

Notice is hereby given that the Annual General Meeting of Swim England South East Limited will be held as an online meeting on Wednesday 22 April 2026, to conduct the business shown in the Agenda below. This meeting will take place following the Annual Council Meeting of Swim England South East Region commencing at 7pm.

AGENDA

- 1. Apologies for Absence**
- 2. Minutes of previous meeting (none)**
- 3. Swim England South East Limited Annual Report 2025**

Members are reminded that, as the company was dormant during this period there is no annual report for Swim England South East Limited for 2025. All activity during this period was undertaken by the unincorporated association, Swim England South East Region.

- 4. Swim England South East Financial Statements 2025**

Members are reminded that as the company was dormant during this period, there are no accounts for Swim England South East Limited for 2025. All activity was undertaken by the unincorporated association Swim England South East Region during this period.

- 5. Elections and Installations**

Members are reminded that, "where there are the requisite number of candidates, or fewer, those candidates are automatically elected, unopposed"

5.1 President 2026-27

The Board of Director's recommendation is:

Peter Roycroft (Amersham SC)

5.2 Vice-President 2026-27

There have been no nominations received. The Board of Directors will ask the meeting to delegate the appointment to the Board.

5.3 Elected Director of Swim England South East Limited (term to 2029)

There have been no nominations received. The Board of Directors will ask the meeting to delegate the appointment to the Board.

5.4 Regional Member of the Swim England Members' Forum (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 19th May. Delegates are reminded that the President and the Chairman of the Board of Directors are automatically Members of the Swim England Members Forum (Article 30.2.6).

The candidates for election are:

Sarah Endersby (Reading SC)
Susan Harrison (Slough Dolphin SC)
Roger Penfold (Reading SC)
Roger Prior (Slough Dolphin SC)

No election is necessary. Members will be asked to authorise the Board of Directors to appoint 6 further delegates.

6. Appointments

6.1 Examiner(s) (or Auditor(s) as appropriate) of the Company Accounts

The Board of Directors recommends the appointment of Charterhouse (Accountants) Limited.

7. Vote of thanks to the Scrutineers

NOTES TO THE NOTICE OF THE ANNUAL GENERAL MEETING

APPOINTMENT OF PROXIES

1. As a member of the Company, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting and you should have received a proxy form with this notice of meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
2. A proxy does not need to be a member of the Company but must attend the Meeting to represent you. Details of how to appoint the Chairman of the Meeting or another person as your proxy using the proxy form are set out in the notes to the proxy form. If you wish your proxy to speak on your behalf at the Meeting, you will need to appoint your own choice of proxy (not the Chair) and give your instructions directly to them.
3. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.

RETURNING THE PROXY FORM

4. The proxy form must be received no later than 48 hours before the start of the meeting, excluding weekends and bank holidays, in accordance with the Companies Act 2006. To appoint a proxy using the proxy form, the form must be completed and signed:
 - By email: bryony.gibbs@southeastswimming.org
 - By post: Swim England South East Limited, Pavilion 3 Sportpark, 3 Oakwood Drive, Loughborough University, Leicestershire, England, LE11 3QF

CHANGING PROXY INSTRUCTIONS

6. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

Where you have appointed a proxy using the hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact Bryony Gibbs, via email at bryony.gibbs@southeastswimming.org.

If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

TERMINATION OF PROXY APPOINTMENTS

7. In order to revoke a proxy instruction, you will need to inform the Company using one of the following methods:
 - By sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the Company at Pavilion 3 Sportpark, 3 Oakwood Drive, Loughborough University, Leicestershire, England, LE11 3QF. In the case of a member which is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which the revocation notice is Signed (or a duly certified copy of such power or authority) must be included with the revocation notice.
 - By sending an e-mail to bryony.gibbs@southeastswimming.org to include the member's name.

In either case, the revocation notice must be received by the Company no later than 48 hours before the meeting.

If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.

Appointment of a proxy does not preclude you from attending the Meeting and voting in person. If you have appointed a proxy and attend the Meeting in person, your proxy appointment will automatically be terminated.

COMMUNICATION

8. Except as provided above, members who have general queries about the Meeting should contact Bryony Gibbs via email on bryony.gibbs@southeastswimming.org (no other methods of communication will be accepted).

You may not use any electronic address provided either:

- in this notice of annual general meeting; or
- any related documents (including the proxy form), to communicate with the Company for any purposes other than those expressly stated.