

**Minutes of a meeting of the ASA London Region Management Board  
held on Sunday 5 February 2017  
at Waltham Abbey Marriott Hotel, Old Shire Lane,  
Waltham Abbey, EN9 3LX**

**Present**

**Voting Board Members**

Jackie Bedford  
Jean Cook  
Norman Edgell  
Peggy Etiebet  
Dave Fletcher  
Kay Grimshaw  
Alex Harrison  
Kathy Hook  
Richard Whitehead

**Non-voting Board Members**

Suzanne Philpot          Divisional Lead

**In attendance**

Gita Sheth

Divisional Administrator

**Apologies**

Ralph Shortland  
Di Gamble

**18. Welcome**

The Chairman welcomed members and thanked them for their attendance over the weekend.

**19. Apologies**

Apologies had been received from Ralph Shortland and Di Gamble.

**20. Declarations of Interest**

Richard & Kay declared an interest in items relating to the SGB matters –especially in respect of the ASA budgetary position

**21. Minutes of the meeting held on 6 December 2016**

There were no amendments to the minutes and they were agreed.

**ACTION: Gita Sheth to publish minutes on the website.**

**22. Matters arising from the minutes and Action Points not on the agenda**

**Action 45.6 Office 365**

A new online storage area would be created, Sharepoint. All disciplines will be allocated their own areas in which to store all their information. The Region will formulate a Regional IT Policy, to provide guidance, which all members were expected to adhere to. Training and documentation would be provided for all members in due course.

**Action 14.2 Safeguarding**

The Welfare Officer has begun the review and will be meeting with the Committee Chairs. She will be invited to present her report to the full Board.

## 23. Finance Report

### Management Accounts

There is still a significant underspend on development activities and based on the latest update some of this will reverse later in the year, however the F&A Chairman forecasts a likely surplus of £10 - 20,000.

There are a number of future variances within the accounts, like one off activities which the region will undertake next year (i.e. National Diving Skills, ASA Presidency) which can only be taken into account in the next financial year.

In running the Region the biggest cost lies with staff costs, where the Board has already agreed to utilise some of its reserves for a second regional staff post.

The Board was reminded that the accounts are based on when the activity actually happens or when we receive the goods or services not when they are paid for, which limits opportunities to move costs between years.

Norman asked whether Richard would be able to carry on with the finance next year when he would be ASA President. Richard advised the Board that now the Divisional Office was doing all the day to day processing of invoices and month end reports, and did so extremely well, there shouldn't be too much of an issue.

### Events, workshops, etc

The discipline committees organised/undertook lots of events/activities within the region, and the Board wished to make sure that all the correct procedures were in place, and had been followed, and that all the relevant information was available to the officers should the need arise.

Things like invitation lists, attendance records, safeguarding & DBS checks and bookings and contracts should all be stored on SharePoint once set up; where necessary, the committees must use restricted areas in order to comply with normal safeguarding and data protection controls.

When using external companies written assurance should be sought that they have complied with all the relevant regulations, so that the Region is as compliant as possible.

A draft of the template was presented to the meeting and once finalised it will be introduced as a mandatory requirement

**ACTION: Committee Chairs and Board Representatives to make sure that the committees are carrying out activities in a safe, controlled environment**

The Board thanked the F&A Chairman for his work.

## 24. Regional Implementation Plan and Budget 2017 - 2020

24.1 The previous day the discipline committee chairmen had presented their development plans, setting out the budgets they would require to fund their activities. Numerous ideas were identified which could be shared across the disciplines (development days, Talent ID testing, school club links).

Richard advised the Board that the Region's core income came from membership fees and licence fees amounted to £120,000. The estimated net cost/expenditure on the disciplines for the year was forecast to be £102,000 but on top of that was the cost of running the Region. This all resulted in an overall deficit before decisions of around £85,000 (including one off items) which would rise to approximately £110,000, based on the scenario that all

activities and discipline plans submitted were allocated what they had asked for and delivered all their plans in full. Any deficit would have to be funded from the Region's reserves or by generating more income.

The Region currently had reserves of £350,000, and there was discussion regarding the level of reserves that the Region should maintain given the current uncertain climate, and how sustainable the development plans could be going forward. The Board agreed that it would be prudent to maintain reserves of approximately £150,000 which left excess reserves of £210,000 to be utilised for Regional Development.

The Board discussed how the Region could fund development activity going forward, as it would be unwise to spend more than £100,000 of the reserves in one year, as this jeopardised future development within the Region.

One of the ways that money could be saved in the future was via the County Grant Scheme, which only London gave. Before Regionalisation Southern Counties had always given London Counties a grant and the Region had carried on this practice. After discussion it was agreed that the Region should phase out the County Grants starting next year (2018-19).

**ACTION: Richard to write to the Counties advising them of the situation.**

After much debate the Board agreed unanimously that *'The London Swimming Management Board is committing to utilise excess reserves of £210,000 approx. spread over the next three years in accordance with the agreed London Regional Strategy, with a view to review income generation & reserves within a minimum of 12 months'*.

Following on from this decision the Board re-evaluated the budgets & development plans that had been presented by the discipline committees, and agreed the following net totals:

Corporate budget (running the region)	£42,000
Swimming budget (including pen water)	£14,000
Disability budget	£1,300
Diving budget	£17,290
Water Polo budget	£19,300
Synchro budget	£6,200
Club Development budget	£16,700

This resulted in an overall net budget deficit after taking into account of income and including one off items of £65k.

It also identified numerous ideas which could be shared across the disciplines (development days, Talent ID testing, school club links).

**ACTION: Richard to amend the regional budget accordingly and issue letters of delegated authority to the committee chairmen.**

## 25. Strategic Decisions

25.1 The Chairman informed the board that the Club Development Group Chairman had resigned his position in December. Richard had stepped in to support and the Chairman proposed that Richard be made the Interim Chair. The proposal was agreed.

The Chairman advised the board that due its cross-discipline nature it would perhaps be better for the Club Development Committee to take over the Regional Chairs Forum and look for ways to re-activate the group. The proposal was agreed.

**ACTION: Richard take over responsibility of the Club Development**

## **26. Information Reports**

The following reports were noted

- Open Water report.
- Water Polo Report

### **July Meeting**

A number of members were not available for the Away day and board meeting scheduled for Saturday 8 July. A revised date of Sunday 9 July was agreed. Venue TBC

**Next meeting – Tuesday 11 April Venue TBC**