

## 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 16<sup>th</sup> June 2022 at 7.00pm by Zoom

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

1. **Chairs Introduction:** The Chair welcomed everyone to the meeting.
2. **Apologies:** Colin Coleman and Jenn Hodgkinson (Pool Manager) sent apologies.
3. **Declaration of interest:** No declaration of interest was raised.
4. **Minutes of a meeting of the Trustees held on 19<sup>th</sup> May 2022:**

The minutes were reviewed and agreed as a true record of the meeting held on 19<sup>th</sup> May 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 **Staffing Update:** CH explained that the candidate offered the post of Business Development Manager had withdrawn and another candidate was being interviewed on 17<sup>th</sup> June 2022. Another Recruiting Evening was being held on 30<sup>th</sup> June 2022 at The Place in Settle.
7. **Contract Management:**
  - a) Contract Update: BA explained that around £45k of additional work was unfunded and that some items could be delayed. The Chair added a meeting had been arranged with Craven DC on 21<sup>st</sup> June 2022 to discuss a short-term loan to cover cash flow until a VAT refund was received, all Trustees were welcome to attend the

meeting. Bryan emphasised that for essential items such as a reception desk an order needs to be placed soon as it will be needed when the pool opens.

b) Design Group: It was agreed BA would discuss outstanding Design issues with KM by Zoom during the week of 20<sup>th</sup> June 2022.

## 8. Finance Issues:

a) **Corporate Financial Update:** IC introduced a Cash and Contract Reserves Report analysing the cash position on 7<sup>th</sup> June 2022. Trustees reviewed the report noting that the cash flow position is very tight but manageable provided we can reopen the pool in September and Aviva release the insurance payment in a timely manner.

b) **Financial Report:** RS explained that on 9<sup>th</sup> June 2022 there was £136,188 in the Current Account and £83,362 in the Deposit Account and bills to pay of £127,089 during June 2022.

RS added in order to request drawdown of the loan from Craven District Council, trustees were required to approve the loan agreement and authorise the terms. RS moved that the trustees of Settle Area Swimming Pool CIO:

*i. approve the terms of the loan agreement with Craven DC dated 17<sup>th</sup> August 2021 and resolve that they execute, deliver and perform this agreement*

*ii. authorise Rosemary Sanderson to execute the agreement on their behalf; and*

*iii. authorise Rosemary Sanderson to sign and dispatch all documents and notices in connection with this agreement.*

After discussion the terms of the loan agreement were unanimously agreed.

Rosie had circulated a list of equipment required for the new rooms; this had been agreed by the development group. Kath agreed to take the lead on purchasing items on the list.

9. **Publicity and Marketing:** MS introduced the notes of meetings of the Publicity and Marketing Committee held on 23<sup>rd</sup> May and 7<sup>th</sup> June 2022. Trustees praised MS for the article on the Craven Herald on 16<sup>th</sup> June 2022. The committee had discussed rebranding of the Pool and after discussion it was agreed that a minimal amount of re-branding be undertaken, to add the strapline “More than a pool” to existing wording. Opening of the pool will be phased, and will include introductory sessions.

The Chair spoke about the official opening adding we need to recognise the many donors who have made the refurbishment possible. MS added that the pool needed

merchandising to sell and to purchase this was around £2000. It was confirmed this was available. It was also agreed to purchase display boards for the reception area. KM suggested that a certificate was produced linked to the official opening but given the cost this was not supported. A newsletter for members will be produced soon, trustees authorised the publicity group to obtain paid for advertising from local businesses in this publication.

**10. Workshop 19<sup>th</sup> May 2022:** It was agreed the Workshop had been useful and a follow up session should be held after the AGM. The Chair to discuss with Elaine Hiser about future options for the follow up session.

**11. Annual General Meeting Thursday 21<sup>st</sup> July 2022:** IO stated the Quaker Meeting Hall had been booked for the public session at 6pm followed by the AGM at 7pm and a Committee Meeting afterwards. The Chair asked about publicity for the AGM and it was agreed IO would circulate to MS the usual publicity for the AGM. RS confirmed the Annual Accounts should be ready.

**12. Manager's Report:** The Chair introduced the Managers Report requesting the views of Trustees to the request by the Assistant Manager for Voluntary Redundancy. After discussion it was agreed the request for Voluntary Redundancy should be agreed in line with the figures in Staff Section 2 within the Managers Report subject to final ratification by Human Resources and Payroll.

**13. Task List:** RS indicated the Task List would be brought up to date and circulated after the meeting.

**14. Any other Business:**

**a)** AG reported that the landlord of the Charity Shop was increasing the monthly rent from £700 to £800 a month. Trustees noted this was the first rental increase in 5 years.

**b)** KM reported the flower pot swimmer to go outside the pool during the Flower Pot Festival was ready and a storage place was needed until the festival started. BA indicated it could go in the Under 16's football shed within Giggleswick School.

**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 14<sup>th</sup> July 2022 – if required

Annual General Meeting 7pm Thursday 21<sup>st</sup> July 2022

Committee Meeting Thursday 21<sup>st</sup> July 2022 at 7.30pm

*The meeting ended at 21.13*