

## Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

E mail: [ianorton5@gmail.com](mailto:ianorton5@gmail.com) Tel: 01729 825944

### Minutes of

A Meeting of Trustees held on Thursday 19 December 2019 at 7pm

The Friends Meeting House, Kirkgate, Settle

**Present: Trustees of CIO:** Pat Taylor (PT) Chair, Rosie Sanderson (RS), Iain Crossley (IC), Ian Orton (IO), Mike Smith (MS), Kate Mason (KM), Chris Hirst, (CH), Anne Galloway (AG) and Bryan Atkinson (BA).

**Members of the CIO:** Colin Coleman (CC)

**Pool Manager:** Jenn Hodgkinson (JH)

**FMG Consulting Ltd:** Darren Lamb (DL)

PT welcomed everyone to the meeting.

1. **Apologies:** Robert Brown

2. **Declaration of interest:**

None reported

3. **Improvements to the building and facilities**

- a) DL introduced the concept of a concise business plan that would concentrate on a development process flowing from the agreed changes to the swimming pool that would create a minimum of 60square metres space for a range of community and recreational activities. To deliver the business plan DL recommended a small sub group of trustees who would meet 3 times face to face and at least 2 on line consultations all within a five-week period.

After further discussion it was agreed:

- FMG Consulting to manage the delivery of the new business plan at a cost of £6495 plus vat
- The business plan sub group to consist of PT, CC, IC, CH, JH and IO
- IO to inform FMG Consulting

- c) PT introduced draft plans for redesigning the pool complex based on options for either same sex or village design changing facilities.

Agreed:

- IO to circulate the plans electronically to all trustees
  - Comments to IO by 22<sup>nd</sup> December and passed to BowmanRiley by 23<sup>rd</sup> December with revised drawings to be considered at the 16<sup>th</sup> January 2020 Trustees Meetings
- d) PT and CC gave an update of a meeting with Craven DC where Section 106 funding was discussed and it was confirmed the Pool would be one of CDC's priorities. Agreed CC would be the Pool contact with CDC.
- e) BA gave an update on the progress with the boiler replacement boiler programme take place over the Xmas shutdown.
- f) BA confirmed the divers would be inspecting the tank of the pool on 20<sup>th</sup> January 2020.

4. **Minutes of a meeting of the Trustees held on 21 November 2019:** Agreed

5. **Matters Arising that are not on the Agenda:** No matters were considered.

6. **Trustee Issue**

a) **Trade Up Programme**

IC introduced a draft paper outlining a seminar re the aims of the pool, understanding our customers and the organisation. It was agreed a seminar was essential to help trustees prepare for the future use of the pool and requested. Action: IC to seek a facilitator for the seminar. It was agreed this would take place after the Business Plan had been submitted to Sport England.

7. **Financial Issues**

- a) RS introduced the Finance Report at 15/12/19 showing:

Co-op Current Account: £32,182.53

Co-op Deposit Account: £231,151.13

**Action:** The financial report was noted.

The November meeting agreed that a savings account should be opened at the Skipton Building Society. However, Skipton BS do not allow corporate bodies such as CO's to open such accounts. RS recommended that a savings account be opened with Barclays bank.

**Action:** Agreed that a community savings account should be opened with Barclays Bank.

b) CH went through the use of the pool in November over a three-year period.

**Action:** The report was noted.

## 8. Fundraising

- a) **Meeting Management Shop Committee 9<sup>th</sup> December 2019:** AG gave details of the meeting. **Action:** Note the meeting.
- b) **Paper Collection Subgroup:** MS reported that Rishton's had ceased to pay any money for the paper skips from 1<sup>st</sup> December and only £10 for paper bales. Rishton's would continue to take paper skips away. The subgroup had deferred any decision about the future of the paper collection until 22<sup>nd</sup> January 2020 and were exploring possible options. **Action:** The subgroup to make recommendations to the Trustees in February 2020.

## 9. Staffing and Management

- a) **Managers' Report:** JH introduced her report giving details of the operational management of the pool including an invite for Trustees to join the pool staff for the Christmas Meal on 20<sup>th</sup> December 2019.
- b) **Website:** CH gave details of the three quotes returned for a new website and it was agreed a quote of £480 should be accepted to upgrade the pool website.
- c) **Information Management System:** CH gave an update on the demonstrations to date and further demonstrations that were being planned.

## 10. Governance

- a) **Lease:** CC confirmed that the new lease was now registered. The old charity could now be closed. CC was thanked for all his hard work.

- b) **Additional Land for the Pool!**: PT gave details of the decision by NYCC to give the Trustees a new lease for the land behind the pool.
- c) **Action:** Talks to continue with NYCC re additional land which may result in the need for yet another new lease.

**11. Marketing and Publicity**

- a) PT stated that 150 copies of the Newsletter had been printed and these should be circulated.
- b) Agreed that a marketing and publicity strategy should be programmed for the February meeting.

**12. Any other business**

No items were raised.

**13. Date and Time of Next Meeting:**

16<sup>th</sup> January 2020 at 7pm

20<sup>th</sup> February 2020 at 7pm

19<sup>th</sup> March 2020 at 7pm

16<sup>th</sup> April 2020 at 7pm

The meeting ended at 21.25

Signed .....

Date .....

Patricia Taylor

Chair Settle Area Swimming Pool Trustees