

# Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

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## Minutes of the Meeting of Board of Trustees held on

**Wednesday 12 November 2025 at 7pm. at the Settle Area Swimming Pool.**

**Present: Trustees of CIO:** Ian Dryburgh Deputy Chair, Mike Smith Secretary, Ken Larkins Treasurer, Robert Bellfield, Robin Bates, Jean Littlewood and Elaine Howarth. **Senior staff:** Tash Ward Centre Manager, Leah Galloway Operations Manager.

**1.Welcome from the Chair:** The Deputy Chair welcomed everyone to the meeting.

**2.Apologies:** Chris Hirst and Anne Galloway.

**3. Declarations of Interest:** No declarations were reported.

**4.Minutes of the Meeting held on 8 October 2025:** The Minutes were AGREED as an accurate record and signed by the Chair.

**5.Matters Arising:** Some progress had been made in obtaining a screen for use in presentations at meetings, but it was not yet in place.

**6.Centre Manager's Report:** In introducing the report, previously circulated, Tash and Leah drew attention to the following items:

- The new kettleball rack in fitSpace.
- The planned purchase of further equipment, including new mats.
- The planned development of classes based on responses to a fitSpace questionnaire.
- The purchase of new 'noodles' for the pool.
- The popularity of the new inflatable, with more requests for parties.
- Planned recruitment of lifeguards and swimming teachers.
- The response to the gas outage on 1<sup>st</sup> and 2<sup>nd</sup> November: the pool had closed on Sunday from 10am as the water temperature had dropped below 27C but with the help of North Gas Networks engineers, the gas was restored on Sunday evening and the pool was able to re-open on Monday morning with the water temperature back to 30C.

The report was NOTED and Tash and Leah commended for their response to the gas outage.

**6a. Safeguarding and health and safety issues:** COSHH sheets have been updated. Tash and Leah are to conduct risk assessments at the two shops and the unit. Robert Bellfield is assisting in drawing up a new safeguarding policy, based on Swim England guidance.

**7a. Facilities Group:** In the absence of Chris, Tash and Leah introduced the report, previously circulated, and drew attention to the following items:

- The continuing problems with roof leaks and action taken, including regular clearance of leaves from the gutters by Chris and Robin.
- Replacement of all showerhead valves and plans for their regular maintenance.
- Display of energy certificate – rating B.

- Weed clearance.
- Plans to install a solar battery. A £14,000 grant had already been obtained. A further £14,000 was needed by the end of January 2026.
- Plant room maintenance issues.
- Plans to refurbish the staff room.
- New signage for carpark donations.
- Recommendation that we return to the practice of having an annual shutdown for general maintenance, but that this take place in the summer rather than mid-winter.

**7b. Finance Group:** Ken introduced a note of the finance group meeting and showed the latest financial information on the Xero system. This demonstrated:

- We are ahead of budget in terms of cash balance.
- We currently have £70k in the savings account.
- A total of £270k in loans needs to be repaid. The finance group are working on a schedule for doing this. In the meantime, there is a need to build up reserves towards that target.
- Overall, we are currently, controlling costs and growing the business.
- In order to set a budget for the 2026-27 financial year, groups should consider their own budgets in January; trustees should discuss in February and we should finalise the budget in March.
- Further work was needed to code items on Xero, especially expenditure items.

**7c. Shop:** In the absence of Anne, Jean introduced the shop committee report. She circulated a quote from Mounsey's for CCTV at the unit. Following discussion, it was AGREED to go for the larger £1600 option, subject to agreement from the unit owners (Anne to get agreement. Tash to action with Mounsey's).

Workers at the unit are looking at installing a vending machine for use by customers and heating for the winter. The shop volunteers half yearly meeting will be held at the pool at 11am on Monday 8 December. Ken will give a report on finances. All trustees are invited.

**7d. Publicity and Marketing Group:** Elaine reported on efforts to promote the online purchases easyfunding scheme. Trustees had been asked to sign up. It was AGREED to promote to volunteers and to customers through clubright.

Mike reported on moves to develop social media further and circulation of the half-yearly newsletter to clubright members and volunteers, with paper copies for the pool and shops.

**8. Social:** It was agreed to hold a social evening for staff, trustees and volunteers at the rugby club on Friday January 30. Tash to book.

**9. Other business:** There being no other business the meeting closed at 8.03pm

**Date of Next Meeting: WEDNESDAY 10 DECEMBER 7PM AT THE POOL**

Signed ..... Chair ..... Date .....

**Dates of meetings through to the AGM:** 14 January, 11 February, 11 March, 15 April (a week later to avoid Easter Holiday week), 13 May, 10 June, 8 July -AGM. All are Wednesday evenings and all meetings start at 7pm.