

## Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

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### Minutes of

#### A Meeting of Trustees held on Thursday 21<sup>st</sup> July 2022 at 7.30pm at the Quaker Hall

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

Jenn Hodgkinson (JH): Pool Manager

Tash Ward (TW): Business Development Manager

**Chairs Introduction:** The Chair welcomed everyone to the meeting.

**1. 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 16<sup>th</sup> June 2022:**

The minutes were reviewed and agreed as a true record of the meeting held on 16<sup>th</sup> tated June 2022.

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

a) There were no matters arising that were not on the agenda.

**6. Staffing Update:** JH stated that recruitment was going well and another Recruiting Evening was planned. A number of volunteers had offered to assist with the running of the facility and it was agreed a training programme for the new volunteers should commence as soon as the pool refurbishment was completed.

It was further agreed that the development potential of the Café was very important.

The Chair went through the draft policy for pool volunteers adding that a similar document was in the process of being prepared for volunteers assisting in the charity shop. After discussion the draft policy for pool volunteers was agreed and CH arranged to put the policy on the pool web site.

## **7. Contract Management:**

**a) Contract Update:** BA gave details of the on-going contract works including that the rendering on the gable end of the building was completed and that the air handling unit and automatic doors had been ordered etc. External consultants were reviewing the BREAM scores working with Craven DC planners and Building Control to improve the BREAM rating for the new facility.

**b) Design and Equipment Group:** KM outlined a list of items that were on order for the pool but there was a problem of storing these items prior to installation. BA to ask Adamco if these items could be stored on site. It was agreed that the outstanding items would cost around £40,000

## **8. Financial Issues:**

**a) Corporate Financial Update:** IC confirmed that the cash flow is adequate with insurance payments up to date and VAT payments have been received.

**b) Financial Report:** RS explained the delegated spend authority to JH at present was £100 and after discussion this was increased to £500 and would be renewed at the December 2022 meeting of the Trustees. RS stated at 16<sup>th</sup> July 2022 there was £163,596 in the current account and £83,362 in the deposit account. RS outlined the ongoing fund-raising arrangements.

The Chair asked if the solar panels were linked to the national grid and JH confirmed this would be checked with the contractors. JH asked for authority to spend £2024 on software to support the admin associated with swimming lessons and this was agreed.

**9. Publicity and Marketing Group:** MS introduced the notes of meetings of the Publicity and Marketing Committee held on 18<sup>th</sup> July 2022 adding that the recommended strap line for the pool was *Settle Area Swimming Pool – more than just a pool.*

**10. Official Opening Arrangements:** It was agreed that Duncan Goodhew the 1980 Olympic Gold Medal winner should be approached to officially open the pool and if

this was not possible the Trustees should ask Julian Smith MP, Ned Sharp and the Chair to open the pool.

**11. Shop Management Committee Minutes 20<sup>th</sup> June 2022:** AG introduced the minutes arising from the shop management committee. After discussion the minutes were noted.

**12. Manager's Report:** JH gave details from the report about swimming lessons, recruitment of staff and donations to the pool.

**13. Task List:** RS stated that the Task List was now produced in a Traffic Light Format and after discuss the Task List dated 23/04/22 was noted.

**14. Any other Business:**

**a)** The Chair indicated she would be stepping down as Chair on 31<sup>st</sup> March 2023 adding that more Trustees are needed during 2023. CC added a search committee could be established to attract new trustees.

**b)** RS asked if the new café will sell confectionary. The Chair asked if the issue could be passed to the Design and Equipment Group.

**c)** The Chair thanked the Giggleswick WI for maintenance of the attractive flower bed by the pool.

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

Thursday 18<sup>th</sup> August 2022 at 7pm The Place

*The meeting ended at 20.50*