

# Oxfordshire & North Buckinghamshire Counties ASA

President: Kim Weetman

Acting Chairman: Ian Powell



## MINUTES OF ZOOM ONLINE EXECUTIVE COMMITTEE MEETING

ON 12<sup>th</sup> JANUARY 2021 AT 7PM

Present:

I Powell (Acting Chair & Treasurer)	N Mellings (Acting Chair & Sec)	O Stockland (Swim Sec/ADSC)	K Weetman (Disability Sec & 4SSC)
M Fuller (Synchro Sec & Witney Synchro SC)	K Underwood (Officials/COSC)	N Laverick (BBFS)	N Horton (Maxwell)
K-L Barnard (4SSC)	B McDonald (Club Dev Officer/SER)	S Corbett (Banbury SC)	S Wynne-Jones (CMK)
Kate Iles (BBFS)	A Willis (ADSC)	A Readhead (Masters Sec/Maxwell)	S-A Clavaud (W&DSC)
N Brown (COSC)	S Ashworth (Maxwell)	K Langley (AVSC)	M Walton (WWHS)
R McInnes (WWHS)			

	Agenda Item	Discussion and Decision	Action
1.	Apologies/Opening Remarks	<p>The Acting Chair welcomed all attendees to the zoom ONB Exec Cttee mtg. Attendees were notified that the zoom online session would be recorded to aid minute taking only. ONB Papers/Reports were sent out to members on 9<sup>th</sup> January 2021 at 12:46hrs.</p> <p>Apologies were received from: Peter Shaw (County Records/COSC); Heather Patrick (NPSC) and Steve Manser (Maxwell).</p>	
2.	Minutes of Executive Meeting held on Tuesday 17 <sup>th</sup> November 2020	The Acting Chairman asked if all those attending had read the minutes of the meeting held on Tuesday 17 <sup>th</sup> November 20 and if they were a true record. It was agreed that the minutes were an accurate record and they were duly signed by the Acting Chairman.	
3.	Matters Arising from Previous Mtg	<p><b>Funding Applications. Maxwell – Timing Pads.</b> Sue Ashworth, the Maxwell SC Treasurer, updated the Exec Cttee on the Funding which ONB had agreed at the 17<sup>th</sup> November 20 meeting. She noted that since that meeting, Maxwell SC had sought advice from HMRC (see attached note to minutes) regarding the VAT element of the purchase; HMRC agreed that there was no requirement for VAT to be added onto the cost of the pads/trolley as they were being donated to Everyone Active and were therefore outside the scope of VAT. This meant that the total cost for the 6 pads and storage trolley had reduced to £7057 (and not £9100 which included VAT) and that all parties had less to pay. As such Maxwell's funding request to ONB had been reduced from £2100 to £1472. Maxwell SC also confirmed that due to the reduction in cost they no longer required the £2000 loan from ONB. The ONB Exec Cttee expressed their thanks as this reduction was welcome news. Sue offered to provide an update outlining all revised costs. <i>Sec's note: this was received on 13<sup>th</sup> Jan 21 and is outlined below:</i></p> <p>Aylesbury Vale Community Trust. £2,500 Maxwell £1,683 ADSC. £1,402</p>	

