

# Robin 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 11 March 2026 at 7.15pm at the Settle Area Swimming Pool.**

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

**1. Apologies:** Chris Hirst and Ian Dryburgh (for items 1- 7a)

**2 Chair for the meeting:** In the absence of Chris Hirst and Ian Dryburgh, who had been called away on urgent family business for the first few items, it was agreed that Robert Bellfield should act as chair of the meeting.

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

**4. Minutes of the Meeting held on 11 February 2026:** The Minutes were AGREED as an accurate record.

**5. Matters arising:** there were no matters arising.

### **6. Centre Managers' Report**

In introducing the report, previously circulated, Tash made the point that, as usual, much of the managers' time was spent on issues reported through the various groups. The other issues were:

- High attendance at classes, including the new Tai Chi classes. The opening of the wall panels during some classes to incorporate use of the gym had been successfully, but it was important to ensure this did not inconvenience regular gym users.
- Soundbath sessions were to be repeated.
- Some take up of lifeguard course from Settle College, to seek to recruit from QES at Kirkby Lonsdale. Ken would promote at a gala at Skipton he was to attend that weekend.
- Letters were being sent to staff after the finance group had agreed new rates of pay.
- Staff had undertaken a deep clean the previous Sunday and would repeat on a regular basis.
- Membership was now up to 188 (15 per cent up on October 2025).
- Clitheroe pool is to close for redevelopment, so we hope to pick up swimming lessons and at least one class.

### **7. Safeguarding and health and safety issues**

No issues at the pool. Assessments had been undertaken at the unit and main shop. The one at the pop-up shop had still to be completed. A report would be prepared once that had done.

**8a. Facilities Group:** in the absence of Chris, Leah reported on the successful running of the new solar batteries— on one occasion we had not used any electricity from the grid between 6am and 6pm. The grants of £10k from North Yorkshire and £14k from npower had not been fully used and so it was agreed to purchase a further set of four batteries: whilst this would mean we would have to find an additional £671 that would soon be recouped through savings on our electricity bill.

Work on the staff room and installation of brackets for the flags by the roadside was planned. The work on the roof and action to deal with drainage issues were outstanding.

**8b. Finance Group:** Ken showed figures from xero which demonstrated that finances remained healthy overall. It was agreed to transfer £10k from the current account to the longer-term savings account. This was in line with the principle previously agreed of building up funds to pay off the outstanding loans.

The finance group were proposing a budget for the financial year 2026 -27, the headlines of which were: income: £655,000, expenditure £531,000, profit £124,000. This compared with the 2025-26 figures of income £688,182, expenditure £472,307 profit £195,875. The details could be accessed on xero and it would be possible to track performance against budget on xero throughout the year. Groups would be given greater freedom to spend within their budget provision without the need to obtain approval from the trustees – though the guidelines were ‘no surprises’.

The budget included staff pay increases that had been agreed by the finance group. These were based on increases for those staff on the national living wage in line with the government figures and comparable increases for other staff. In discussion it was said that whilst these figures were acceptable, we should in the future return to the practice that staff pay rates should be decided by the trustees as a whole on the basis of a recommendation from the finance group, rather than being implemented on the basis of a decision by the finance group alone. In further discussion (in the absence of Tash and Leah) it was agreed to undertake a review of the staffing structure in light of the positive changes seen since the creation of the post of operations manager. Ian Dryburgh agreed to do some initial work on this.

Further questions were asked about the provision for rising energy costs. Some provisions had been made but it would be important to keep the situation under review.

On this basis the 2026-27 budget was approved.

**8c. Shop Committee:** Anne reported that phones had been purchased for the unit, two shops and the pool. This should enable easier communications between the four sites.

Some changes had had to be made to the staffing rota at the main shop to ensure cover on Saturday afternoons. Attempts were being made to recruit more volunteers.

We would contact Jonathan Mounsey to try to get a larger screen for the CCTV at the unit.

Over the past month, there had been two instances of people taking goods either without paying or seeking refunds for goods that weren't faulty.

On the issue of countering forged £20 notes, Robin reported that notices had been put up in the two shops and unit and a more detailed notice in the pop-up shop was aimed at deterring anyone seeking to pass a forged note. He proposed that we adopt the following policy regarding forgeries, in addition to the notices and use of UV detectors: that we decline to accept suspected forged notes and return them to the customer, asking for alternative payment – ie card payment; that we report any incidents of suspicious activity through the shop committee to the police; if a suspected forgery is detected after a customer has left the shop the note should be bagged, reported to the shop committee and handed over to the police as soon as possible. Robin would set out the precise terms of the policy so that Leah could reproduce and circulate to shop volunteers.

**8d. Publicity and Marketing Group:** Further to the note previously circulated, Mike reported that further efforts had been made to recruit volunteers to organise a Langcliffe Teas session, following an approach from Jenny Beasant. This had not proved successful and Langcliffe Institute informed we would not be taking a slot this year. The Institute had said there might be vacancies should we change our minds.

The publicity group recommendation that we hold a social for staff, volunteers and trustees on a Friday evening at the rugby club this summer was agreed.

A report of the customer survey had been circulated and, as last year, a summary will be published for the website and social media and included in the spring newsletter. The issue of our prices had come up in the survey. The assumption in the budget (see above) was that there was no increase in our main prices this spring and it was agreed that we should publicise that in the newsletter.

As the tourist season approaches it was agreed that we should do what we can to circulate our standard leaflets through hospitality venues and produce new posters for display in shops, tourist information and hospitality venues. It was also agreed that we take up the offer of space on the noticeboard at the entrance to the Sowarth Estate, giving further publicity to the unit.

**Other business:** There being no other business the meeting closed at 8.30pm

**Date of Next Meeting: WEDNESDAY 15 APRIL 7.15PM AT THE POOL**

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

**Dates of meetings through to the AGM:** 13 May, 10 June, 8 July -AGM. All are Wednesday evenings and all meetings start at 7.15pm.