

## Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

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### Minutes of

#### A Meeting of Trustees held on Thursday 18th 2022 at 7.00pm at The Place

**Present: Trustees of CIO:** Colin Coleman Vice- Chair; Bryan Atkinson (BA), Chris Hirst, (CH), Ian Orton (IO), Iain Crossley (IC), Kath Mason (KM), Mike Smith (MS) and Rosie Sanderson (RS)

Tash Ward (TW): Business Development Manager

**Chairs Introduction:** The Vice Chair welcomed everyone to the meeting indicating he would be Chairing the meeting and he hoped everyone had read the background papers so the meeting could concentrate on decisions.

- 1. Apologies:** Pat Taylor Anne Galloway and Robert Brown Trustees  
Jenn Hodgkinson Pool Manager

- 3. Declaration of interest:** No declaration of interest was raised.

- 4. Minutes of a meeting of the Trustees held on 21<sup>st</sup> July 2022:**

The minutes were reviewed and agreed as a true record of the meeting held on 21<sup>st</sup> July 2022.

- 5. Matters Arising that are not on the Agenda:**

a) There were no matters arising that were not on the agenda.

- 6. Staffing Update:** IO introduced a report from the Staffing Group recommending that Jenn, Tash and Adam were transferred from an hourly rate of pay to an annual salary adding that there were no additional costs associated with the transfer and it was now the norm to pay recreational managers an annual salary.

Trustees asked about the payment procedure for additional hours worked and IO explained about time off in lieu and/or additional payments for additional time worked.

After discussion Trustees agreed to support the transfer arrangements in principle, but wished to see an additional report from the HR consultants outlining the details of the new arrangements.

#### **7. Development Group Meeting 11<sup>th</sup> August 2022:**

CH introduced the minutes of the meeting requesting that Trustees considered a name of the dryside facility. Trustees considered calling the new area The Space or The Well Being Centre; opinion was divided on the choice so the Chair moved that as not all Trustees were present the two names and any other names for the space should be circulated to all Trustees and recommended names should be sent to IO towards the end of August with the name attracting the most 'votes' selected. This suggestion was agreed by Trustees.

TW explained the recommended range of hiring charges for the new dryside area and after discussion the charges were agreed.

*The Chair agreed that Item 9 Financial Issues could be considered before Item 8 Contract Management.*

#### **8. Financial Issues:**

**a) Corporate Financial Update:** IC explained that most funds are now promised in August with only Tarmac and the Insurance payments outstanding which shows the Trustees have sufficient cash to complete the project on schedule. Trustees asked a number of questions about cash flow and the implications of any delayed opening of the pool.

**b) Financial Report:** RS introduced the operational finance updates with the good news that Sport England had awarded the project an extra £46,000 making the Sport Council Grant £181,000. RS went through the funding and expenditure detail including an anonymous donation of £5000 received in August 2022.

*The Chair thanked IC and RS for such positive financial news.*

## **9. Contract Management:**

**a) Contract Update and hand over arrangements:** BA gave details of the progress with completion of the contract explain that a delay with ordering the changing cubicles meant the cubicle contractors would not be on site until Friday 9<sup>th</sup> September 2022.

It was anticipated Adamco would have completed the contract by Friday 16<sup>th</sup> September 2022. It was hoped staff training could commence on site prior to the 16<sup>th</sup> September 2022 so the site would be transferred back to the Trustees from Monday 19<sup>th</sup> September 2022 to allow one week to complete staff training. From the week of 26<sup>th</sup> September 2022, the facility should be available for special events and hopefully the pool will have a phased opening to the public from mid-October 2022.

BA added an update on the progress with BREAM.

**b) IO** gave an update on outstanding works to be funded by the Trustees with a request BA confirmed costs and it was agreed as a result of the additional funding some new purchases could be considered. Suggestions to IO and RS.

**c) KM** gave an update on the work of the Design and Equipment Group adding details of some of the remaining areas to be reviewed.

**10. Publicity and Marketing Group:** MS introduced the minutes of the meeting held on 8<sup>th</sup> August 2022 explaining that as Duncan Goodhew cost £3,000 the opening would be carried out by local individuals. Trustees agreed the two 'more than a just a pool' logos.

**11. Official Opening Arrangements:** MS gave details of the suggested arrangements for the official opening of the pool facility with Pat Taylor, Julian Smith and Ned Sharp to carry out the ceremony. The date would be confirmed once diaries had been consulted. Trustees agreed the suggested wording for the plaque to be unveiled at the ceremony.

**12. Manager's Report:** TW introduced her managers report which was noted.

**13. Task List:** RS to circulate the revised Task List once the minutes are circulated.

**14. Any other Business:**

a) IO gave details of the Social Event to be held on Friday 7<sup>th</sup> October at Knights Stainforth indicating menus etc would be circulated in early September. All Trustees, Staff and Volunteers were invited to the event.

b) The Chair stated that the Sub Groups were already working and he anticipated they could be in place before Christmas and certainly in place before Pat stepped down as Chair in March 2023. He further added that a number of Trustees had indicated they will probably step down once the pool is fully operational and it was important, we established a search process to attract some replacement Trustees. Any ideas to the Chair and Vice Chair.

**15. Date of Next Meeting:** 7pm Thursday 22<sup>nd</sup> September 2022 at The Well Being Centre.

*The meeting ended at 20.25*