

SUSSEX COUNTY
AMATEUR SWIMMING ASSOCIATION
(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING

Wednesday 10th January 2018

ATTENDEES

Mr B DeVal (Chair & Development Secretary)
Ms Liz Fitzsimons (Synchro Manager)
Mr D Lee (Water Polo Manager)
Mr P McCallum (Elected Member)
Mr D Rosen (Diving Manager)
Mrs M Tuppen (Non Voting Guest)

Mrs H Brown (President)
Mrs C Hobbs (Welfare & Workforce Co-Ordinator)
Mr W Long (Masters Manager)
Mr A Putland (Elected Member)
Mrs S Vaughan Smith (Hon Secretary)

APOLOGIES

Ms K Escott (Finance)
Mrs D Pickering (Swimming Manager)

Mr A Lobley (Elected Member)
Mrs J White (Elected Member)

MINUTES

Mrs S Vaughan Smith

Item No		Action
	Prior to commencing the meeting the Chair asked the Committee to stand in silence as a mark of respect in memory of Jean Tate and George Ely who recently passed away.	
122/2018	Management Committee Minutes – Wednesday 8 th November 2017 were accepted and signed by the Chair.	
123/2018	Matters Arising BD advised that he is still waiting for a response from K2 regarding pool hire costs (113/2017). BD now has full access to Lloyds bank account. We have also received £150 compensation for poor service. CH asked whether Carol and Ray Barber had been notified of their Life Membership? The Committee agreed to this being approved and notification being given prior to the ACM. BD will give the honor and will write to them both individually. Glennis Buck will be nominated by the Management Committee for Life Membership at the ACM.	BD BD
124/2018	Finance Budget 2018/2019 BD presented draft budget document.	

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	Central The Actual figure is higher than budget due to the purchase of the computer and printer. This is a one off expenditure. Finance & General Administration had been split into two categories. These have now been combined into one category moving forward. Room Hire for the ACM has increased due to the Volunteer Awards (£500). Development The Swimming Development Plan is still waiting for some invoices but is on budget. CPD Day - awaiting budget figures. CH advised that there is a nominal fee for Officials and Coaching as there is now a requirement for them to be DPD checked and have Safeguarding training. Two people have already signed up at a cost of £40/person and they expect more to follow. BD asked CH to confirm the costs from April 2018 moving forward and to ensure they include; printing/training/coaching and room hire. Synchro – there was some confusion over the figures shown as they differed from LF version. To be resolved. Waterpolo – nothing in the budget as they are due £1K from Network and have £300 already. DL confirmed nothing more was required. Diving – It was confirmed that the £200 Pool Hire Cost was for the Development Day. DR agreed. Swimming General – awaiting budget figures. Inter Counties – no budget figures received Winter Counties – Speaker Hire was included at £350. No other budget information received. Championship – Only speaker figures included in Equipment as no other budget figures received.	DP CH LF/BD BD
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	Para – will remain at £0. Relay Gala – no budget information received. Masters - Venue to be confirmed for Championships – possibly Surrey. Budget received. Diving – Figures received. Open Water – BD to add to Agenda – possibly franchise to a Club? Synchro – BD asked if anyone was Swim 21 Registered? No. BD queried Tutors Fees as LF was requesting bursary/funding for training. LF asked if there was a criteria to apply for funding. BD feels that Development Budget should not cover Coaches Courses and referred to previous discussion to open a Grants Program. Swim England South East bursaries are available if a Club is Swim21 registered. BD asked if we could move the £3K figure from Development into Competitions for further review. LF Agreed. Water Polo – They are entering a number of Inter County events and also several London competitions. They are also talking about organising Sussex training for Juniors at K2/Triangle. DL to adjust budgets and return to BD. BD thanked everyone for their input – remainder to be completed based on income coming in and will be discussed at next meeting. CH asked about uniforms for Officials. The last shirts were purchased in January 2016 (total 6). We have very few left and there is a budget for clothing/kit of £1300. BD advised that there was a new style of shirt, same design new logo but different fabric. BD to ask Alison to order some. The policy on shirts for Officials is that they received the first shirt free upon completion of their training and then £5 each thereafter. Should Officials require a new shirt then please refer them to Alison.	DL BD BD All
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	BD to obtain final shirt price from Region and cascade information. New shirts should be available for Counties. Budgets should be completed and signed off at next meeting. BD feels that we should publish Budgets – CH disagreed and said it should remain as is and only published within the Annual Report.	BD
25/2018	Grants and Bursaries BD presented report circulated prior to meeting. BD suggested that a budget for Grants should be included in Budget for 18/19. Agreed Agreed principle that clubs need to have business plans and show commitment to invest in their own future and not rely on any county grant which should be seen as a top up or seed fund. The Committee asked the difference between Grants and Bursaries and BD advised that they would be referred to as Grants from now on. WL asked if we could afford to offer Grants? BD believed it is part of our duty to invest in the sport and budget for a grant if we had sufficient funds. In response to WL and AP, BD noted that the County's money originated from clubs and helping clubs develop where appropriate was part of the county's objectives. AP said he was adverse to grants being used for backstroke ledges and lane ropes etc but the money should be better spent on training etc. CH was not keen on point 3 – working in partnership beyond the club network BD to create an independent panel to decide on allocation of Grants. However suggested that should a grant request come in from a panel members own club then they should abstain from the decision making. The meeting disagreed. AP felt any grants should be offered flexibility as opposed to a fixed criteria based application form. AP asked that there not be a restriction on the number of applications that can be made by a club in a year.	

