

Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

E mail: ianorton5@gmail.com Tel: 01729 825944

Minutes of

A Meeting of Board of Trustees held on

Thursday 16th February 2023

at 7.00pm at The Pool.

Present: Trustees of CIO: Colin Coleman (CC): Chair: Ian Orton (IO): Secretary: Rosie Sanderson (RS): Treasurer: Chris Hirst (CH), Iain Crossley (IC), Kath Mason (KM), Mike Smith (MS) and Cynthia Moorehead (CM).

Jenn Hodgkinson: Pool Manager: (JH)

Tash Ward: Business Development Manager: (TW)

- 1. Welcome from the Chair:** The Chair welcomed everyone to the meeting adding that the first task of the meeting was the monthly draw for the 200 Club. The Chair drew the £50 prize, the Treasurer drew the £30 prize and the Swimming Pool Manger drew the £20 prize. It was agreed the next draw would be at the spinathan on 18th March 2023.
- 2. Apologies:** Anne Galloway, Bryan Atkinson and Robert Brown.
- 3. Declaration of interest:** No declaration of interest was raised.
- 4. Minutes of a meeting of the Trustees held on 19th January 2023:**

The minutes were reviewed and agreed as a true record of the meeting held on 19th January 2023.
- 5. Matters Arising that are not on the Agenda:**

IC asked for an update on the signing of the lease. The Chair gave details of the legal process to complete the lease.

- 6. Cynthia Moorhead Prospective Trustee:** CM gave details of her career, community involvement and activities to support the pool. After discussion CM request to become a Trustee was agreed with CM joining the People Group of Trustees.
- 7. Attracting Trustees:** The Chair informed Trustees Bryan Atkinson would be resigning as a Trustee from the end of March 2023 so even with CM becoming a Trustee there would still be two vacancies from the end of March 2023. KM and the Secretary both gave details of prospective trustees and MS was producing a poster that would be circulated to attract new trustees.
- It was agreed that coffee and cake would be available at the next meeting to informally thank Bryan Atkinson for all the work he did as a trustee.
- 8. Sub Groups:**
- a) Facilities:** CH explained KM had joined the Facilities Group and he added details of additional lighting, the majority of the snagging completed and growth bids being developed.
- b) Finance:** RS introduced updates on prices and pay. After discussion it was agreed that the concessionary rate to use the pool would apply to those over government pensionable age (66 rising to 67) as this was a big jump from the existing concessionary it was agreed the increase would be reviewed on a regular basis. CM stated the concessionary changes would affect a large number of users of the pool. It was agreed that pay would increase by 10% for those on national minimum wage all salaried staff by 4% and 2% for all other staff. Trustees asked about the use of comment cards by users as part of a reward policy for staff.
- IC discussed cashflow and it was unanimously agreed that IC could approach Keyfund to put a borrowing facility of up to £50k in place. This arrangement may be subject to an arrangement fee of 1%. Trustees asked about details of monthly expenditure and it was agreed expenditure would be reported to the Board every three months.
- JM and TW left the meeting while payments for salaried staff were discussed.
- c) People:** AG could not attend the meeting but had briefed the Secretary re staffing issues.
- d) Publicity and Marketing:** MS gave a publicity update explaining that social media was now increasingly important as the promotion tool. JM was asked about challenges with Facebook and TW gave examples of the issues with Facebook. JH added comments about other uses of social media. It was agreed that if the challenges with the Pool's Facebook account could not be resolved the Pool should open a new Facebook account.

9. Pool Contract Final Snagging: CH gave details of the remaining snagging issues.

10. More than a pool: Six months Review: CH requested that the role of the pool should be reviewed at the end of six months since opening. After discussion it was agreed CH to invite Craven's Sports Development Officer to facilitate a meeting of Trustees and senior staff to explore issues such as 'are we a community hub' and 'should the Sport England Business Plan be reviewed as a result of six months of the pool being reopened'. **Action:** CH

11. Manager's Reports:

a) Pool Manager: JH introduced her report outlining the operational management of the pool and outlined concerns about drivers travelling across the centre of the car park where there are pedestrians of all ages. North Yorkshire Council may request that the railings in front of the pool are re-instated.

b) Business Development Manager: TW introduced her report with details of the publicity to promote the spinathan. TW outlined new prices for small, medium and large areas within fitSpace. There was discussion about the use of the café with a view that the restart of swimming lessons will create extra use of the café. Trustees had a range of views on what food and drink should be offered by the café.

12. Task List: Existing Task List noted and agreed that the Task List would not be included on the agenda in future.

13. Any other business: There were no items of Any Other Business.

14. Date of Next Meeting:

Thursday 16th March 2023 7pm at The Pool

Thursday 20th April 2023 7pm at the Pool

The meeting ended at 20.52

Signed

Chair

Date