>	<u>351,755.50</u>	<u>16,070.75</u>
Less: Current liabilities				
Creditors	4	(45,602.36)	(38,668.76)	6,933.60
		<u>290,082.39</u>	<u>313,086.74</u>	<u>23,004.35</u>
Total Assets Less Current Liabilities				
Accumulated Surplus	5	(290,082.39)	(313,086.74)	(23,004.35)
		<u>290,082.39</u>	<u>(313,086.74)</u>	<u>(23,004.35)</u>

Notes to the Financial Statements for the period-ended 31/12/2020

1 Accounting policies

The financial statements have been prepared under the historical cost convention.

2 Debtors

	<u>31/12/2019</u>	<u>31/12/2020</u>	<u>Variance to</u> <u>31/12/2019</u>
	£	£	£
Debtors	1,219.52	556.77	(662.75)
Prepayments and accrued income	22,036.10	3,068.81	(18,967.29)
	<u>23,255.62</u>	<u>3,625.58</u>	<u>(19,630.04)</u>

3 Cash at bank

	<u>31/12/2019</u>	<u>31/12/2020</u>	<u>Variance to</u> <u>31/12/2019</u>
	£	£	£
Cash at Bank - General Purposes	275,429.13	311,129.92	35,700.79
Cash at Bank - Restricted Cash	37,000.00	37,000.00	-
	<u>312,429.13</u>	<u>348,129.92</u>	<u>35,700.79</u>

Included within Cash at Bank at the balance sheet date is £37000 (2014: £37000) of Restricted Cash which relates the Amateur Swimming Association specifically to cover expenditure in the Disability Swimming discipline. As such restricted for this use until spent or released by the Amateur Swimming Association for general purposes

4 Creditors

	<u>31/12/2019</u>	<u>31/12/2020</u>	<u>Variance to</u> <u>31/12/2019</u>
	£	£	£
Amounts falling due within one year:			
Trade Creditors	(4,362.39)	(1,194.96)	3,167.43
Accruals and deferred income	(41,239.97)	(37,473.80)	3,766.17
	<u>(45,602.36)</u>	<u>(38,668.76)</u>	<u>6,933.60</u>

Swim England South East Region Report
Notes to the Financial Statements for the period-ended 31/12/2020 (Continued)

5 Accumulated Surplus

	<u>31/12/2019</u>	<u>31/12/2020</u>	<u>Variance to</u> <u>31/12/2019</u>
	£	£	£
General Fund:			
Balance brought forward at 1 April	(255,384.59)	(290,082.39)	(34,697.80)
(Surplus) / deficit for the year	(34,697.80)	(23,004.35)	11,693.45
Released liabilities	-	-	-
Balance carried forward at end of period	<u>(290,082.39)</u>	<u>(313,086.74)</u>	<u>(23,004.35)</u>

6 Related Party Transactions

The Region is controlled by the Regional Management Board on behalf of the members.

Swim England South East Regional Management Board – Terms of Office

Three Year Terms

Member	Term End Date
John Davies	2022
Chris Lee	2021
George Adamson	2021
Carys Jones	2023
Sara Todd	2023
Roger Prior	2023
Rosa Gallop	2021
Alan Lewis	2023
Brian Deval	2021
Shelley Robinson	2022
Mike Lambert	2022
William Long	2022
Roger Penfold	Chairman (2022)