

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 17th October 2019 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) and Bryan Atkinson (BA).

Members of the CIO: Colin Coleman (CC)

Pool Manager: Not present

PT welcomed everyone to the meeting.

1. **Apologies:** Anne Galloway, Chris Hirst, Trevor Graveson , Rob Brown, Kath Mason , Sarah Lister and Jenn Hodgkinson.

2. **Declaration of interest:** None

3. **Minutes of a meeting of the Trustees held on 12th September 2019:** Agreed

4. **Matters Arising:**

There were no matters arising that were not elsewhere on the agenda.

5. **Trustees Issues**

a) **Roles and Responsibilities:**

PT reported that action was being taken re the paper discussed at the September meeting and a report on the roles and responsibilities would be reported in due course.

b) **Town Council representative**

It was agreed Settle Town Council representative Cllr Bellfield would not be representing the Town Council as a Trustee but would receive minutes and be

invited to the AGM and to any meetings when the Trustees were considering a planning application.

It was also agreed that copies of the Minutes should be sent to CC Richard Welsh and Craven District Councillors Wendy Hull and Richard Staveley for information.

Action: IO

6. Financial Issue

a) **Financial Report:** RS introduced the Finance Report at 10/10/19 showing:

CAF Cash Account:	£0
CAF Shop Account:	£0
CAF Reserve Account2:	£0
Co-op Current Account:	£60,455.31
Co-op Deposit Account:	£211,151.13

RS also added details of payroll and card payments procedures.

Action: The financial issues were noted.

b) **Usage Report June to October 2019:** IC went through cumulative income and admissions figures for June 2019 to October 2019. **Action:** The cumulative income and admissions for June to October 2019 were noted.

c) **VAT Update:** RS confirmed that the Pool was now registered to charge VAT and asked if VAT costs should be absorbed on services such as advertising boards

Action: After discussion it was agreed that wherever possible VAT costs should be absorbed during the financial year.

d) **Payroll:** RS explained there were problems with the existing payroll provider and after discussion it was agreed quotes would be obtained from other payroll providers.

- e) **School Transport Subsidy:** RS gave details of the grants to local schools paid by FOSSP and it was agreed this process would continue based on 6 schools each receiving a grant of £850 based on the treasurer receiving invoices from the schools. It was noted that given the drop in the income from paper recycling this subsidy to schools needed to be kept under review.

7. Improvements to the Building and Facilities

- a) **Grant Applications Update:** IO gave details of the meeting with the Sport England consultant on 17th November and it was confirmed a Workshop would be held during the afternoon of Thursday 21st November with the consultant to review his plan that had been submitted to Sport England in April 2019. All trustees would receive a copy of his report prior to this workshop and a preliminary discussion held before this meeting.

Action: It was agreed the Workshop would be held on 21st November and any implications arising from the Workshop could be reviewed at the Trustees meeting the evening of 21st November 2019.

- b) **Community Trade Up Business Programme:** IC gave an update re Community Trade Up Business Programme giving examples of the various reasons people use the pool and how a session with trustees could help drive this process. MS pointed out the pool was more than a building within the community and this philosophy might help with marketing the facility. **Action:** After discussion it was agreed IC would seek a suitable facilitator with PT arrange a date for a Community Trade Up Business Programme seminar re marketing of the pool.

- c) **Replacement Boilers:** BA gave an update re engaging a contractor to replace the 1974 boilers anticipating that Trustees could appoint a contractor to go on site the week of 16th December 2019. It was anticipated the pool would re-open the week of 5 January 2020.

- d) **Action:** BA was thanked for all his hard work in reaching tender stage for the replacement boiler programme.

- e) **Sustainability Audit :** The need for a sustainability audit was agreed and options to be considered on carrying out such an audit.

- f) **Refurbishment Programme:** IO outlined a revised timetable for the refurbishment programme based on conversations with Sport England. **Action:** After discussion it was agreed any planning application should wait until the SE funding issue was confirmed.

8. Fundraising

- a) **Lease of Shop**: The lease has been agreed.
- b) **Meeting Management Shop Committee**: The minutes from the meeting on 2nd September 2019 had been circulated. **Action**: The success of the shop is down to the work of the Volunteers. AG suggested that all trustees might agree to help out on an occasional basis to help the shop and to hear what people had to say about the pool.
- c) **Paper Collection**: MS gave an update on the funds raised from paper collection.
- d) **Octameron Concert 5th October 2019**:
CC gave details of a concert by Octameron on 5th October 2019 adding that the concert raised £268 towards the pool. **Action** PT to write to thank Octameron.
- e) **Harvest Supper 25th October 2019**: MS agreed to attend the supper.
- f) **Dance 26th October 2019**: IO gave an update on ticket sales.

9. Staffing and Management

- a) Manager's Report and the actions were noted.
- b) **Hours worked by Pool Manager**: Because of long term sickness among staff the Pool Manager was having to work in excess of her contracted hours. **Action**: After discussion it was agreed AG should meet with JH to discuss strategies to help the staffing problems and especially look at ways to identify and train more teaching staff and appoint temporary staff if necessary

10. Governance

- a) **Registration of Lease**: CC had co-ordinated the final stages of the assignment of the lease but because of additional legal work the costs had increased £1800 above budget. **Action**: After discussion it was agreed the legal account would have to be paid but hopefully CC could use his influence to reduce the bill.
- b) PT reported that NYCC had agreed in principle to lease more land at the back of the pool subject to agreement with boundaries with Freda's playgroup who are moving into the Caretakers Bungalow.

11. Any other business

- a) MS asked for an update on the Swim and Gym partnership that had been considered at a previous meeting. PT stated the partnership had been advertised

but to date there had been no take up of the joint membership. PT wondered if the pricing structure needed to be revisited. .

12. Date and Time of Next Meeting:

21st November 2019 at 7pm

19th December 2019 at 7pm

16th January 2020 at 7pm

The meeting ended at 20.45

Signed

Date

Patricia Taylor

Chair Settle Area Swimming Pool Trustees