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		<p>ONB £1,472  <b>TOTAL £7,057</b></p> <p>Sue confirmed that two pads were purchased fairly recently by Maxwell and are in good working order. These 2 new pads, along with the "retiring" touchpads will all be serviced at the same time as the new pads are delivered and will be stored under the gallery in order to act as emergency spares should the need ever arise. Everyone Active expects the touchpads to arrive within 6 weeks (BREXIT permitting) and isn't aware of any price changes due to BREXIT. Everyone Active had managed to secure a very competitive price for the pads and trolley. Sue will provide the ONB Treasurer with the necessary paperwork so the funding transfer can be made. <i>Sec's note: Necessary paperwork received and transfer from ONB to Everyone Active made on 15<sup>th</sup> Jan 21.</i></p> <p>Sue also mentioned that Maxwell SC may have a list of possible future equipment purchases for Aquavale. This was briefly discussed and Maxwell SC were advised to approach the ONB Exec Cttee with their funding request when they were ready to do so.</p> <p>All other matters arising from the 17<sup>th</sup> Nov 2020 ONB Exec Cttee Meeting had been actioned.</p>	<p><b>ONB Treasurer</b></p>
4.	Correspondence	None received.	
5.	Chairman's Report	This post is Vacant, hence no report. The filling of the Chair position is addressed at Item 8.	<b>ONB Sec</b>
6.	Treasurer's report	Ian Powell presented his report which is duly attached. He highlighted that just before the cut off for the accounts, he will go through the credits account and items which are older than 2 years will be written back to the ONB Accounts. This is because clubs have 2 years from which to use their allocated ONB Funding - funding not claimed for will return to the ONB Accounts. This will be reflected in the March 2021 Accounts.	<b>All Clubs</b>
7.	Disciplines	<p>a. <b>Swimming.</b> Oliver Stockland noted there was nothing to report due to the ever changing COVID19 situation and recent 3<sup>rd</sup> lockdown; it was felt that there was little benefit to be had in planning for the 2021 County Champs at this stage. We await further SE guidance post lockdown. Oliver highlighted a recent Sports England Survey in which it was anticipated we will have lost @75% of our volunteer workforce due to people leaving the sport during the pandemic. He noted the possible challenges going forward regarding a reduced volunteer workforce for both the staging of competitions and for Clubs. He was concerned that this vital volunteer population might be disengaged which will cause concern for the future. Ben McDonald (SER) noted that Regionals were unlikely to go ahead but this had yet to be confirmed. <i>Sec's Note: From SER Website: 'The government is planning to review the current lockdown in the middle of February. We will take a provisional go/no-go decision based on any changes to restrictions announced by the government. If the decision is 'go' we will start to accept entries on 1<sup>st</sup> March.</i></p>	

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		<p><i>We will take a final go/no-go decision on 23<sup>rd</sup> March, which is the latest date for cancellation of pool bookings without charge' <u>Swimming competitions - ASA South East Region website (southeastswimming.org)</u></i></p> <p>b. <b>Fixtures.</b> Noted there was nothing to report.</p> <p>c. <b>Records.</b> Noted there was nothing to report.</p> <p>d. <b>Artistic Swimming.</b> Mandy Fuller's report had been issued prior to the mgt; there were no questions. They were losing quite a few members due to the current guidelines/social distancing issues and lack of championships next year resulting in a certain age group of swimmers leaving. Her report is attached.</p> <p>e. <b>Masters.</b> Noted there was nothing to report.</p> <p>f. <b>Disability.</b> Kim Weetman's update had been issued prior to the mgt. As Amanda Readhead has attended the National para swimming engagement day training detailed in the report, she verbally updated the Exec Cttee. Kim's update is attached.</p> <p>g. <b>Masters' Records.</b> Noted there was nothing to report.</p> <p>h. <b>Facilities.</b> Post remains vacant, therefore no report.</p> <p>i. <b>Officials.</b> Karen Underwood noted that there was nothing to report. She did express similar concern that there may be difficulties in manning galas when competitions return. People are still able to undertake the J1 online, but assessments can only be at competitions and not at Level X.</p> <p>j. <b>Coach Education.</b> Post is vacant - therefore no report received.</p>	
8.	Chairman Discussion	<p>Due to the previous ONB Chair not seeking re-election at the Sept 2020 AGM, there is a need to fill the Chair position. It was suggested that a template of who we should be targeting along with TORs be drafted to reflect what is required from a person filling the position. It was noted that the incumbent would need to be County, rather than Club, orientated and that the person best suited to role this might be someone who had held a senior position within a club such as Chair/Treasurer/Sec; although people with exceptional skills elsewhere might be equally suitable. The Cttee noted that getting people to fill vacant committee positions at both Club and County level was challenging. There followed a lengthy discussion about how best to fill the role, if it was necessary for the incumbent to have an aquatic background and if it was necessary for the incumbent to be currently involved with aquatics.</p> <p><b>Decision.</b> It was decided that:</p> <ol style="list-style-type: none"> <li>1. The Sec would create a set of ONB Chair TORs, send to the Ian Powell for approval prior to sending out to Exec Cttee members for endorsement.</li> <li>2. Once TORs endorsed, an advert &amp; TORs to be sent to Clubs and put on ONB website/twitter etc seeking nominations for ONB Chair position.</li> <li>3. ONB Exec Cttee Members to let the ONB Sec know if they were aware of anyone who might be suitable.</li> <li>4. Should more than one nomination/expression of interest be received, then voting would take place.</li> </ol>	ONB Exec Cttee
9.	Talent Pathway Dev Camp 2020/21	It was noted that Talent Pathway Camps for 20/21 had yet to be organised. Due to the latest lockdown, it has not been possible to	

