

Item		Action
XC/003	Correspondence We had received a request, from Sandra Lawrence regarding her son's selection to represent England at the ESSA competition, to see if the County could provide any financial assistance as the cost was £1,750. Unanimously agreed that this is not something that that County can do and Sandra should seek support from his school (as it is a schools competition) and/or his club. Gillian Neal is to respond with congratulations for the selection but state there is nothing that the County can do. Leah Pullen will put a news flash up onto the County website and will also contact ESSA to see if any other Middx swimmers have been selected so their names can be added. Following the meeting LP contacted ESSA to get more details about the competition and to see if any other County swimmers had been selected. GN wrote to Sandra to apologise but the County does not have a budget for that and suggesting his club and school should be approached and possibly even ESSA to see if they have a contingency fund to assist.	GN LP
XC/004	Treasurer Sam Whitmore said that we should be able to break even this year on County Championships. She has not received any funds from Swim England as yet but has had a few queries as to why the charge has been imposed this year. Sam has responded to those queries.	
XC/005	Committee Reports No meetings have taken place yet, therefore no reports.	
XC/006	London Board Nothing has been reported.	
XC/007	Welfare No reports received from Maria Abrams.	
XC/008	County Championships 2025 Leah Pullen confirmed all entries in and acceptance/rejection lists have been sent out. Leah stated that there were too many entries on automatic qualifying times especially in girls 800f/s. She has managed to ensure that we should be finished by 6pm each day but to accommodate the 800f/s for girls, there is an earlier start on the first day of 7.45am warm up. We have received confirmation from the LAC that as we have under 1,000 people, we do not need to use their security (Wise). We can have our own volunteers – 8 per session – and it does not have to be a security company. Brian Kapp said that the volunteers need to be clear as to their areas of jurisdiction. Allan Thornton commented that if we take on the security role, we need to ensure that we are insured. Could we ask another County what they have done / are doing as we are not the first County to run	

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	Championships this year. Pam Crofts also queried if we clash with a football match at all. This was confirmed: 15 February, West Ham v Brentford with a 3pm kick off. Leah Pullen would send Wise (security company) details to Tina Franchi so she could make enquiries and get costings etc. Following the meeting Tina confirmed that we can use volunteers who will be briefed by the pool. They will not carry out bag checks and will be issued with radios. Hi-viz must be worn and if they have an incident, they will radio the AOE suite who will arrange for the pool staff to go and help. Tina Franchi also queried the requirement of first aiders – we need 2 per session: one upstairs, one poolside (AOE suite). Brian Kapp confirmed the radios from Chelsea & Westminster had been booked. There would also be 11 sets of working lapcards. Leah Pullen queried backstroke ledges and were we hiring from London Region again – cost £200 with a £500 deposit last time. Unanimously agreed to request to hire again. Jeanette Edmiston will ask Kelly Stannard for the form. Leah Pullen confirmed that she has managed to book the LAC for County Championships until 2027.	LP / TF JE
XC/009	Medals / Trophy Secretary Jo Martin will stay on until a new person is found. Pam Crofts suggested putting an advert onto the website. Also, put something on the scoreboard at the LAC during the Championships.	LP
XC/010	Code of Conduct – Volunteers & Officials Following a few incidents involving the behaviour of an official towards other officials and volunteers, it was discussed as to whether a specific code of conduct should be signed by officials and volunteers. Jeanette Edmiston said that we should remind and make people aware of the Swim England Code of Conduct rather than making work for ourselves and writing a new one. Pam Crofts suggested having a copy available and getting people to sign it before a competition. Anna Down stated that it is signed at club level at her club.	
XC/011	AOB Leah Pullen said that Ann O’Leary will give out coaches and TM passes on the first day of the County Championships as she is not available on the other days. How will other coaches / TMs get them? Gillian Neal said that it is not our job to ensure each coach / TM gets their passes. Each club should pick up all their passes on the first day and it is for them to ensure that each person gets their pass – i.e. they sort that out themselves. Allan Thornton commented that we should do what they do at Nationals. Once	

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	applied for, e-mail pass to them and let them print out themselves. If the pass is forgotten at Nationals, they charge £20 to print it out. We could do the same but charge £15. Frances Prentice said that she had not seen any Minutes from the ACM. Gillian Neal thought she had sent them but would re-send. Following the meeting, GN sent out the ACM Minutes. Gillian Neal wanted to let the Exec know that 3 out of the 4 candidates had passed the referees exam. Congratulations to Melissa Hanks, Jerome Lessard and Perry Thomas. Leah Pullen reiterated to the Exec that the Zoom link to the meetings is on the website.	GN
	Dates for Exec Meetings 2025 Wednesday, 19 March 2025 – Zoom @ 7.30pm Thursday, 15 May 2025 – in person @ 7.30pm Wednesday, 17 September 2025 – in person @ 7.30pm Thursday, 16 October 2025 – Zoom @ 7.30pm ACM: Thursday, 20 November 2025 – in person	
	Meeting closed at 8.35pm	

Signed..... Date.....