

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 19th March 2020 at 7pm

The Friends Meeting House, Kirkgate, Settle

Present: Trustees of CIO: Pat Taylor (PT) Chair, Colin Coleman(CC), Bryan Atkinson (BA) , Robert Brown (RB), Rosie Sanderson (RS), Iain Crossley (IC), Ian Orton (IO), Mike Smith (MS), Kate Mason(KM) and Chris Hirst, (CH),

Pool Manager: Jenn Hodgkinson (JH)A

1. **Chairs introduction:** The Chair welcomed everyone to the meeting stating that in view of the implications of coronavirus the agenda would vary from the one that had been circulated.
2. **Apologies:** Anne Galloway (AG)
- 3 **Declaration of interest:**
No declarations were recorded
4. **Minutes of a meeting of the Trustees held on 20th February 2020:**
The minutes were agreed.
5. **Matters Arising that are not on the Agenda:**
No matters were raised.

At this point it was agreed the remaining items on the agenda would be discussed under the headings: Coronavirus; Finance and Refurbishment of the Pool.

6. **Coronavirus**

JH gave an update on the guidelines that had been put in place within the pool complex to prevent coronavirus adding that lessons were presenting the greatest risk. JH added details of decline in attendance and which sessions had been cancelled plus the maximum number

in the pool had been reduced from 45 down to 25. As less staff were needed RS and JH gave details of how pool staff could work in the Pool Charity Shop to replace volunteers who did not wish to work directly with the public during the coronavirus crisis.

After discussion it was agreed to keep the pool open and review the position on a weekly basis and formally thanked JH and her staff for managing the challenges brought about by the coronavirus. **Action: JH**

7. Financial Issues

- a) MS gave an update on the collection of paper stating that as a result of the reduction in volunteers and the price of paper the Friends had agreed to cease paper collection in an orderly way to avoid fly tipping etc. MS added that there had been some business support and small donations but not enough to keep the facility going. It was agreed PT would write to all volunteers thanking them for all their hard work. **Action: PT**
- b) RS stated that a number of volunteers had indicated they would not volunteer to work in the shop during the coronavirus crisis but poolside staff may be able to help keep the shop open. It was agreed RS and AG would monitor staffing and government guidance re keeping the shop open. **Action: RS/AG**
- c) IC recommended the Trade Up Programme Seminar and support for the Business Plan was put on hold until the situation with coronavirus was clearer. This was agreed.
- d) RS introduced the Finance Report at 17/03/2020 showing:

Co-op Current Account: £32,946.31

Co-op Deposit Account: £113,151.1

Financial impact of pool closure due to Corona virus

Payroll costs are approximately £12,000 per month. If the pool were to be closed there would be a reduced cost for utilities, repairs and consumables. There would be no income from admissions. Current balances (£140,000) would enable payments to be made for 7 to 8 months at an estimated cost of £20,000 per month. All expenditure made when there is no income stream will reduce the capital fund. The fundraising shop generates profits of approximately £4,500 per month. If it were possible to keep the shop open this would offset losses on closure of the pool.

It was agreed PT, IC and AG would meet to discuss the staffing implications of coronavirus.

IC suggested that the Trustees might consider moving some of the reserves across to the Friends Charity if the pool needed to review spending. It was agreed to consider this suggestion in one month.

- e) CH gave details of the attendance figures during 2018 (15940) and 2019 (16151) an increase of 211. August 2019 attracted 2086 users even with Ingleton Open Air Pool being open. **Action:** Note the increase.

8. Refurbishment of Pool and Related Issues

BA requested that if the pool is closed due to coronavirus then it was a good opportunity to investigate the steel structure of the building prior to refurbishment.

IO confirmed the Business Plan had been submitted to Sport England on 27th February 2020 and he would start to chase them from Monday 23rd March 2020; subject to coronavirus it was anticipated Sport England would get back to us within a month of submission of the Business Plan.

It was agreed that once a decision was known there should be maximum publicity to promote the hopefully, good news.

CH and JH gave an update on the introduction of the management information system Clubright. Trustees discussed going cashless and it was agreed this should be pursued once the coronavirus situation was resolved.

CH was asked about the new website and he explained the update was nearly complete.

PT stated that appraisals for Trustees was delayed.

KM gave details of the Marketing and Publicity Group and circulation of the new leaflet.

9. Any other business

- a) MS was preparing a press release for the Craven Herald concerning the closure of the paper collection.
- b) CC had spoken with the Head of Giggleswick School who had been sympathetic to the public using the school pool during refurbishment of Settle Pool.

10. Date and Time of Next Meeting:

Date and time to be agreed by the Chair.

CC requested that the next meeting was held remotely and it was agreed CH to investigate the next meeting to be via skype.

The meeting ended at 20.30

Signed

Date

Patricia Taylor

Chair Settle Area Swimming Pool Trustees