

## 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 24<sup>th</sup> November 2022 at 7.00pm at The Pool.**

**Present: Trustees of CIO:** Colin Coleman (CC): Chair: Ian Orton (IO): Secretary: Rosie Sanderson (RS): Treasurer: Anne Galloway, Bran Atkinson, (BA), Kath Mason (KM) and Mike Smith (MS).

Jenn Hodgkinson (JH): Pool Manager:

- 1. Resignation of Chair:** CC read out details of the resignation email dated 8<sup>th</sup> November 2022 from Pat Taylor confirming she wished to resign as Chair and Trustee. CC vacated the Chair and requested IO as Secretary to carry out the election process for a new Secretary.

**Election of Chair:** IO asked for nominations for Chair and CC was unanimously elected as Chair. CC thanked Trustees for confidence in his leadership adding he would be prepared to serve as Chair until the AGM in 2024. It was agreed that the filling of the post of Vice Chair could be deferred until the AGM in 2023.

- 2. Apologies:** Chris Hirst, (CH): Iain Crossley (IC): and Rob Brown (RB) Trustees. Tash Ward: Business Development Manager

- 3. Declaration of interest:** No declaration of interest was raised.

- 4. Minutes of a meeting of the Trustees held on 27<sup>th</sup> October 2022:**

The minutes were reviewed and agreed as a true record of the meeting held on 27<sup>th</sup> October 2022.

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

- a) It was confirmed that RB was discussing with the Stingrays opportunities for the club and pool to work more closely together. JH gave details of the some of the ways the Stingrays could take advantage of the refurbished pool facilities.

**6. Sub Groups and Trustees:** The Chair gave an update on progress with the introduction of Sub Groups and filling of vacancies for Trustees. He confirmed that he wished to see the establishing of four Sub Groups :

- Finance: Chaired by Rosie Sanderson (this Sub Group to include Management of the Charity Shop and fund raising as well as corporate and operational finance):
- People: Chaired by Anne Galloway
- Facilities: Chaired by Chris Hirst
- Publicity and Marketing: Chaired by Mike Smith

After discussion it was agreed the Chairs of the four Sub Groups develop terms of reference, membership of the groups and consider issues such as frequency of meetings, devolved budgets and joint working. Each Chair to deliver an informal update to the 15<sup>th</sup> December 2022 Board Meeting. The Chair thanked the Trustees for taking on additional tasks and that it was likely there would be a reduction in meetings of the Board of Trustees.

The establishing of the four Sub Groups was agreed with the progress of the sub groups and the process to be reviewed at the March 2023 Board Meeting.

RS asked about recruiting of Trustees and it was agreed that an advertising campaign would be coordinated by MS. JH mentioned that some pool users may have an interest in becoming a Trustee and it was agreed a sheet detailing the duties of a Trustee could be produced and given to pool users.

**7. Pool Contract Outstanding Snagging:** BA outlined the outstanding snagging issues from the contract and the additional work required to the building and the progress with each task. JH gave an update on the maintenance work required as part of the refurbishment work. The Chair thanked BA and JH for all the snagging perseverance.

**8. Financial Issues:**

**a) Corporate Finance:** RS introduced the Forecast Cash Position at 15<sup>th</sup> November 2022 showing £64,576 against a minimum cash reserve required of £46,000.

**b) Finance Repot:** RS introduced a five months financial report covering the period November 2022 to March 2023 showing an operating surplus of £5331.55.

In addition, it was agreed that the concessionary rate of £3.50 would apply only to those aged 60 and over from 1<sup>st</sup> January 2023 and this decision would be reviewed during the preparations for the 2023-24 budget.

Trustees also agreed the appointment of three new part time posts bookkeeper,

fitness instructor and receptionist. Funding for these posts was included in the 2022-23 budget.

**9. Manager's Reports:**

**a) Pool Manager:** JH introduced the Pool Managers Report which after discussion was noted.

**b) Business Development Manager:** TW was unable to attend the meeting and the Chair mentioned the purchase of 5 more spin bikes and the income from fitSpace and café sales. The report was noted.

**10. Publicity and Marketing 24<sup>th</sup> October 2022:** MS gave details of the activities of the Publicity and Marketing Group adding that as no trustee or volunteer had offered to take over the 200 Club he; with support from IO would ensure the 200 Club continued.

The Chair gave details of a visit by Paul Shevlin Chief Executive of Craven District Council to inspect the refurbishment of the Pool. The Chair explained that it was important that the Trustees continue to work with Craven DC and NYC both at officer and political level. It was agreed the Chair and IO would keep senior officers and politicians informed of the activities of the pool.

**11. Lighting Car Park:** As the lights in the car park were not working it was agreed the Chair and IO approach Harrison and Cross for an update.

**12. Task List:** RS to circulate a revised Task List after the meeting.

**13. Any other business:**

**a)** IO confirmed the Annual Return 2022 had been submitted to the Charity Commission and had been agreed.

**b)** KM updated Trustees on the progress with Settle becoming a Dementia Friendly Town.

**14. Date of Next Meeting:**

Thursday 15<sup>th</sup> December 2022 7pm at The Pool – the meeting to include light seasonal refreshment.

The meeting ended at 21.10

**Signed .....**

**Chair .....**

**Date .....**