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	WL commented that he believed the criteria to be too technical. AP wanted to know how much money would be put aside for Grants? He suggested 15% of £60K (£9K). WL said this should be a question for the Finance Committee. BD said the Finance Committee had a figure in mind of 12% (£7.5K) – the finance group would propose a figure for 18/19 BD suggested raising fees in 2019/20 to support grant funding. BD said we need to be cautious – whilst we want to demonstrate support, we need to review our costs in view of Brexit. We should try to keep our reserves strong to support clubs without increasing memberships. The Committee agreed the principle of grants with more open criteria. A budget of 12/15% on a one off basis per year. BD to amend paper and present for further discussion	BD
26/2018	Backstroke Ledges BD presented document circulated prior to meeting. BD felt it not viable for County to invest £4K to supply backstroke ledges. He suggested approaching Freedom Leisure (K2) and Crawley SC and Region to create a partnership to purchase together. The ledges would then be accessible to County, Region and Crawley SC (if they invested) and K2 would be able to offer a hire charge for third parties to use them. The suggested hire charge should cover the replacement value in case of loss or damage. This would be a one off investment BD has not had discussions with K2, Region or Crawley SC to ascertain their interest. BD asked for Committee agreement to enter into negotiations with Freedom Leisure and the Region. The Committee agreed to BD opening initial discussions.	BD

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27/2018	Volunteer Awards These are now to be held after the current awards program on 16 th June. Agreed	BD
28/2018	Governance GDPR - WL advised that in reality we'll not be compliant in time nor will our Clubs and probably Swim England. This is not a Government issue but guidelines should be issued by the Swim England. Swim England are trying to get a clause that exempts people that have been disqualified from sport due to welfare issues – their names would be wiped and they could therefore re-enter sport. WL advised that Sussex continue looking at getting their own house in order. BD asked if we are compliant with current legislation would we be more compliant with new legislation? WL to discuss with BD offline.	WL/BD
29/2018	Development Squad Sessions – BD reported that the last Bedes sessions were very well attended. BD attended a recent WebEx with Swim England where some changes were made. BD to update. Swimming Championships – BD has had discussions with Dr Karen Howell who has agreed to give some sports presentations for parents. Open Water – as they currently have no Manager BD suggested approaching Clubs with a coastline asking them to run an Open Water Swimming event for us as a franchise? We would supply awards and conditions and the club involved would make money from the fees. AP advised that Clubs would need to be made aware of recent changes to rules. CH and MT thought clubs would be reluctant to run such a large event. Committee agreed. BD to write to all Clubs.	BD BD BD BD

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30/2018	Communications Website BD reported that the website is up and running and has received a good response. There had been an initial security issue but this had been resolved and the hosting server is now secure. Facebook and Twitter have also been rebranded. Officials Database CH advised that following a lot of work over the Christmas period emails were being sent for to all Officials/Not Technical and Trainees asking them to complete the database. BD asked if we could link this to our own website in future? CH confirmed that this was the final plan.	
31/2018	Technical Committee Minutes & Reports Swimming Committee Minutes accepted. BD advised of name correction (Karen Howells) and minor spelling error.	
32/2018	SER Report BD reported that at the recent meeting SER unveiled new medals for the region and that these were now square. They also released new shirts and that they had provided a good lunch!	
33/2018	Forward Business Plan BD to send DL last years Water Polo Report.	BD
	BD working on sponsorship package – this would also be helpful for grants.	
34/2018	Correspondence BD advised that the President Regent would like to visit Sussex County Championship on 10th February. SVS to extend invitation for President Regent to attend as a guest of HB.	SVS
35/2018	Any Other Business DR advised that they have given out 2017 trophies, which have also been engraved. WL advised that Masters were trying to organize a fixture against Kent on 6 March 2018 to be held in Tunbridge Wells.	

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	The Masters also came 2nd in SER Masters Competition and 6th out of 29. BD advised that for future events swimmers should be made aware that it is not a heats event but a one off competition. HB said she had visited the Pathway Development and spoken with a number of attendees who gave positive responses to the event. BD advised that there had been a change to the T&C for Volunteer Placements claiming expenses and he would cascade this information. K2 has a new scoreboard. BD will get Logo's formatted so that they can be used in future.	BD BD
	Meeting Closed at 8:37pm	
	Date of Next Meeting – Wednesday 14th March 2018	

SIGNED:

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Brian DeVal – Chairman

DATE:

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