

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 12th September 2019 at 7pm

The Friends Meeting House, Kirkgate, Settle

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

Members of the CIO: No member was present

Pool Manager: Not present

PT welcomed everyone to the meeting.

1. **Apologies:** Anne Galloway, Trevor Graveson (TG), Colin Coleman, Sarah Lister (SL) and Jenn Hodgkinson (JH)

2. **Declaration of interest:** None

3. **Minutes of a meeting of the Trustees held on 20th June 2019:** Agreed

4. **Matters Arising:**

4 RS stated that money from the FOSSP would be paid by BACS direct to the Trustees bank account.

5a MS added that although additional donations to the Friends had been refused the first donation of £250 had been accepted as the Friends were not aware the money had been obtained through unlawful trading.

13a It was agreed CC would represent the Trustees at any future meetings of the Settle Town Council Skateboard Facility.

5. **Trustees Issues**

a) **Roles and Responsibilities:**

PT tabled a paper re the Roles and Responsibilities of Trustees and requested the paper went on the agenda for discussion at the next meeting.

Action: Continue to review the skills of trustees and employ professionals where there is a skills gap.

b) **Trustee Expenses:**

PT indicated that Trustees could claim expenses via the Treasurer giving recent trips to York for the Community Trade Up Business Programme as an example.

c) **Town Council Representative:**

IO confirmed that Settle Town Council had appointed Cllr Robert Bellfield as the Council representative to the Trustees but he would attend as an observer with speaking rights.

6. Financial Issue

a) **Financial Report:** RS introduced the Finance Report for Trustees showing:

CAF Cash Account:	£12,923.31
CAF Shop Account:	£22,950.85
Co-op Current Account:	£5,065.77
Co-op Deposit Account:	£212,962.01

RS also added details of payroll and card payments procedures.

Action: The financial issues were noted.

b) **Usage Report June to August 2019:** IC went through cumulative income and admissions figures for June 2019. **Action:** The cumulative income and admissions for June to August 2019 were noted.

c) **VAT Options:** RS went through a report prepared by RSM re VAT implications for the pool and recommended that an application is made to register for VAT and that Trustees consider at the next meeting if VAT should be charged or absorbed on services.

Action: After discussion the recommendation was unanimously agreed.

7. Improvements to the Building and Facilities

- a) **Grant Applications**: IO confirmed that Sport England had allocated £10,000 to the Trustees to appoint a consultant to obtain a true picture of the design costs for the pool and to review any condition survey reports which would then allow SE to decide if they will fund the pool. **Action**: After discussion it was unanimously agreed to accept the £10,000 and appoint, in consultation with SE a suitable consultant.
- b) **Community Trade Up Business Programme**: IC gave an update re Community Trade Up Business Programme adding that a facilitated session with an external facilitator may be beneficial for Trustees. **Action**: After discussion it was agreed IC would seek a suitable facilitator and with PT arrange a date for the session.
- c) **Replacement Boilers**: BA explained that the pool boilers were at the end of their life and had probably six months life left. Replacement costs would be around £25-30k plus design costs of around £3500. CH gave details of biomass options to fuel new boilers. **Action**: It was unanimously agreed that BA could spend up to £4k to appoint a temporary design consultant to recommend the type of boilers to procure.
- d) **Refurbishment Programme**: IO outlined a draft timetable for the refurbishment programme and RS added comments re potential cash flow to deliver such refurbishment. **Action**: After discussion the refurbishment programme was noted until the SE funding issue was resolved.

8. Fundraising

- a) **Meeting Management Shop Committee**: IO stated the next meeting of the Shop Committee would be 23rd September 2019.
- b) **Lease of Shop**: An on-going issue IO offered to contact the solicitors as he deals with them on a regular basis.
- c) **Paper Collection**: MS indicated that paper was now fetching £20 a ton producing around £600 a month adding that the paper market was traditionally volatile.
- d) **Dance 26th October 2019**: IO gave details of the dance. **Action**: It was agreed KM would help IO with the dance and the dance would include supper but less food to be ordered this time.
- e) **Octameron Concert 5th October 2019**:
CC gave details of a concert by Octameron on 5th October 2019 with surplus funds to go to the pool. It was agreed IO and RS would help CC support the concert.

9. Staffing and Management

- a) PT went through the Managers Report and the actions were noted.

10. Governance

- a) **Registration of Lease:** CC had e mailed details of the registration of the lease being almost completed. PT thanked CC for all his hard work and perseverance.
- b) **Terms of Reference for Paper Collection Sub Committee:** PT went through the terms of reference and they were agreed.

11. Any other business

- a) CH gave details of the work being carried out to refresh the pool website. Part of the work involved a questionnaire which was circulated for comments back to CH.
- b) The arrangements for FOSSP insurance were confirmed and arrangements to transfer the FOSSP 200 Club to the Trustees at the end of the year were confirmed.

12. Date and Time of Next Meeting: 17th October 2019 at 7pm

The meeting ended at 20.45

Signed

Date

Patricia Taylor

Chair Settle Area Swimming Pool Trustees