

Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

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Minutes of

A Meeting of Board of Trustees held on

Thursday 12th October 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: Cynthia Moorehead, (CM) Helen Brocklehurst (HB) and Mike Smith, (MS).

Tash Ward: Centre Manager: (TW)

1. Welcome from the Chair: The Chair welcomed everyone to the meeting.

2. Apologies: Apologies were received from Anne Galloway, Chris Hirst, Elaine Owen, Iain Crossley and Robert Brown.

3. Declaration of interest: CM declared that one of the candidates for the post of Maintenance Officer was her partner.

4. Minutes of a meeting of the Trustees held on 21st September 2023:

The minutes were agreed as a true record of the proceedings and signed by the Chair.

5. Matters Arising that are not on the Agenda:

No items were raised

6. Centre Managers Report: TW reported that the last staff meeting on 27th September 2023 was badly attended which was disappointing as the staff were paid to attend staff meetings. Trustees were concerned that some staff were not being 'team players'. TW added that the Deputy Centre Manager and herself would be carrying out appraisals with all staff an exercise which had not been carried out before. Trustees were informed that appraisals would be completed by 7th November 2023 and a report would be presented on 16th November 2023 covering staffing issues and

options for possible changes to the staffing structure.

TW confirmed that the latest Health and Safety documentation had been circulated to all staff and that the sliding doors were now working perfectly and that the issues with the doors may stem from the original fitting.

7. Remaining Snagging Issues: HB introduced a report on Swimming Pool Drainage issues arising from the contract. A number of options were considered but as not all Trustees were present it was agreed to defer the report to the next meeting on 16th November 2023.

8. Groups:

a) Facilities: IO reported on the Facilities Meeting on 22nd September 2023 confirming that the Drainage was the last major area from the snagging list. HB confirmed that Adamco were on site 18th October 2023 to install an access in the disabled shower room to drain FW5 at an estimated cost of £2000.

MS mentioned the challenges of shoes being left by the bench inside the changing area and it was agreed there should be a better way to avoid muddy floors. It was agreed the Facilities Group would review the situation.

b) Finance: RS introduced the minutes of the Finance Group held on 12th October 2023 outlining the problems with the energy contract inherited from Yorkshire Purchasing. It was agreed the situation was unsatisfactory but that we may have to stick with the contract until April 2025. HB asked about an external cage to protect the air conditioning etc units. RS stated at present this could not be funded and HB made positive suggestions about welding an existing metal cage over the units. This suggestion to be investigated.

IC had circulated a spread sheet showing that cash balances had slipped below the £75k minimum reserve level.

c) People: TW had circulated minutes of the staff meeting on 27th September 2023. IO gave details of the 5 people he had interviewed for the post of Maintenance Officer and after discussion it was agreed to appoint Michael Moorehead for a three months period at £11.22 an hour with weekly hours based on the needs of the service. If tools are required for the post, they will be purchased from the Maintenance Budget.

IO added on behalf of Anne Galloway that the Pop-Up Shop had taken £2305.65 between 2nd and 10th October 2023. The Chair congratulated the Pop-Up Team.

d) Publicity and Marketing: MS went through the main points of the Publicity and Marketing Group meeting on 10th October 2023 confirming that social media interest was increasing. The Chair reminded Trustees that Anne Galloway was in the final three of North Yorkshire Volunteer of the Year.

9. NYC Car Park: IO indicated that NYC would consider allocating space within the car park for staff and pool related parking but the pool would have a responsibility for maintenance and have to pay rent. It was agreed this item should be deferred for a further six months and the request for pedestrian access to the pool signs should be chased with NYC.

10. Meal for Staff: IO confirmed around 35 people had booked for the meal at Ruchee's on 13th October 2023. It was agreed Trustees would bring a bottle of their preferred refreshment and this could be shared with other guests.

11. Any other Business: There was no other business.

12. Date of Next Meeting:

Thursday 16th November 2023 at 7pm

Thursday 21st December 2023 at 7pm with seasonal hospitality!

Signed

Chair

Date