

## 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 Virtual Meeting of Trustees held on Thursday 17<sup>th</sup> March 2022 at 7.00pm

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

Pool Manager: Jenn Hodgkinson (JH)

1. **Chair's introduction:** PT welcomed everyone to the virtual meeting.

2. **Apologies:** All Trustees and the Pool Manager were present.

3. **Declaration of interest:** No declaration of interest was raised.

4. **Minutes of a meeting of the Trustees held on 17<sup>th</sup> February 2022:**

The minutes were reviewed and as a result of professional advice from HR Consultants it was agreed that bullet point 4 was deleted from item 7 within the minutes. With that amendment the minutes were agreed.

5. **Matters Arising that are not on the Agenda:**

a)The Chair gave an update re the Walking Festival and it was anticipated the Festival would now take place on 21<sup>st</sup> August 2022.

b)The Chair reported that Vi Walker had been voted Citizen of the Year by the Craven Herald for her contribution to the Pool activities over many years. It was agreed the Chair write and congratulate Vi and looking forward to constructively working with her in the future. c)MS gave an update on relevant PR matters not on the agenda.

- 6. Task List:** RS introduced this item and relevant amendments were made to the Task List as necessary. An additional item – *Opening Ceremony* – was added to the list and delegated to the Publicity Group to review.

*Text moved to AOB*

- 7. Staffing Structure:** The Chair introduced the Decision Sheet from a meeting of the Development Group on 7<sup>th</sup> March 2022. It was noted that 2 members of pool staff were available to work in the Charity Shop. It was noted the Job Description for the post of Development Officer had been agreed and it hoped to fill the post in early May 2022. The Chair thanked AG and JH for the work re staffing issues.

**8. Contract Management:**

a) Roof Damage: RS gave an update re the insurance negotiations and it was anticipated a decision would be reached in early April.

b) Contract Update: BA explained that the contract work was around 1.5 weeks behind schedule mostly down to the recent storms. A member of the public had reported concerns about aspects of contract practice; Adamco had apologised and confirmed the concerns had been addressed.

c) Design Group: KM outlined the work of the Design Group confirming that materials and colours had been agreed and the work on the size and fitting out of the kitchen was under way. It was confirmed that Adamco were in the process of obtaining three quotes for the design related activities of the contract.

- 9. Finance Issues:** a) IC gave details of the reserve cash and contracts reserves at 11<sup>th</sup> March 2022 and confirmed that the figures did not include work for solar panels, replacement energy efficient pumps and additional fixtures and fittings. IC gave an update on the Community Loan Investments to date and it was suggested details of the Community Loan opportunities should be prompted on Facebook. After discussion it was agreed to defer this suggestion; until the insurance claim was paid which would make the corporate financial position clearer.

b) RS gave details of the current account and the projected year end income from the Charity Shop.

- 10. Manager's Report:** The report was noted.

**11. Publicity and Marketing Group:** MS gave details of the progress of the Promotional Video and confirmed details had been circulated of the anticipated reopening of the pool. KM outlined progress with the Dragon Race to be held on 15<sup>th</sup> May confirming 12 people had registered as paddlers and IO would captain the Dragon Boat. CH had set up a Just Giving page. The Chair thanked everyone for supporting the event.

**12. Governance:** CC introduced a Revised Committee Structure for the Swimming Pool Trustees based on four sub-committees representing Finance, People, Facilities and Publicity and Marketing. The proposals were unanimously supported and it was agreed the officers would meet to flesh out the proposals and a detailed list of recommendations would be considered at the next meeting of the committee. The Chair thanked CC for his report.

**13. Any other Business:**

a) IC confirmed he had the model of the pool should it be required by any trustee.

b) *PT asked for clarification about the lease for the additional land at the back of the pool—she had been asked by NYCC why it had not been signed. She assumed that there were still outstanding issues to be clarified. It was agreed additional legal costs for the new lease should be investigated before the lease was signed. IO agreed to investigate*

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

Committee Meeting: Thursday 21<sup>st</sup> April 2022 at 7pm by Zoom.

It was agreed that the Trustees should work towards face-to-face meetings subject to COVID figures.

*The meeting ended at 20.51*