

## 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 18<sup>th</sup> May 2023

at 7.00pm at The 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), Mike Smith (MS) and Robert Brown (RB).

Tash Ward: Business Development Manager: (TW)

Elaine Owen Prospective Trustee in attendance.

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

**2. Apologies:** Iain Crossley and Kath Mason

**3. Declaration of interest:** No declaration of interest was raised.

**4. Minutes of a meeting of the Trustees held on 20<sup>th</sup> April 2023:**

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

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

No items were raised

The Chair brought forward Any Other Business and introduced two members of staff who had requested an opportunity to talk to the Trustees. The Chair welcomed them to the meeting and asked them to draw the monthly 200 Club tickets. Both members of staff drew the 200 Club Tickets and then drew to the attention of the Board the following operational issues:

**Health and Safety** issues brought about by the temporary barrier to the pool and the split sessions when swimming lessons and public swims took place at the same time. Concerns were also raised by mandatory training for lifeguard staff.

**Staffing Levels** with issues such as lifeguards are paid more in other pools, café staff earn 13p an hour more than lifeguards, there is a lack of agreed breaks and there are not enough lifeguards.

Further issues were raised about cleaning, plant room and communications. The members of staff invited Trustees to join them on a Monday morning at 6am to see how the pool operated.

The Chair thanked the staff and responded to the comments raised giving details of the procedures that were now in place to prepare the Settle Pool for the future.

**The Chair asked that the Item 7c People** report was considered next. AG outlined the review of existing processes in the pool but that not all changes agreed by the Trustees had been carried out. All Trustees agreed a new structure was required for the pool as a matter of urgency and it was agreed a meeting of Trustees would be held to explore options and CH would obtain costs of employing a consultant from the Chartered Institute of Sport and Physical Activity to assist Trustees in the process.

In the meantime, RS seconded by IO moved that Tash Ward was appointed as Interim Manger with immediate effect, pending a restructuring exercise and recruitment process. AG and RS to discuss an interim salary for TW. This was unanimously agreed.

**6. Vacancies for Trustees:** The Chair welcomed Elaine to her second meeting and after discussion the Board welcomed Elaine as a Trustee of the Swimming Pool. IO gave details of other potential Trustees. IO gave an update on other potential Trustees.

**7. Groups:**

**a) a) Facilities:** CH gave explained the remaining snagging issues adding these need to be resolved by the end of October 2023. The urgent issue was the fitSpace sliding doors but progress had been made with the pool vacuum cleaner and the restart pool pumps. CH thanked the other members of the Facilities.

**b) Finance:** RS introduced the monthly finance report and it was agreed that RS continued with invoice management until the function could be transferred to a member of pool staff, it was also agreed that the community loan money (£46,000)

was placed in a higher interest account. RS also gave details of a recommendation from the Finance Group that some form of bulk discount purchase scheme is restarted; the Chair thanked RS for the suggestion which was agreed.

**d) Publicity and Marketing:** MS gave an update from the meeting of the Group held on 16<sup>th</sup> May 2023 including a screen display in the foyer, update on leaflets and posters and a suggestion that the website had details of staff with coaching/lifeguard qualifications. It was agreed MS should circulate details of TW's appointment as Interim Manager to all staff etc.

**8. Ideas from the Six Months Review:** The Chair requested that this item was deferred to the next meeting.

**9. Manager's Reports:** TW explained what changes had been put in place, issues surrounding contracts and staff training and added that the systems requested by the Trustees were being delivered.

**10. AGM Thursday 20<sup>th</sup> July 2023:** IO confirmed the arrangements for the AGM adding that we had a lot to celebrate. MS suggested we request the Stingrays demonstrate their skills, something for almost everyone in fitSpace, a children's stall and the café open. The invitation list to include all those who have helped the pool.

**10. Any other business:** There were no items of Any Other Business.

**11. Date of Next Meeting:**

Thursday 18<sup>th</sup> May 2023 7pm at the Pool.

The meeting ended at 9.23pm

**Signed .....**

**Chair .....**

**Date .....**