

## Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

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### Minutes of

**A Virtual Meeting of Trustees held on Thursday 17<sup>th</sup> February 2022 at 7.00pm**

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

**The first part of the meeting consisted of an informal Workshop to consider Staffing Structures and the implementation of such structures.**

- 1. Chair's introduction:** PT welcomed everyone to the virtual meeting.
- 2. Apologies:** Apologies were received from the Pool Manger

**3 Declaration of interest:**

No declaration of interest was raised.

**4. Minutes of a meeting of the Trustees held on 20<sup>th</sup> January 2022:**

The minutes were agreed.

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

IO confirmed that a meeting of the Design Group chaired by KM would be held on 24<sup>th</sup> February 2022.

PT indicated the Walking Festival had offered £2000 to use the pool facilities on Sunday 21<sup>st</sup> August 2022. BA pointed out that the estimated date for the pool handover was 5<sup>th</sup> August and we still needed to fit out the kitchen etc. PT agreed to try and move the Walking Festival to September 2022. (Action PT). I was agreed Trustees would work towards 1<sup>st</sup> September 2022 as an opening date.

**6. Staffing Structures:** PT introduced this item and after discussion the following resolution was unanimously agreed:

- *The staffing structure is an 'ideal' structure based on opening 90 hours a week at full capacity*
- *The Trustees accept that the structure will have to be 'phased' over the first year of opening and will be based on increasing business. This will build up from the 60-hour timetable (that operated before closure) as demand grows.*
- *The Trustees agree the appointment of a part time development post for one year working up to 20 hours a week. The post will concentrate on developing and marketing the new facilities and then for the organisation of these to be included in the main staff structure*
- *The post of assistant manager be discontinued from 31<sup>st</sup> March 2022 and the existing postholder encouraged to apply for any remaining post. All other posts to be retained.*
- *The use of volunteers and apprenticeships in the new staff structure needs to be developed particularly in relation to the reception, the cafe and lifeguards.*
- *We acknowledge that costings, salaries and income can only be in outline at this stage, but will need to further clarified as planning proceeds.*

**7. Development Group:** CH introduced the notes from the Pool Development Group held on 3<sup>rd</sup> February 2022. After discussion the notes were agreed.

**8. Contract Management and Roof Damage:** BA stated that the contract was one week late largely brought about by the three storms.

BA asked that the Design Group needed to urgently choose the cubicles as they needed to be ordered by mid-March.

A meeting with the roof insurance surveyors was due to be held on 18<sup>th</sup> February 2022 which should resolve any outstanding issues. RS confirmed that the insurers had admitted liability and it was hoped final details would be confirmed within the next two weeks. PT asked about the new roof and the load bearing for solar panels. IC gave an update on the progress with solar panels. KM asked questions about the type of roof and MS asked about the revised arrangements for the lobby area. It was agreed IO ask Bowman Riley about planning details for solar panels. (Action BA).

RS gave details of the first loss of earnings payment received from the insurers.

- 9. Finance Issues:** a) IC gave details of the reserve cash and that £22,000 of the £75,000 contract contingency had been committed. IO gave details of the Sport England Grant spend and that he would be meeting with a SE surveyor on site to authorise the final grant payment but the 5% grant contingency could not be claimed until the contract had been finally signed off. b) RS gave details of the £129,811 in the current account and £133,338 in the deposit account. The 2022/23 budget was agreed which included an allowance of 2.5% pay increase which was agreed at the January 2022 Trustee Meeting.
- 10. Manager's Report:** The report was noted. CH raised concerns about staffing. KM pointed out that the level of donations remained high.
- 11. Publicity and Marketing Group:** MS introduced giving details of the Dragon Boat Race, Crowd Funding and the use of the website. It was agreed that solar panels could be the fundraising theme from the Dragon Boat Race.
- 12. Task List:** RS went through the Task List requesting that people sent additions to the list to her ready for the next meeting and it was agreed this would be a permanent item on the agenda. (Action. All)
- 13. Governance:** CC requested that this item was deferred till the next meeting on 17<sup>th</sup> March 2022.

**14. Any other Business:**

- a) IC gave an update on the Community Assets Value application to Craven DC.

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

Committee Meeting: Thursday 17<sup>th</sup> March 2022 at 7pm.

Trustees can consider a Zoom or Face-to-Face meeting nearer the date.

The meeting ended at 21.12