

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 16th January 2020 at 7pm

The Friends Meeting House, Kirkgate, Settle

Present: Trustees of CIO: Pat Taylor (PT) Chair, Rosie Sanderson (RS), Iain Crossley (IC), Ian Orton (IO), Mike Smith (MS), Kate Mason (KM), Chris Hirst, (CH), Anne Galloway (AG), Bryan Atkinson (BA) and Robert Brown (RB)

Members of the CIO: Colin Coleman (CC)

Pool Manager: Jenn Hodgkinson (JH)

BowmanRiley: John Coultas

- 1. Chairs introduction:** The Chair welcomed everyone to the meeting adding that she was aware that a lot was being discussed at meetings and if any trustee wanted any additional information prior to meetings please get in touch before the meeting
- 2. Apologies:** All Trustees present.

3 Declaration of interest:

IO declared a non-pecuniary interest in item 8c

4. Improvements to the building and facilities:

a) John Coultas from BowmanRiley presented a number of updated plans showing options for same sex and village changing facilities adding a final option that incorporated flexibility to have both options. After discussions it was agreed:

- John to work up two versions of the plan that had maximum flexibility
- The plans to be circulated to Trustees by Wednesday 22nd January 2020 and comments to IO by Sunday 26th January 2020
- BowmanRiley would rework the preferred option ready to be considered by a Quantity Surveyor the week of 3rd February 2020
- Figures from the QS by Thursday 6th February 2020 to go to FMG Consulting TO

- b) IO gave an update on the Business Planning process
- c) BA and JH went through the process of the boiler replacement
- d) IO outlined the current funds available and indicated that the grant application to Sport England for £150k would almost certainly have to be increased to £200k.

PT thanked BA and JH for all their hard work with the refurbishment process for the pool.

5. Minutes of a meeting of the Trustees held on 19th December 2019: Agreed

6. Matters Arising that are not on the Agenda:

- BA confirmed the diver's inspection of the tank had revealed no faults.
- MS confirmed that the Friends would continue to run the 200 Club during 2020 and the money would go to the Trustees for the refurbishment.

7. Trustee Issue

a) **Trade Up Programme**

IC confirmed that the last session of the Trade Up Programme had explored the role of volunteers and building on how the role could be strengthened. The next session would concentrate on pricing policy.

8. Financial Issues

a) RS introduced the Finance Report at 13/01/2020 showing:

Co-op Current Account: £32,182.53

Co-op Deposit Account: £231,151.13

Action: The financial report was noted.

RS outlined the challenges of opening an additional bank account to ensure balances were kept below £85,000. PT asked what the Friends did to protect balances

Action: It was agreed to open a savings account and current account at Barclays Bank and to approach the Treasurer of the Friends for information.

RS gave an update on suggested pay increases from April 2020 for all staff

Action: It was agreed the national minimum wage increases would be implemented for all Lifeguards over 24, that all Lifeguards under 24 should receive an increase of 2% and that all manager and teaching staff to receive an increase of 3.5%. Increased admission charges should offset the increased payroll costs

b) CH went through the use of the pool in December over a three-year period.

Action: The report was noted.

c) CC gave details of the proposed s106 funding by Craven DC which was noted.

d) CC explained he had written to County Councillor Richard Welch re funding support by the Friends to local schools.

Action: It was agreed PT would write to local schools explaining the future position of the school grants as a result of the decline in the price of paper.

9. Fundraising

a) **Charity Shop:** AG gave details of the role of the shop. **Action:** Note the meeting.

b) **Paper Collection Subgroup:** MS confirmed the Friends subgroup had deferred any decision about the future of the paper collection until 22nd January 2020 and were exploring possible options. **Action:** The subgroup to make recommendations to the Trustees in February 2020.

c) **Other Fundraising Activities:** JH indicated the group shredding old Christmas Trees had donated of £250 to the pool. . **Action:** The update was noted.

d) **Volunteers and HMRC:** IC explained that volunteers could be treated as permanent staff if they received benefits for carrying out voluntary duties. **Action:** it was agreed that volunteers should agree a declaration that stated no payment in cash or kind would be received for volunteering to work in the charity shop.

10. Staffing and Management

a) **Managers' Report:** JH introduced her report giving details staff sickness and the launch of a premium membership pack.

b) **Appraisals and Salaries:** AG gave details of the levels of appraisals and the process of cascading the appraisal system to all staff.

c) **Update on the plans for choosing an Information Management System:** CH gave an update on the demonstrations to date confirming there was now a short list of two systems. It was anticipated a recommendation could be made to the next meeting of the Trustees.

- d) **Update on project to upgrade the pool website:** CH confirmed a very positive meeting had been held on 16th January 2020 indicating the new site should be operational by the early spring adding details of the web site would be circulated and the comments of trustees would be most welcome.

11. Governance

- a) **Dissolve the Old Charity:** IO indicated the role of the old charity was now obsolete. **Action:** it was agreed Charity 523831 Settle Area Swimming Pool should be dissolved.

12. Marketing and Publicity

- a) Defer this item to the next meeting.

13. Any other business

No items were raised.

14. Date and Time of Next Meeting:

20th February 2020 at 7pm

19th March 2020 at 7pm

16th April 2020 at 7pm

The meeting ended at 21.15

Signed

Date

Patricia Taylor

Chair Settle Area Swimming Pool Trustees