

## 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 Board of Trustees held on

Thursday 15<sup>th</sup> December 2022 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), Chris Hirst (CH), Iain Crossley (IC), Kath Mason (KM), Mike Smith (MS) and Rob Brown (RB).

Jenn Hodgkinson (JH): Pool Manager:

1. **Welcome from the Chair:** The Chair welcomed everyone to the meeting and thanked them for coming out on such an unpleasant night.
2. **Apologies:** Bryan Atkinson (BA) Trustee.  
Tash Ward: Business Development Manager
3. **Declaration of interest:** No declaration of interest was raised.
4. **Minutes of a meeting of the Trustees held on 24<sup>th</sup> November 2022:**  
  
The minutes were reviewed and agreed as a true record of the meeting held on 24<sup>th</sup> November 2022.
5. **Matters Arising that are not on the Agenda:**
  - a) RB and JH gave an update on negotiations with The Stingrays adding that they hoped it would be possible to accommodate the needs of The Stingrays. The Chair confirmed it was the policy of the Trustees to support The Stingrays and the Disabled Swimming Group wherever possible.
6. **Trustees Recruitment Update:** The Chair gave an update on attracting new Trustees to the Board. It was agreed to examine a list of people supplied by Craven District Council who may be interested in becoming Trustees and MS to produce an article for the Community News that may also attract interest. Trustees agreed that it made

sense to target individuals who may be interested in becoming a Trustee as well as more focused advertising. JH confirmed there was space to advertise within the pool to attract potential Trustees. It was agreed the Secretary would co-ordinate the process of attracting Trustees and report back to the next meeting.

AG mentioned that a volunteer within the shop had expressed interest in becoming a Trustee and it was agreed the volunteer should be sent details of the role of Trustees.

To ensure the details were up to date it was agreed the Secretary would produce a list of duties and MS will top and tail the details which will then be circulated to all Trustees for comments.

## **7. Sub Groups:**

**a) Facilities:** CH confirmed the Facilities Sub Group would consist of himself plus the Secretary, JH and TW with the first meeting to be held on 5<sup>th</sup> January 2023 at 12noon. CH also gave an update on the remaining areas of snagging from the main contract. It was agreed the contract should be reviewed to ensure the contractual arrangements for snagging issues are followed and the clerk of works is approached to ensure the contractor completes the remaining tasks. If the clerk of works is not able to do another professional should be engaged to ensure the work was completed. A trustee asked about progress with the new lease and it was agreed the Secretary should seek an update.

**b) Finance:** The Treasurer introduced the draft Terms of Reference for the Finance Sub Group with the change that the Finance Sub Group were authorised to spend up to £10,000. The appointment of Dales Finance at a cost of £12.50 an hour at an anticipated cost of £200 a month was agreed. IC explained that given the increased turnover and the possibility of repayments to HMRC the level of reserves should be increased from £45,000 to £75,000

**c) People:** AG gave an update On HR related activities and it was agreed Trustees would continue to engage the support of a professional HR company. AG envisaged that the People Sub Group would consist of JH, TW and herself with additional attendance of other Trustees of required.

**d) Publicity and Marketing:** MS explained how the legacy award application was going and went through the notes of the meeting of the Publicity and Marketing Committee held on 28<sup>th</sup> November 2022.

IC asked that as a result of the creation of the four Sub Groups how will the Trustees and the Board operate in the future. After discussion it was agreed the four Sub Group should be reviewed in April 2023 and if any changes were required to the constitution etc this could be considered for the AGM in July 2023.

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

**9. Manager's Reports:**

**a) Pool Manager:** JH introduced the Pool Managers Report which after discussion was noted.

**b) Business Development Manager:** AG introduced the report as TW was unable to attend. RB offered to assist with forward planning of the Café.

**10. Lighting Car Park:** The Chair explained the position regarding street lighting on the main road adjacent to the pool. CH and the Secretary gave an update on discussions with NYC Street Lighting re lighting for the car park. It was agreed the Secretary to write to the Chair of Giggleswick PC and to the CC member to try and resolve the issues.

**11. Task List:** The Treasurer circulated an up-to-date Task List requesting any comments.

**12. Any other business:**

**a)** KM requested that the Trustees purchase salt and litter bins and this was agreed. The Secretary to approach Giggleswick College to see if salt was available.

**13. Date of Next Meeting:**

Thursday 19<sup>th</sup> January 2023 7pm at The Pool

Thursday 16<sup>th</sup> February 2023 7pm at The Pool

Thursday 16<sup>th</sup> March 2023 7pm at The Pool

The meeting ended at 20.50

**Signed** .....

**Chair** .....

**Date** .....

