

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 20th February 2020 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), Mike Smith (MS), Kate Mason (KM) and Chris Hirst, (CH),

FGM Consulting: Darren Lamb

1. **Chairs introduction:** The Chair welcomed everyone to the meeting.
2. **Apologies:** Colin Coleman, Anne Galloway, Bryan Atkinson, Robert Brown and Jenn Hodgkinson.

3 Declaration of interest:

No declarations were recorded.

4. Improvements to the building and facilities:

- a) Darren Lamb of FGM Consulting introduced the Business Plan using a PowerPoint presentation emphasising the Business Plan was now ready for submission to Sport England. Questions were asked about trees, closures issues while the pool was being refurbished and MS offered to work through the Business Plan to revise some of the information. After discussion it was unanimously **RESOLVED:** to submit the revised Business Plan to Sport England by the end of February 2020.

Action: All Trustees to send final comments to IO by 25 February 2020. IO to send completed Business Plan to Sport England by 27 February 2020.

Darren Lamb left the meeting.

- b) It was agreed the refurbishment plan would be reviewed once the details of the grant were through from Sport England.
- c) IO gave details of existing capital funds (now the boilers had been paid for); and offered some options for borrowing if there was a shortfall in the final refurbishment budget.

5. **Minutes of a meeting of the Trustees held on 16TH January 2020:**

The minutes were agreed.

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

PT stated she would be writing to the parish councils pointing out the Friends of the Pool supported school transport to the pool and parishes may wish to liaise with local schools to help with this funding.

7. **Trustee Issue**

a) **Trade Up Programme**

IC explained how Lewis Leisure could support the introduction of the Business Plan. MS asked how much this would cost IC indicated around £5000 and this would be met from the Trade Up Programme budget. After discussion it was **RESOLVED**: to appoint Lewis Leisure to support the introduction of the Business Plan with costs to be met from the Trade Up Programme. **Action**: IC

PT asked about a date for a seminar using an external facilitator and IC confirmed during April/May 2020. **Action**: IC

8. **Financial Issues**

a) RS introduced the Finance Report at 13/01/2020 showing:

Co-op Current Account: £32,824.95

Co-op Deposit Account: £113,151.13

Action: The financial report was noted.

b) RS stated that the Swimming Pool Manger was concerned the proposed increase to admission charges would make the pool more expensive than other local pools. It was confirmed the increase admission charges were to pay pool staff the annual salary increases. After discussion it was **RESOLVED**:

to retain the increases in admission charges and increases in staff costs as agreed at the Trustees meeting on 16th January 2020. **Action:** RS

- c) RS added that the final bill for the replacement boilers was £117,000 with £6000 to be recouped from the VAT charges.
- d) CH gave details of the attendance figures during 2018 (15940) and 2019 (16151) an increase of 211. August 2019 attracted 2086 users even with Ingleton Open Air Pool being open. **Action:** Note the increase.

9. Fundraising

- a) **Charity Shop:** IO stated the next meeting of the Shop Management Committee was on 2nd March 2020. Minutes will be circulated. **Action:** Note the meeting.
- b) **Paper Collection Subgroup:** MS gave an update on the Paper Recycling Scheme adding that the 88 regular business users of the facility had been approached for donations with a target of several thousand pounds a year in order to make the work of the Friends of value to the pool. MS added it was important to publicize the paper collection facility was still in place. **Action:** Note the progress.
- c) **Other Fundraising Activities:** As a result of the request from CH CC Richard Welch had contributed £2500 of his NYCC members community funds towards a new inflatable for the pool. **Action:** IO to write and thank CC Welch.

10. Staffing and Management

- a) **Managers' Report:** PT read out the Managers Report noting there were now 211 members of the membership scheme and that early indications from the new gas boilers were predicating a saving of 40% on previous gas costs. Staff appraisals will start in April 2020. **Action:** Not the progress
- b) **Update on the plans for choosing an Information Management System:** CH introduced a report that gave details of the systems reviewed and recommended appointing ClubRight at a cost of £69 a month including training and installation. After discussion it was **RESOLVED:** to appoint ClubRight with the contract to commence from 1st May 2020. **Action:** CH

- c) **Update on project to upgrade the pool website:** CH confirmed progress and that a meeting would be held third week in March; PT, RB and KM expressed interest to be involved. **Action:** CH

11. Governance

- a) PT indicated that she and CC would be co-ordinating action to develop an appraisal process for trustees building on the Skills Audit carried out in the autumn. **Action:** CC/PT

12. Marketing and Publicity

- a) CH gave details of the 3 February 2020 meeting of the Marketing Sub Group. KM gave details of the U3A Senior Swimmers Group and presented a new publicity leaflet for the Pool.
- b) IO stated Settle Town Council were considering re-introducing the Town Carnival in June 2020 and would the Settle Pool participate. After discussion it was agreed the proposed Carnival would be supported. **Action:** IO

13. Any other business

- a) CH gave details of the Settle Half Marathon to be held on Sunday 23rd February 2020. Anticipated number of runners over 400.
- b) KM added that the Rotary Club Merry Go Round on February 20th was supporting the pool in 2020.

14. Date and Time of Next Meeting:

19th March 2020 at 7pm

16th April 2020 at 7pm

The meeting ended at 21.32

Signed

Date

Patricia Taylor

Chair Settle Area Swimming Pool Trustees