

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 21st September 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), Chris Hirst, (CH) Cynthia Moorehead, (CM) Elaine Owen, (EO) Helen Brocklehurst (HB) Iain Crossley, (IC) Mike Smith, (MS) and Robert Brown (RB).

Tash Ward: Centre Manager: (TW)

- 1. Welcome from the Chair:** The Chair welcomed everyone to the meeting.
- 2. Apologies:** All trustees were present.
- 3. Declaration of interest:** No declaration of interest was raised.

4. Minutes of a meeting of the Trustees held on 17th August 2023:

The minutes were reviewed and CH requested that *"the discount schemes are under discussion. There may be schemes both for swims and fitness classes, details for both online and paper-based systems need full investigation"* was added to 8b in the minutes. HB requested that the minutes reflected *she had abstained during the agreement to rent a Pop-up Shop for a four-month period;* was added to 8c. With these amendments the minutes were agreed.

5. Matters Arising that are not on the Agenda:

No items were raised

- 6. Frequency of Meetings:** The Chair requested Trustees to consider meeting less frequently as the four groups were now largely managing most issues. RS agreed but IC spoke of financial challenges that needed prompt decisions by all Trustees meeting on a monthly basis. HB asked that the notes of meetings were circulated within 5

days of the meeting.

After discussion it was agreed monthly meetings should continue for the next six months when the frequency of meetings could be re-reviewed; and that notes of meetings were circulated, whenever possible; within 5 working days of the meeting.

7. Ideas from Annual Review: CH gave an update on suggestions that arose from the seminar held on 18th April 2023. Trustees felt the seminar had been positive and a similar seminar should be held in the spring of 2024 to support forward planning prior to the AGM.

8. Groups:

a) Facilities: CH gave an update on the 'final' snagging meeting with Adamco and the issues with drainage and the internal doors within the recreation area. HB pointed out the operational challenges as a result of the drainage issues. It was noted that Adamco would carry out remedial drainage work on the 18th October 2024 to hopefully resolve the issues. Adamco were to liaise with the sub-contractor who fitted the internal doors to fully inspect the doors.

Trustees agreed that maintenance of the building had not been fully resolved and after discussion it was agreed a maintenance worker should be appointed on a zero hours contract and paid £15 an hour when engaged.

TW mentioned leaf's and detritus on the roof and IO agreed to contract the Rural Roofer for an urgent visit.

b) Finance: RS introduced the minutes of the Finance Group held on 19th September 2023 and IC gave an update on discussions with Keyfund. It was agreed IO could approach the North Yorkshire Councillor for financial assistance with additional CCTV and alarm notification linked to staff mobile phones.

c) People: TW had circulated details of staff meetings held 30th August 2023 confirming that the next staff meeting was 27th September which EO hoped to attend. AG confirmed that the lease for the Pop-up Shop was from 1st October 2023 and had a break clause. The shop would open Tuesdays, Fridays and Saturdays. The role of the Pop-up Shop would be reviewed at the January 2024 meeting of Trustees.

TW gave details of the Health and Safety Review of the Pool Complex that had recently been carried out and shared examples of how this would affect staffing within the pool.

d) Publicity and Marketing: MS gave details of the Flower Pot Celebration event held on 17th September 2023 adding the profile of the pool had been raised as a result of participating in the event. MS also gave an outline of articles in the autumn newsletter with an aim to send the newsletters out in October 2023.

9. NYC Lease Update: IO introduced a revised lease (NYK347116) which included additional land to the rear and both sides of the pool plus the land on which the two storage containers are located. After discussion Trustees agreed the terms of the

lease which was then signed by the Chair and IO.
IO then gave an update on discussions with NYC re greater use of the car park; Trustees agreed the benefits of greater use of the car park but deferred any formal process to commence but would review the position in six months. Trustees did agree that a section of the car park should be reserved for swimming pool related vehicles and IO to liaise with NYC.

10. NYC Review of Leisure Services: CH gave details of the meetings he had attended re NYC exploring leisure provision within the former district councils of North Yorkshire. It was hoped the Settle Pool sections within the draft Craven Capital programme would be transferred into the North Yorkshire Capital Programme.

11. Centre Manager's Report: TW gave an outline of staffing during the last month. MS asked for details of new staff to go on the meet the team display. EO requested that the item relating to the Centre Managers report could be considered further up the agenda and this was agreed.

12. Meal for staff, volunteers and Trustees Friday 13th October 2023: IO confirmed the meal would now be at Ruchee's and around 20 staff, volunteers and trustees were attending. HB asked if Ruchee's were offering a discount and IO indicated they were not.

13. Any other business: HB drew the winners for the 200 Club

14. Date of Next Meeting:
As neither the Secretary or Treasurer could make the meeting on 19th October the meeting was changed to **Thursday 12th October 2023 at 7pm**

Signed

Chair

Date