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		<p>undertake planning for Talent Pathway Camps. No communication had been received to date from SER regarding this years' Talent Pathway Camps. Noel Horton (County Team Coach) noted that once swimming was able to resume fully, that a discussion re the format of the Talent Pathways camp would be needed.</p> <p>Noel highlighted to the Exec Cttee that he felt the many lockdowns had impacted on clubs, coaches development and connectivity was therefore looking to put together some CPD/chats and presentations for ONB coaches (and possibly senior swimmers). He has approached very successful coaches from outside our County (such as Sean Balmer from Cockermonth) to present/chat to our coaches with the aim of sharing knowledge amongst ONB clubs and drawing on experience from other high performing clubs. His proposal was very well received. The Sec agreed to distribute the information to Clubs asap. <i>Sec's note: The first ONB Coach Development Programme and Chats commencing 15<sup>th</sup> Jan 21 featuring Sean Balmer was sent out to Clubs/Head Coaches on 13<sup>th</sup> Jan 21.</i></p> <p>In addition, Noel noted that he has also approached ONB Coaches to provide land/stroke development sessions for other clubs to get swimmers excited about returning to training. Details to follow in due course.</p>	<p>All Clubs ONB Sec</p>
10.	Funding Applications	None received.	
11.	Swim England South East	<p>Ben MacDonald's report had been issued prior to the mgt. He was pleased to report that all ONB Clubs had either completed Swimmark or Stronger Affiliations. The new TM2 course is close to being completed; bookings to open in the next month through the SER website. He also advised that once pools reopened that Level X will include all pool disciplines. He confirmed that a decision regarding Regional Championships had yet to be made and that the final decisions point was 23<sup>rd</sup> March at which time Clubs would be notified accordingly – see also Agenda item 7a. He confirmed that other clubs had expressed concern re dwindling volunteers and that he would liaise with Bryony Gibbs SER to see if there was anything else that could be done to support clubs.</p>	
11.	AOB	<p>There were 4 AOB Items:</p> <p>1. Stephen Wynne-Jones (CMK) wished to recognise that a small number of ONB clubs had raised a significant amount of funding through Crowdfunding to fill the holes left by not being able to run open meets. He noted that 4 ONB clubs (CMK, Maxwell, W&amp;DSC and NPSC) had raised over £75K between them of which @£28K was 'free money' from Sport England. Stephen acknowledged the significant work required to get the crowdfunding up and running and offered up his experience/top tips to other clubs to help them get started. The ONB gratefully accepted Stephen's offer to produce a crib sheet/getting started guide for other clubs; the ONB Sec will attach this to the ONB minutes. <i>Sec's note: The Crowdfunding Crib Sheet has been added to the ONB website: <a href="https://www.teamunify.com/oxfordshire-north-bucks-onb-club-hints-tips">Oxfordshire North Bucks (ONB) - Club Hints &amp; Tips (teamunify.com)</a></i></p> <p>2. Michael Walton (Chair WWHS) raised his concern regarding the lack of guidance/documentation for COVID procedures and the</p>	<p>S W-Jones, All Clubs ONB Sec</p>

