

Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

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Minutes of

A Virtual Meeting of Trustees held on Thursday 15th October 2020 at 7pm

Present: Trustees of CIO: Pat Taylor (PT) Chair: Bryan Atkinson (BA) , Robert Brown (RB), Colin Coleman (CC), Anne Galloway (AG), Trevor Graveson (TG), Chris Hirst, (CH), Ian Orton (IO), Rosie Sanderson (RS) and Mike Smith (MS),

Jenn Hodgkinson: Pool Manager (JH)

1. **Chairs introduction:** The Chair welcomed everyone to the virtual meeting and explained the procedure for the meeting.

2. **Apologies:** Kath Mason(KM)

3 **Declaration of interest:**

No declaration of interest was raised.

4. **Minutes of a meeting of the Trustees held on 17TH September 2020:**

The minutes were agreed.

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

AG explained that she was not present at the meeting. IO apologised and the change to the minutes was agreed.

6. **Refurbishment**

a)**Update:** BA stated that the time was right to discuss internal layout of the pool complex and he was suggesting a meeting with JH, BowmanRiley, himself and any trustee subject to social distancing. The internal work could then be costed as part of the fund-raising package. If any trustee had suggestions for the internal layout please could they be e mailed to JH. PT asked that costs are prepared on keeping the pool open during the refurbishment and these figures are reviewed by all trustees.

Action: BA to arrange the internal layout meeting the week of 19th October 2020 and to obtain figures on keeping the pool open during the refurbishment.

b) **Revised Planning Application:** IO confirmed the planning application had been received by Craven DC but they required more information before the application went 'live'.

Action: IO to monitor the planning progress and trustees to be approached re the cost of any additional information requested by Craven DC.

c) **Response to Craven DC:** PT gave an update on the documents being prepared to submit to Craven DC and IO confirmed the report would go to Craven DC by Monday 19th October 2020.

Action: IO to co-ordinate all comments and send the report to Craven DC by 19th October 2020.

d) **Car Parking:** PT introduced a report that outlined some car parking challenges largely brought about by additional coach parking because of COVID. It was agreed the issues should be raised when PT met with NYCC on 21st October 2020.

Action: PT to discuss with NYCC.

7. Marketing and Publicity:

And Well a) Minutes of meetings: The minutes were noted and it was agreed a Notice Board adjacent to the road would help publicize the activities of the swimming pool.

b) Newsletter: CH confirmed that details of the AGM were included within the Newsletter. JH to prepare an article about the pool for December edition of Community News.

c) Publicity for AGM: CH gave an update on the publicity being prepared for the AGM.

d) Publicity for the Refurbishment and title for the new building: CH that given to the changes to the pool the building probably needed a new name and after discussion it was agreed the swimming pool would be known as *Settle and Area Health and Well Being Hub* once refurbishment was completed.

8. Operational Issues

a) **Manager's Report:** JH introduced the manager's report commenting on the timetable between 28th September and 23rd October and the new activities that will be available from 2nd November. PT thanked JH and all the pool staff for getting the pool back into the community use so quickly.

- b) **Staffing issues:** JH and AG spoke of the challenges of staff coming off furlough and requiring full salary when the change in numbers because of social distancing additional time for cleaning had substantially reduced the pool timetable and its income. After discussion it was agreed staff would be interviewed re what hours they would work in the future and at this stage there would be no redundancies. **Action:** AG to assist JH.
- c) It was further agreed that Lewis Leisure could help the trustees and the staff with developing their ideas for the transition from swimming pool to Health and Well Being Hub. **Action:** PT to arrange.

9. Financial Issues:

- a) **RS introduced the Finance Report** at 13/10/2020 showing:

Co-op Current Account: £36,305.20

Co-op Deposit Account: £213,762.22

The money in the Co-op deposit account (£213,762.22) is made up of the funds we have previously allocated to the capital project, COVID related grants, ring fenced grants and reserves.

Half year budget monitor – Key Points

Income from admissions is very low due to being closed for 4 out of 6 months. The cost of staffing is down as there has been no extra hours worked, staff have been paid of 80% of wages and that cost was met from furlough payments from HMRC until end of September.

The shop is doing well, income is less than budgeted for the half year, due to being closed for 2 and a half months, however for the open month's income is greater than last year.

- b) PT reported that in her conversation with the independent auditor re our accounts he had asked again why the Trustees had not opened an account with another bank. PT had assured the auditor every preparation had been made but Barclays Bank were unable to take on new accounts because of COVID19.

Action: RS to approach Barclays Bank again.

10. Fundraising

- a) **Fundraising Group:** AG gave an update on the activities of the Fundraising Group.

- b) **Charity Shop:** AG gave details of the Charity Shop including the donation of a canopy so that volunteers working by the container had some protection from the weather.
- c) **200 Club:** MS gave an update re the transfer of the 200 Club operation to the Trustees bank account.
- d) **Donations:** JH circulated details of the £879.10 donated directly to the pool between 1st April and 30th September 2020.

11. AGM by Zoom:

PT outlined the process for a virtual AGM to be held on Thursday 12TH November at 7pm. It was agreed the AGM should be circulated to all users and members of the pool and people should be encouraged to flag up questions in advance to the secretary before the meeting. It was further agreed the Trustees would share a virtual glass or cup of a suitable drink.

12. Any other Business:

No items were raised.#

13. Date and Time of Next Meeting:

*Thursday 12th November 2020 7pm AGM followed by Trustees Committee Meeting
Both by Zoom*

The meeting ended at 20.41

Signed

Date

Patricia Taylor

Chair: Settle Area Swimming Pool Trustees