

Date: March 2026

Swim England South East  
c/o Freedom Leisure  
The Paddock  
1-6 Carriers Way  
East Hoathly  
East Sussex  
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Dear Colleague

### **Annual Council Meeting – 22 April 2026**

I am writing to provide formal notice of the Annual Council Meeting (ACM) of Swim England South East Region and the Annual General Meeting (AGM) of Swim England South East Region Limited, both of which will take place on Wednesday 22 April 2026 as an online meeting. The ACM will commence at 7.00pm, followed immediately by the Company AGM.

As part of the Region's transition to an incorporated structure, both an ACM and AGM are required this year. The agendas, along with delegates' appointment forms, will be circulated electronically at least 21 days before the meeting. The Annual Report and Accounts will be published on the website later this month. All information for both meetings, including the Annual Report and Accounts, will be circulated to Club Secretaries electronically and will be available on the website:

<https://www.southeastswimming.org/about/annual-council-meeting-2026/>

Please find attached the nomination papers for the elected posts. The Regional Manager must receive completed nomination forms and accompanying CVs no later than Wednesday 25 March 2026.

The elected positions for which nominations are invited are:

1. **Swim England South East Vice President 2026/27;**
2. **Elected Director of Swim England South East Limited** (term to 2029). *A Director Consent Form must also be completed for this role.*
3. **Regional Member of the Swim England Members' Forum.** Members are reminded that the President and Chairman shall automatically be appointed as Members of the Swim England Members' Forum (Article 30.2.6). The total number of delegates for 2026 is awaiting confirmation from Swim England but is expected to be no fewer than 12. Forum Members will be invited to attend the Swim England AGM 2026 which will also be held as an online meeting to be held on 19<sup>th</sup> May.

### **Deadlines**

1. Proposals for consideration by the Regional Council must be submitted to the Regional Manager no later than 28 days immediately preceding the meeting (i.e. by **Wednesday 25 March**).

The constitution of Swim England South East Region and articles of Swim England South East Limited can be found on the website at: <https://www.southeastswimming.org/about/governance-structures/>.

Please note also that the term 'Clubs' includes sub-regions and affiliated bodies who have voting rights at the Swim England South East Annual Council Meeting.

I would like to take this opportunity to thank you for your continued involvement and commitment to our sport.

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 Chairman  
Swim England South East

**Contact:**  
**Regional Manager (Bryony Gibbs)**  
**Swim England South East**  
**c/o Freedom Leisure**  
**The Paddock**  
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**BN8 6AG**

c.c.

1. Trustees
2. Discipline Managers
3. Past Presidents