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		<p>need for clubs to individually source guidance. He noted the best guidance they had found was on the Rugby Football Union website, rather than Swim England website. The Chair COSC (Nicola Brown) offered to share COSC's COVID procedure resources; the ONB Exec Cttee gratefully this assistance. Should other clubs have resources which they'd be happy to share on the ONB website, then please forward them to the ONB Sec.</p> <p>B.McDonald was asked to pass onto Swim England the frustration from clubs regarding the lack of COVID guidance/policies/procedures from Swim England.</p> <p>3. Michael Walton highlighted the impact felt by clubs during COVID of not being able to meet up with other clubs/coaches, Chairs/committee members etc and how they felt quite alone and needed to feel part of the wider community/be able to seek assistance/advice from other clubs. He noted it would be good to share contact from other clubs, noting GDPR restrictions.</p> <p>It was noted that Rosa Gallop from SER used to organise quarterly ONB Network Mtgs but that this service ceased a few years ago when Rosa moved on. Ben McDonald noted that the SER are strategically planning workload for 2021/23 - this won't be complete until perhaps the end of 2021. There are no plans to replace Rosa as her role was funded by Swim England.</p> <p>Nicola Brown offered to lead on organising Chair meetings every 2 months for ONB Club Chairs to talk through issues/share best practise. The ONB Exec Cttee welcomed this offer – details of which to follow. Sue Ashworth from Maxwell SC also offered to provide Treasurer advice should Club Treasurers require it. The ONB Exec Cttee welcomed this offer.</p> <p>4. There was a discussion on how to account for assets which had been purchased via ONB/Club funds, but which were held and maintained by the Leisure provider should that Leisure provider fold. It was accepted that there was an informal agreement that the asset would remain with the leisure centre as the contract for running the centre was between the Council and Leisure Provider; as such the provider would leave the assets when they left.</p>	<p><b>N Brown</b></p> <p><b>ONB Sec</b> <b>All Clubs</b></p> <p><b>B.McDonald</b></p> <p><b>N Brown</b> <b>ONB Sec</b></p>

The Exec Cttee Meeting closed 8.14pm.

The next Meeting will be held at 7pm on Tuesday 9<sup>th</sup> March 2021. Details to be sent out nearer the date.

Nicky Mellings  
ONB Sec

Date: 19<sup>th</sup> January 2021

Chair Signature:

Date:

**Extract from email from Sue Ashworth to Chris Williams, 3 December 2020 re VAT:**

*"You said that the Council and your Finance Team have said that we need to be charged VAT, even though we are not actually buying the pads, and all our other swimming activities are not liable to VAT.*

*I just don't think this is correct, so I called HMRC helpdesk and spoke to the incredibly helpful advisor, Ise. Telephone: 0300 200 3700*

*<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/vat-enquiries>*

*They confirmed that EveryoneActive will need to pay VAT on purchase of the touchpads, as this will be invoiced by the supplier of the touchpads. However, your finance team will be able to claim this back from HMRC in the normal way (usually every three months). So it's an out and an in - no net cost to you. (NB Usually claims are made quarterly, so you may wish to buy the touchpads close to the end of a quarter so you don't have a long lag between paying the money to HMRC and getting it back. See my suggestion below if this is the case.)*

*So...I can't recall the exact figures, but I think the touchpads were about £7,000 so with 20% VAT on top the total would be around £8,400. We want to avoid paying the £1,400 as we can't claim it back, because we are not VAT registered.*

*Anyway, HMRC confirmed over the phone that the touchpads form an incidental part of our (non-VATable) sporting activities with you so you don't need to charge us VAT. (i.e. without galas we wouldn't have a competitive swim club, without timing pads we wouldn't have galas, so no timing pads = no galas = no regular swimming. All should therefore be VAT free to Maxwell).*

*In fact, furthermore, as our contribution to you is effectively a donation to help you buy the touchpads it falls entirely out of the scope of VAT so you don't even need to raise us a VAT invoice (although you will need to keep a record of the donation as part of your normal tax records.).*

*They pointed to a Tax document to confirm this:-*

*<https://www.gov.uk/guidance/vat-guide-notice-700>*

*Section 4.6.5*

*This section relates to donations. I still wasn't entirely sure that this section did cover the exact situation we are in, but he checked with his technical department and they confirmed our donation to you for the touchpads would be outside the scope of VAT.*

***If your finance people want to confirm this - they can call the above number and refer to Reference DZE2350 where notes of our conversation are documented."***