

## 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 19<sup>th</sup> May 2022 at 7.00pm at The Place

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

Jenn Hodgkinson (JH): Pool Manager

Elaine Hiser (EH) : Craven District Council

The Chair welcomed everyone to the meeting confirming there would be a Workshop to review VAT, the Business Plan, User Survey and Timetable of Activities before a Committee Meeting.

Elaine Hiser (EH) of Craven District Council opened the Workshop outlining the main points of the Settle Area Swimming Pool Business Plan 2020-25 and then using an exercise in Team Building sought team views on the impact of the Business Plan, its vision, strengths and opportunities against the impact of COVID. EH agreed to produce an impact statement arising from the workshop.

CH introduced an analysis of the recent Pool Survey built around the 262 returns. The survey provided supporting data for 'dryside' classes, examples of group activities, gender and age breakdown and comments re prices, offering concessions etc. JH added positive comments on the value of the exercise.

The Chair outlined a range of activities that could be offered from the 'dryside', café and pool on a regular basis with a preferred option that wherever possible the facilities are managed by pool staff and volunteers.

The Chair thanked EH and invited her to remain for the rest of the meeting.

2. **Apologies:** Robert Brown sent apologies.
  
3. **Declaration of interest:** No declaration of interest was raised.
  
4. **Minutes of a meeting of the Trustees held on 21<sup>st</sup> April 2022:**

The minutes were reviewed and agreed as a true record of the meeting held on 17<sup>th</sup> March 2022.

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

a) There were no matters arising that were not on the agenda.

**6. Governance Update:** CC indicated that the officers of the Committee had met on 17<sup>th</sup> May 2022 and while reviewing the draft terms of reference for the four Sub Committees had felt that the introduction of such committees should be deferred until after the opening of the pool in September 2022. After discussion it was agreed this was a positive recommendation and it was endorsed.

**7. Staffing Structure and Development:** CH gave details of the Recruitment Evening and it was confirmed there were five applications for the post of Business Development Manager and interviews were being held on Tuesday 31<sup>st</sup> May 2022.

**8. Contract Management:**

a) **Contract Update:** BA gave an update on the contract covering the recent break in, the storage of solar panels, remaining planning enquiries and the anticipated completion of the contract. RS added an update on the insurance discussions with Aviva including a decision to replace the windows on the flat roof hopefully paid by the insurance cover.

b) **Design Group:** KM gave details of the recent decisions by the Design Group indicating that the Group are very conscious of budget restrictions at present.

**9. Finance Issues:**

a) **Corporate Financial Update:** IC introduced the Cash and Contracts Reserves Report dated 16<sup>th</sup> May 2022. IC added that the financial position is tight but manageable provided we can reopen the pool in September 2022.

b) **Financial Report:** RS explained at 16<sup>th</sup> May 2022 there was £323,044 in the current account and £83,362 in the deposit account. Other fundraising was looking promising.

**10. Annual General Meeting Thursday 21<sup>st</sup> July 2022:** It was agreed the AGM would be held at 7pm on Thursday 21<sup>st</sup> July 2022 in the Quaker Hall. The AGM would be advertised widely and there would be a public session at 6pm when the public could examine drawings, see plans for the future and talk with Trustees. It was felt that light refreshments were not necessary. IO stated this was the fifth AGM of the CIO and CH, MS, RB and KM would be required to retire but could immediately re-stand as Trustees.

**11. Manager's Report:** JH gave details of the report which were noted.

**12. Publicity and Marketing Group:** MS indicated the Group were next meeting on 23<sup>rd</sup> May 2022.

**13. Task List:** Progress with the Task List was noted.

**14. Any other Business:**

**a)** It was reported IO would attend the Renewable Energy Workshop on Saturday 21<sup>st</sup> May 2022 on behalf of the Trustees.

**b)** AG gave details of the Charity Shop Sale at the Pool Car Park on Sunday 22<sup>nd</sup> May 2022.

**c)** The Chair suggested that during July the Trustees arrange a meal for both Trustees and Volunteers to celebrate the refurbishment of the pool and the successes of the last few years. Individuals will pay for themselves. The suggestion was fully supported.

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

Thursday 16<sup>th</sup> June 2022 at 7pm at The Place:

*The meeting ended at 21.10*