

Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

E mail: secretary@settlewimmingpool.co.uk Tel: 07763319207

Minutes of the Meeting of Board of Trustees held on

Wednesday 15 April 2026 at 7.15pm at the Settle Area Swimming Pool.

Present: Trustees of CIO: Chris Hirst (chair) Mike Smith (Secretary), Robert Bellfield, Robin Bates, Elaine Howarth, Jean Littlewood, Ian Dryburgh and Anne Galloway. **Senior staff:** Tash Earle (Centre Manager) and Leah Galloway (Operations Manager).

1. Apologies: Ken Larkins

2. Declarations of Interest: No declarations were reported.

3. Minutes of the Meeting held on 11 March 2026: The Minutes were AGREED as an accurate record.

4. Matters arising: there were no matters arising.

6. Centre Managers' Report

In introducing the report, previously circulated, Tash and Leah drew attention to the following points.

FitSpace attendances had reached an all-time high – 800 per month, compared with an average of 600; there had also been good feedback. They were looking at rejigging the timetable and consulting with trainers. The new gym on Sowarth estate was to open shortly. We will monitor but at present are not too concerned about the impact on us as they appear to be targeting a different audience. Easter saw the busiest day at the pool in two years. Unfortunately, one session was lost after a child vomitted and the pool had to be cleared, but following a rapid clean-up we were able to re-open within two hours.

All six participants in the lifeguard training had passed. Two further training courses are planned. Two successful trainees are looking for shifts. We are looking to recruit for the further training courses from Settle College, Gig School and QES in Kirkby Lonsdale.

The staff checklist has been updated, and a big push is being made to improve the cleanliness of the building. The closure of Clitheroe pool has resulted in more demand for lessons. There is also growing waiting list for September lessons

We have been given a grant of £9k from Two Ridings for training purposes. £3k of this will go to developing the staff team; another amount will cover two free lifeguard training sessions. There is also scope for volunteer training – eg manual handling, safety and first aid. The money needs to be spent within 12 months.

The pool hall was painted by staff and volunteers on March 28.

Sarah Seastron (HR) is helping to update contracts/ staff handbook following legislative changes.

We are looking to develop a new staff structure to relieve excessive pressure on the two managers.

In discussion it was stressed that this was very important and that, if necessary, some specific changes should be made before a new plan was fully implemented as this was expected to take until September.

7. Safeguarding and health and safety issues

In addition to the vomiting incident a number of minor accidents had been recorded in the accident book. Robert had been SRB checked and Chris was to be.

8a. Facilities Group: The report previously circulated listed a number of repairs made over the past month, plus jobs due to be undertaken. The issue of cars blocking Bibby's buses had arisen again. Settle College cars appear to be a large part of the problem. Agreed to approach Bibby's and, subject to their agreement, make a joint approach to the college.

8b. Finance Group: The finance group were recommending we increase our reserve target to £100k and minimum level of reserves to £35k. This was agreed. We should be in a position to look at paying back some of our outstanding loans by September. Some of the figures set out in the budget needed to be re-examined by Ken on his return, however the overall cash flow remained satisfactory.

8c. Shop Committee: Anne introduced the note of the shop committee held on 23 March. Jean Lonsdale was now looking at maximising gift aid from the unit, though there were logistical problems with doing so.

Following the risk assessment Tash and Leah were looking at putting together a volunteer handbook. We aim to circulate to all volunteers a note of the income from the respective shops and unit on a quarterly basis. This would also show separate income for books but would not give a further breakdown by categories of item.

Following a difficult meeting at the unit over the past month, four volunteers, Harold Armstrong, his wife, sister and her husband, were no longer working at the unit. This had necessitated closure on Mondays for the time being. We are seeking new volunteers.

We had recently made £3k on gold items donated and received £1,400 from Bretton Lord for items he had processed.

It was agreed that a coffee machine be provided at the unit, free for volunteers with charges for customers. Tash will look to source a suitable machine from the supplier who provides the machine at the pool.

8d. Publicity and Marketing Group: Further to the note previously circulated, Mike reported that we were looking to update the website, in particular the section related to the fund-raising shops. The spring newsletter was ready to go to clubbright members, volunteers and staff, with sufficient paper copies for the Settle Town Council AGM on April 27, at which we would be among the organisations with stalls. Robert Bellfield had given a presentation on our behalf at the Giggleswick Parish annual meeting the previous evening.

Other business: There being no other business the meeting closed at 8.24pm

Date of Next Meeting: WEDNESDAY 13 MAY 7.15PM AT THE POOL

Signed Chair Date

Dates of meetings through to the AGM: 10 June, 8 July -AGM. All are Wednesday evenings and all meetings start at 7.15pm.