

Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

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Minutes of

A Virtual Meeting of Trustees held on Thursday 12th November 2020 at 7.30pm

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

- 1. Chairs introduction:** PT welcomed everyone to the virtual meeting.
- 2. Apologies:** All trustees were present.

3 Declaration of interest:

No declaration of interest was raised.

4. Minutes of a meeting of the Trustees held on 15th October 2020:

The minutes were agreed.

5. Matters Arising that are not on the Agenda:

MS added that he was writing an article for Community News which captured memories of the pool during the last 45 years. IO to amend the minute.

6. Membership- Who is a Member?

PT suggested that a revised definition of membership of the pool was needed now that Club Right had been installed. She suggested that this might be better considered at the seminar on 26th November 2020.

7. Refurbishment

a) **Update:** BA gave an update to the meeting held with JH, BowmanRiley and himself to review options for the internal layout within the extension. **Action:** He agreed to circulate the adjustments to the layout to all trustees when they were made available.

He also added that having met with contractors the cost of keeping the pool open during refurbishment varied between £13000 and £15000. It was agreed a decision re opening during construction would be made once contract prices were received. MS requested that drawings for the refurbished pool were progressed. BA confirmed that the price for the drawings was now around £1000 plus VAT. CH requested that the trustees purchased an architect's model of the refurbished pool that go on display in various venues to help promote the refurbishment programme. It was anticipated the model would cost around £500. IC confirmed that grant applications had been submitted and if agreed would fund the purchase of the drawings and the architects' model.

Action: it was agreed the drawings would be purchased but the architects' model would only be purchased if the grants were awarded. IO to progress.

b) **Planning Application:** IO confirmed the Flood Risk Assessment was now completed and should be with Craven planners by Friday 13th November 2020 when the planning application would be activated. The application would then be due for completion around 25th December 2020. **Action:** IO to monitor.

c) **Response to Craven DC:** PT reported that the CDC Finance Director had supported the revised plans but they had yet to be seen by Cllr Mulligan. If he agrees the revised plans the trustees will receive the grant, if not it will go back to the CDC Policy Committee where is strong support.

Action: PT to inform trustees of the progress with the request for funding.

8. Marketing and Publicity:

a) **Minutes of meetings:** CH gave an update on the progress of the Marketing and Publicity Group confirming that MS was now chairing the group. CH confirmed that JH would be invited to all future meetings of the newsletter group to ensure better co-ordination.

b) **Newsletter:** Newsletter widely circulated – thanks to both Sarah Lister and CH for putting it together.

9. Operational Issues

a) **Manager's Report:** JH introduced the manager's report commenting on the timetable and activities up till Thursday 5th November 2020 when lock down

recommended. JH had requested that contractual maintenance being carried out during lock down so the pool, apart from bank holidays, could remain open over the Christmas/New Year break. There were some contractual issues about staff taking compulsory holidays during this period but JH did not think this was a major problem.

Action: it was agreed that the pool should remain open, apart from bank holidays over the Christmas/New Year break subject to contractual tasks.

- b) Staffing Update:** There were no staffing issues. **Action:** AG to continue to assist JH.

10. Financial Issues:

- a) RS introduced the Finance Report** at 11/11/2020 showing:

Co-op Current Account: £40,067.49

Co-op Deposit Account: £213,762.22

The money in the Co-op deposit account (£213,762.22) is made up of the funds we have previously allocated to the capital project, COVID related grants, ring fenced grants and reserves.

RS and IC reported on a virtual meeting with VAT specialists who had been recommended by our accountants. They pointed out that the specialists for a fee of around £2700.00 may be able to help reduce VAT costs on both running costs and the refurbishment costs of the pool. **Action:** it was agreed the project should be fully investigated and ascertain if the costs could be met from the Trade Up Grant. IC and RS.

11. Fundraising

- a) Fundraising Group:** CH confirmed that the grant application to the Co-op had been unsuccessful. IC gave details of two other grant submissions – Two Ridings Community Foundation (£10k) and Arts Council Thriving Communities Fund (in process).
- b) Charity Shop:** AG gave details of the Charity Shop confirming that during lock down the on-line sales had produced £700 last week; that 2 more volunteers had been recruited to work on the container and it may soon be possible to open the shop on a Monday. It was suggested the shop may wish to take a market stall nearer Christmas and IO agreed to get details.
- c) 200 Club:** The Chair gave an update re the transfer of the 200 Club operation to the Trustees bank account. RS confirmed the financial arrangements are now in place. The trustees formally thanked Julie Smith for continuing the success of the 200 Club and PT write and thank Julie.

12. Any other Business:

- a) CC gave details of further contact with the Land Registry regarding the lease for the pool adding he had told them that neither TG or himself are bankrupt and the restriction of keeping 2 trustees on the title in the event of any sale/ disposition of the property was unnecessary. It was further confirmed that CC was writing to the Land Registry to request this restriction was removed.
- b) IO stated that the monthly cost for the Zoom Licence was £9 a month but as the facility was not used all the time possibly any trustee may wish to use the Zoom account for £5 a session which would be added to donations. **Action:** it was agreed that trustees could use the Zoom account for £5 a session with the funds added to donations.
- c) JH gave details of the Bentham Calendar which was on sale at £7.50 as part of the sales income was going to the pool.
- d) The Chair reminded trustees that a Seminar on the Next Stages for the Pool was to be held on Thursday 26th November at 7pm via Zoom with the seminar being co-ordinated by Lewis Leisure adding that Lewis Leisure had asked that all trustees complete a questionnaire that had been circulated ready for the seminar.
- e) KM asked about the 2016 survey mentioned in the SLOT analysis in the business plan and asked to see a copy. **Action:** The Chair to send a copy.
- f) KM asked CH where the 600 ClubRight members were based and a map showing residential or business locations would be helpful. **Action:** CH and JH to investigate.

13. Date and Time of Next Meeting:

Thursday 26th November 2020 at 7pm: Seminar with Lewis Leisure
 Thursday 17th December 2020 at 7pm: Committee Meeting
 The meeting ended at 20.52

Signed

Date

Patricia Taylor

Chair: Settle Area Swimming Pool Trustees

