

# 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 14 January 2026 at 7pm at the Settle Area Swimming Pool.

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

**1. Welcome from the Chair:** The Chair welcomed everyone to the meeting.

**2. Apologies:** Elaine Howarth

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

**4. Minutes of the Meeting held on 10 December 2025:** The Minutes were AGREED as an accurate record and signed by the Chair. There were no matters arising.

**5. Matters arising:** all items covered elsewhere on the agenda.

## 6. Centre Manager's Report

In introducing the report, previously circulated, Tash and Leah drew attention to the following items:

- High number of people taking part in classes; some new members of the gym; and the success of the swimSanity class, which has a waiting list of seven.
- Maintenance of the pool temperature during cold weather had necessitated extra use of the boiler.
- More registrations for swimming lessons compared with last year.
- Staff appraisals to start on Monday (19 January) – Tash would share the proposed questions that had been drawn up in consultation with Sarah Seastron, if trustees wished to see them.
- The timetable now covers the period up to half term.
- Customers continue to complain of problems finding parking spaces. (We have not yet received a reply from North Yorkshire regarding painting lines. Chris will liaise with Bibby's on bus parking).
- In order to address staffing issues that will arise when some current staff go to university this summer, we are working with Settle College to deliver lifeguard training for students who are interested in gaining a qualification. We have applied to Two Ridings Community Foundation for a £10k grant to cover staff development. We are also looking at recruiting an apprentice to work with the two managers.

**7. Safeguarding and health and safety issues:** The pool had had to be closed on the evening of 13 January after a child had vomited in the pool. Lessons had had to be cancelled and refunds will be given. Following a clean-up operation the pool had re-opened the following morning. All necessary actions had been taken and recorded. In future parents of children signing up for learn to swim lessons will be warned that no food should be consumed, including snacks, within an hour of swimming.

**8a. Facilities Group:** Chris introduced a report, previously circulated, and drew attention to the following items:

- Clearing of the gutters.
- Boiler maintenance.
- a solar battery – comprising four units – is to be installed on 27 January. Sixty percent of the costs will be covered by North Yorkshire. We are seeking funding for the remainder, including from Settle Rotary. As a charity we will not be charged VAT.
- Other planned work as outlined in the document.

It was agreed to give further consideration to a possible summer close down to allow for general maintenance, including painting.

**8b. Finance Group:** Ken introduced a note of the finance group and showed the latest financial information on the Xero system. This demonstrated:

- A current overall cash balance of £107,000. He had moved £10,000 into a higher rate deposit account, as previously agreed.
- Overall we are currently making a loss of £57,000 on income from customers, but this is more than offset by £214,000 income from the shops. However, we need to pay off the £270,000 borrowed for the re-development over the next few years.
- Attendances are up by 20 percent year-on-year, but income remains the same –this is due to take up of offers and growth of membership (members pay lower admissions charges).

In discussion it was agreed that we should promote the following key messages, to staff, to volunteers and customers:

- increased shop income had turned round our finances from an overall loss to a profit.
- we would make a loss and could not continue if we relied on customer income alone (all public pools are in that position).
- We need to continue to generate this level of income from shop sales in order to pay off the loans we took out to finance the redevelopment.

In further discussion it was agreed that we now need to begin to consider how to proceed once the loans have been paid off. If we continue as we are doing we will build up a profit that could be used to enhance facilities.

**8c. Shop:** Anne reported that new PAT testing arrangements for electrical goods were now in place. Volunteer Jess had qualified to test and, in addition to using our equipment, she had her own, which we could use. The third unit lease had been signed and the unit was now in use. CCTV was being installed at the unit: this would, hopefully, prevent further thefts. There would be a meeting of the shop committee on 19 January. We still need more volunteers.

**8d. Publicity and Marketing Group:** Mike introduced a note, previously circulated, and drew attention to:

- The customer survey that had gone out on Monday

- A volunteer newsletter to go out this later week
- The budget proposal to make greater use of social media and mailchimp.

## **9. Social for Staff, volunteers and trustees.**

Arrangements were in hand for the ‘thank you’ social on 31<sup>st</sup> January 7pm at the rugby club. It was agreed to extend the invitation to ‘partners’.

## **9. Other business**

Robert asked whether it was necessary for us to continue to meet monthly, especially as much of the work was being done in groups. It was agreed to continue to do so for the immediate future but to keep the issue under review.

The meeting closed at 8.20pm

**Date of Next Meeting: WEDNESDAY 11 FEBRUARY 7PM AT THE POOL**

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

**Dates of meetings through to the AGM:** 11 February, 11 March, 15 April (a week later to avoid Easter Holiday week), 13 May, 10 June, 8 July -AGM. All are Wednesday evenings and all meetings start at 7pm.