

Date: April 2025

Swim England South East
c/o Freedom Leisure
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Dear Colleague

Annual Council Meeting – 23 April 2025

I wrote to you in March, reminding you of the date of the above meeting and enclosing notes of various deadlines that need to be observed and copies of the various nomination forms for the elected offices.

I now enclose the relevant final documents for the Swim England South East Annual Council Meeting on 23 April, commencing at 7pm:

1. The draft Minutes of the Annual Council Meeting (ACM) held on 17 April 2024;
2. Swim England South East Annual Report and Financial Statements 2024
3. Meeting Agenda for the Annual Council Meeting
4. Appendix 1 – Matters Arising on the Minutes
5. Delegation forms for your representatives at Council (the number of delegates each club is entitled to varies from one to three, and your club's entitlement is one delegate). Delegates will need to register electronically in advance of the meeting. To do this, this form, duly filled in, and signed by you, will need to be sent by email to bryony.gibbs@southeastswimming.org. Delegates will be sent the login information for the meeting. Delegates must register by **noon on Tuesday 22 April 2025**.

All information for the Annual Council Meeting, including the Annual Report and Accounts, is available on the website:

<https://www.southeastswimming.org/about/annual-council-meeting-2025/>

The Swim England Monthly Reports and Accounts are Agenda items at our own Annual Council Meeting, so your delegates will need to have considered them before the meeting. The Swim England Monthly Reports are available on the website here:

<https://www.swimming.org/swimengland/swim-england-monthly-updates-2024/>

I would be grateful if you would ensure that your club's delegates have a chance to study the Annual Report, Accounts and Minutes of the last ACM in advance of the Annual Council Meeting.

Finally, may I remind you that, to register electronically for the Annual Council meeting, Delegates should email their signed delegate authorisation slip to: bryony.gibbs@southeastswimming.org. Delegates will be sent the login information for the meeting. Delegates must register by **noon on Tuesday 22 April 2025**.

I look forward to seeing you and your club members at the Annual Council Meeting. Please do not hesitate to contact me if you have any further questions.

Yours sincerely

A handwritten signature in black ink that reads "Sara Todd". The signature is written in a cursive, flowing style.

Sara Todd
Regional Management Board Chairperson
Swim England South East

Contact:
Regional Manager (Bryony Gibbs)
Bryony.gibbs@southeastswimming.org

Enc.

Draft Minutes of the Annual Council Meeting (ACM) held on 17 April 2024
Annual Council Meeting Agenda & Appendix
Swim England South East Annual Report & Accounts 2024
Authorisation form (s)

c.c.

1. Trustees
2. Discipline Managers
3. Past Presidents