

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 19th January 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), Bryan Atkinson (BA), Chris Hirst (CH), Iain Crossley (IC), Kath Mason (KM), Mike Smith (MS) and Rob Brown (RB).

Tash Ward: Business Development Manager:

- 1. Welcome from the Chair:** The Chair welcomed everyone to the meeting and introduced Cynthia Moorhead, who expressed an interest in becoming a Trustee. At the request of the Chair, all Trustees and the Business Development Manager identified themselves and explained the roles they carried out within the organisation. Cynthia asked operational questions about the pool and the Chair responded.
- 2. Apologies:** Jenn Hodgkinson: Pool Manager
- 3. Declaration of interest:** No declaration of interest was raised.
- 4. Minutes of a meeting of the Trustees held on 15th December 2022:**

The minutes were reviewed and agreed as a true record of the meeting held on 15th December 2022.
- 5. Matters Arising that are not on the Agenda:**

No matters were raised.
- 6. Trustees Recruitment Update:** IO confirmed that the core duties of a Trustee had been sent to MS who had produced a poster inviting swimmers and those with an

interest in the pool to become Trustees. MS outlined where the posters would be placed and other areas where the request for Trustees could be promoted.

The Chair thanked IO and MS for co-ordinating the Trustee recruitment process.

7. Sub Groups:

a) Facilities: CH gave details of two meetings of the Facilities Group confirming progress with Salt and Litter Bins, Growth items, Terms of Reference and membership of the Group. As snagging was the biggest challenge for the Facilities Group the Chair agreed that Item 8 Final Snagging could be considered under 7a. BA introduced this item explaining the process for managing snagging adding details of the implications of not following the correct procedure.

It was confirmed that representatives from Adamco, Carl Woodier (the contract manager), TW, JH and CH were to meet 9am on Monday 23rd January 2023 and it was anticipated a timetable to resolve the remaining snags would be agreed.

KM asked about compensation because of snagging and BA explained the process. TW wished to ensure the contractors were held to account. MS stated it was important to assure customers that everything was being done to resolve issues like the shower drainage. It was agreed a notice would be posted on the web site and within the pool outlining what was being done to resolve the snagging issues. As JH was not present TW was asked to brief her on the decisions re snagging.

b) Finance: RS introduced a draft budget for 2023/24 going through it section by section confirming that the budget showed an operating surplus of £2846.17. This was based on a staff salary increase of 8% so any nationally agreed increase on this may affect the operating surplus and an increase in admission charges with senior charges linked to state pension age.

RS also circulated a Fundraising Proposals Assessment to ensure that any fundraising that required staffing support could be accommodated. After discussion the draft budget and the fundraising assessment were unanimously agreed.

c) People: AG confirmed that HR issues were ongoing and any HR issues would be brought to the Trustees as required.

d) Publicity and Marketing: MS went through the notes of the meeting of the Publicity and Marketing Committee held on 10th January 2023 explaining that the P&M Committee had made a smooth transition into the P&M Group.

8. Pool Contract Final Snagging: The Chair indicated this item had been fully considered during Item 7a.

9. Manager's Reports:

a) Pool Manager: IO introduced JH's report which was noted. CH added details of the visit by Craven DC to assess leisure delivery and indicated that facilities such as a new pool etc would be recommended to the new North Yorkshire Council. CH also added that the Pool was to be included in a social assessment survey and it was agreed to invite Carol Lewis to carry out this project from funds that were already available.

Trustees asked about details of donations and opinion was divided on the reporting of donations on a monthly basis. It was agreed TW mentioned this to JH who could advise Trustees at the next meeting.

b) Business Development Manager: TW introduced her report and recommended an increase in hire fees to bring the facility in line with other community buildings in Settle. After discussion the increases were agreed. AG explained TW and herself had visited the Coniston Hotel to review a virtual recreation system that could be considered for the pool; TW outlined the strengths and challenges of the system and it was agreed to review the system during the late summer possibly for a winter introduction.

RS spoke about the café and it was noted that the draft budget had set challenging targets for the café in its present form. It was agreed the operation of the café should be reviewed each month with a decision on how the café model should operate in April 2023.

TW and AG both spoke about the teething problems with the new staffing structure and it was agreed the structure should be reviewed on a regular basis ready for the new financial year.

10. Task List: RS circulated an up-to-date Task List requesting any comments.

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

12. Date of Next Meeting:

Thursday 16th February 2023 7pm at The Pool

Thursday 16th March 2023 7pm at The Pool

The meeting ended at 20.48

Signed

Chair

Date