

Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

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Minutes of

A Meeting of Board of Trustees held on

Thursday 17th August 2023

at 7.00pm at the Settle Area Swimming Pool.

Present: Trustees of CIO: Colin Coleman (CC): Chair: Ian Orton (IO): Secretary: Rosie Sanderson (RS): Treasurer: Anne Galloway (AG), Helen Brocklehurst (HB) and Iain Crossley (IC)

Tash Ward: Centre Manager: (TW)

- 1. Welcome from the Chair:** The Chair welcomed everyone to the meeting.
- 2. Apologies:** Chris Hirst, Cynthia Moorehead, Elaine Owen, Jenny Thorley, Mike Smith and Robert Brown.
- 3. Declaration of interest:** No declaration of interest was raised.

4. Minutes of a meeting of the Trustees held on 20th July 2023:

The minutes were reviewed and agreed as a true record of the meeting held on 20th July 2023.

5. Matters Arising that are not on the Agenda:

No items were raised

- 6. Vacancies for Trustees:** After discussion it was agreed Helen Brocklehurst and Jenny Thorley were appointed as Trustees. IO confirmed there were now 12 Trustees.

- 7. Ideas from Annual Review:** The Chair suggested that as CH was not at the meeting this item should now be deferred.

The Chair asked how the Board felt about reducing the monthly meetings to bi

monthly; the Board were sympathetic to the suggestion and it was agreed this item should go on the agenda for the next meeting.

8. Groups:

a) Facilities: IO and TW gave an update from the Facilities Group indicating issues such as replacement glass, the grant bid for CCTV, costs for additional insulation etc. IO added details of final snagging issues to be resolved with Adamco. HB offered to read the Adamco contract so the correct end of contract procedure was followed. IO to send a copy of contract details to HB.

b) Finance: RS introduced the minutes of the Finance Group held on 15TH August 2023 and outlined the latest spreadsheet which showed that the pool was running at a loss of £4000 a month. It was agreed to follow the eight areas recommended by the Finance Group to mitigate the situation. It was noted the discount scheme for swimmers, 11 swims for 10 payments; would apply to online bookings only.

c) People: AG had circulated details of staff meetings held 31st May and 7TH June 2023. It was agreed a Trustee should attend each of the Staff Meetings in future and it was agreed IO would attend the Staff Meeting on 30th August 2023.

AG added that a former colleague of EO had carried out a comprehensive Health and Safety Inspection of the Pool Complex and it was anticipated this would assist future staffing plans.

The Chair added that it was very positive that the pool had been singled out for so much praise at the AGM

d) Publicity and Marketing: MS had sent details of the recent pool coverage in the Craven Herald with a comprehensive article about the appointment of TW; to Trustees. The Publicity and Marketing Group were planning an autumn newsletter. The Chair praised the very positive reporting of the activities within the pool.

IO added that the Settle Flowerpot Festival were planning an event on Sunday 17th September 2023 and all organisations were invited to attend. MS had offered to arrange a pool orientated game for the pool stall. Trustees who could help MS on the day to get in touch with him.

9. Dormobile Parking: AG gave details of how Dormobile Parking within the car park could be managed. It was agreed this was an excellent idea. IO to approach North Yorkshire Council to see how the idea could be promoted.

10. NYC Review of Leisure Services: The Chair went through the two reviews and it was confirmed CH was working with NYC officers to ensure the views of the Trustees were received.

11. Complaints Procedure: IO introduced a draft Complaints Procedure which recommended complaints wherever possible managed by pool staff. The timescales and procedures were agreed and MS to process the wording of the draft document.

12. Centre Managers Report: TW gave an update on the operational challenges facing the facilities within the pool complex.

13. Meal for staff, volunteers and Trustees Friday 13th October 2023: The date was agreed but IO was asked to review the choice of venue

14. Any other business: There were no items of AOB

15. Date of Next Meeting:

Thursday 21st September 2023 at 7pm at the Pool

Signed

Chair

Date