

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 17th December 2020 at 7.00pm

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

Jenn Hodgkinson: Pool Manager (JH)

1. **Chairs introduction:** PT welcomed everyone to the virtual meeting and wished everyone seasonal greetings.
2. **Apologies:** Anne Galloway, Bryan Atkinson and Trevor Graveson
- 3 **Declaration of interest:**
No declaration of interest was raised.
4. **Minutes of a meeting of the Trustees held on 12th November 2020:**
The minutes were agreed.
5. **Matters Arising that are not on the Agenda:**
JH gave an update on the revised cleaning arrangements since the last meeting.
6. **Feedback from Seminar on 26th November 2020 and 9th December 2020:** Trustees welcomed the guidance from Lewis Leisure on 26th November 2020 re strategic options for the future development of the pool. The seminar on 9th December 2020 agreed that the pool needed a period of time after refurbishment before additional facilities were finalized.
7. **Membership- Who is a Member?**

It was agreed to defer this item to the next meeting on 14th January 2021.

8. Refurbishment

a) **Tender:** KM, JH and IO confirmed that a high spec had been agreed for the majority of the proposed works to the pool. KM added that this gave an option to reduce costs if required. . **Action:** Note the work carried out to the details within the tender document.

b) **Planning Application:** IO confirmed he had met with ROOTS (Respect our Old Trees in Settle) and requested that the Trustees support an application to Craven DC from ROOTS to plant fruit trees within the open space adjacent to the Quaker Meeting Hall; after discussion the request was agreed. **Action:** IO to notify ROOTS and write to Craven DC.

c) **Response to Craven DC:** PT reported that the CDC Finance Director had supported the revised plans and they would be considered by the Craven DC Policy Committee on 12th January 2021. **Action:** PT to inform trustees of the progress with the request for funding.

The Chair requested that item 11 Finance was brought forward.

11. Financial Issues

a) **Financial Report:** RS explained three scenarios (paper already circulated) for income and expenditure over the next twelve months for both the pool and shop and emphasised that we may have to invest almost all our resources to refurbish the pool adding that it is important that our expenditure does not exceed likely income. She further pointed out that in a worse case the refurbishment costs for the pool would reduce reserves significantly below the £46k level recommended level for a business like the pool.

PT indicated she was not happy about the balances being reduced so much. MS was also concerned that refurbishing the building should not result in bankruptcy.

After extensive discussion it was agreed that we need to go out to tender to know what the refurbishment cost will be based on an actual market exercise. The Trustees will need to make a decision about refurbishment and the issue of reserves once the tender prices were reviewed. PT added that TG had sent out his thoughts on the subject and this document could be reviewed at the next meeting.

b) **Friends AGM:** MS gave details of the Friend AGM confirming the earliest decision to transfer of all funds to the Trustees once the contracts for the refurbishment had been placed. The winding up of the Friends Charity would then take place .

c)PT reported that there was a possibility of further grant aid through a Government Leisure Recovery Fund which was administered by the relevant Local Authority. Craven DC have been approached and have agreed to submit an application on behalf of the pool in early January 2021.

9. **Marketing and Publicity:**

- a) **Update:** MS gave an update on the progress of the Marketing and Publicity Group adding that Ian Gray and Jean Lonsdale had agreed to join the marketing and publicity group as volunteers.

10. **Operational Issues**

- a) **Manager's Report:** JH introduced the report (already circulated) on the options for the daily operations of the pool starting in January 2021. After discussions it was agreed to work to Operation 2b but review the time table at the January 2021 meeting.
- b) **Staffing Update:** : There were no immediate staffing issues; AG and PT will be meeting our HR consultant in the New Year to consider staff issues if and when the refurbishment starts. Options will be presented at a later meeting. Trustees agreed that staff returning from furlough may be required to work in the shop during the refurbishment programme.

12. **Fundraising**

- a) **Fundraising Group:** CH confirmed the group were not meeting at present.
- b) **Charity Shop:** RS gave details of the Charity Shop confirming that the new container had now been delivered and the Bentham Calendars were being sold at a steady rate. IO stated the Market Stall selling bric a brac had gone well but was probably going to be more successful in the summer.
- c) **Friends AGM:** MS gave details of the Friend AGM confirming the transfer of all funds to the Trustees and the winding up of the Friends Charity.

13. **Any other Business:** There were no items.

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

Committee Meeting: Thursday 14TH January 2021 at 7pm

The meeting ended at 20.31

Signed

Date

Patricia Taylor

Chair: Settle Area Swimming Pool Trustees