

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 21ST November 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), Kate Mason (KM), Chris Hirst, (CH), Rob Brown, (RB) and Bryan Atkinson (BA).

Members of the CIO: Colin Coleman (CC)

Pool Manager: Jenn Hodgkinson (JH)

PT welcomed everyone to the meeting.

1. **Apologies:** Anne Galloway and Trevor Graveson.

PT added that Trevor Graveson (TG) did not want to continue as a Trustee once the old organisation was wound up, but he wished to remain as a volunteer working with Jenn to promote fundraising through the business boards. He would not be attending future meetings, but wished to receive minutes and relevant documents

2. **Declaration of interest:**

None received.

3. **Minutes of a meeting of the Trustees held on 17th October 2019:** Agreed

4. **Matters Arising that are not on the Agenda:** RS confirmed that VAT would be absorbed on purchases within the kiosk but VAT would be charged on the display boards as firms could recoup the charge.

IC discussed the possibility of setting up a Trade Up Workshop to allow Trustees to consider the issues coming up on the programme in more detail. Given the current activity concentrating on the refurbishment we agreed this should be planned for February 2020. **Action** IC and PT would draft a brief

5. Trustees Issues

- a) **Marketing and Publicity:** To be discussed under Item 11.

6. Financial Issue

- a) **Financial Report:** RS introduced the Finance Report at 14/11/19 showing:

Co-op Current Account: £42,739.33

Co-op Deposit Account: £231,151.13

Action: The financial report was noted.

RS pointed out that the government will only guarantee £85k of assets with any one bank and recommended spreading our savings across more than one bank.

Action: Agreed that a community savings account should be opened with Skipton Building Society.

RS gave details of 6 providers of payroll services and after discussion it was agreed that MP payroll are asked to provide a payroll service from 1st April 2020.

Action: RS to arrange the contract with MP payroll.

RS gave details of the financial position of FOSSP and the impact on providing grants to the Disabled Swimming Group and the Stingrays. It was agreed to note the position.

- b) **Usage Report October 2018 and October 2019:** The Trustees went through the weekly attendance figures for October 2018 and October 2019 reviewing the year on year increase. **Action:** The daily weekly attendance for October 2018 and October 2019 were noted.
- c) **Financial Forecasts:** IC introduced Best and Worst scenario projections for the pool for 2021/22. **Action:** After discussion the scenarios were noted.
- d) PT indicated she had approached Craven DC for support with the running and refurbishment of the pool. CC and BA adding that the pool provided recreation facilities that Craven DC should provide anyway. **Action:** PT will arrange a meeting with CDC – CC and BA will attend.

Improvements to the Building and Facilities

a) **Grant Applications Update:** PT gave an overview on the Community Asset Fund Stage 2 meeting held at 2pm on 21st November 2019. This was followed by a discussion re changing facilities, storage space and the various uses for the additional space produced by the proposed extension. After further discussion it was resolved to:

- Engage BowmanRiley to produce drawing showing options for changing facilities, storage space and how the additional space generated by the extension could be fully utilised
- It was agreed the drawings should be available for the 19th December 2019 meetings to consider the options prior to an amended grant application being submitted to Sport England at the end of January 2020.

Action: IO to arrange meeting with BowmanRiley and CH, PT, BA and JH.

b) **Replacement Boilers:** BA gave an update on the work done by the consultant sending out a detailed brief. 4 tenders had been received. Trustees had been informed of these tenders by email and agreed on the choice of contractor to replace the 1974 boilers. A key factor was that the contractor would go on site in the week of 16th December 2019 to maximise the time of the Xmas shutdown. It was anticipated the pool would re-open the week of 5 January 2020.

- IO confirmed a formal letter of appointment had been sent to SEBA on 19th November 2019.
- Trustees observed that the cost of the boiler replacement had become much more expensive than had been envisaged and this would have an effect on the funding for wider refurbishment programme.

c) **Refurbishment Programme:** IO indicated that if a revised grant application would be submitted by the end of January 2020 after our work with Darren Lamb was completed. Sport England should report back by March 2020 giving us a final position for our funding for refurbishment.

d) **Middle School Site:** PT gave an update on the master plan for the Middle School Site indicating that NYCC had agreed to consider a request for land at the rear and the road side of the pool for pool development use. This land would be shared with Fredas playgroup which was being resited to the old caretaker's bungalow. PT and CH had negotiated a boundary with Fredas and NYCC. NYCC is to draw up a new lease and will also investigate the siting and fencing around the sewage pump at the rear of the pool and organise the removal of the miscellaneous building on the site behind the pool.

There was discussion about the use of a temporary building for changing use during the refurbishment. IO added that the Trustees needed to see quotes for the contract based on the pool closed or remaining open during the duration of

the contract. It was pointed out Clitheroe Swimming Pool was **kept open** for three months in 2017 while refurbishment was carried out and JH may wish to contact colleagues in Ribble Valley DC for information about the exercise.

Action: After discussion it was agreed that any decision should wait until the Sport England funding issue was confirmed.

7. Fundraising

- a) **Meeting Management Shop Committee 9th December 2019:** IO gave details of the items on the agenda. **Action:** Note the meeting.
- b) **Paper Collection:** MS gave an update on the funds raised from paper collection and the challenges presented by the declining price of paper.
- c) **Harvest Supper 25th October 2019:** MS gave an update on the event
- d) **Dance 26th October 2019:** IO gave details of the event.
- e) **Christmas Lights Switch on:** It was suggested the Pool may wish to have a table in the Market Square for this event, but given the short notice this was not considered to be feasible as no staff or trustees could committ the time
- f) **Fund Raising Co-ordination:** IO pointed out the difficulties of Trustees attending fundraising events and requested that details of any such event could be circulated in advance. Ideally, we should develop an annual calendar of schedules events where we need to be represented or present

8. Staffing and Management

- a) JH presented a report giving details of donations, staffing and a new Internet and E mail policy. Concerns were raised over the IT policy. **Action.** IO agreed to write a one side of A4 outlining the main sections of the new policy.
- b) TG requested that new contractors to the pool should be offered the opportunity to hire an advertising board.

9. Governance

- a) **Registration of Lease:** CC explained that after rather a long time the registration of the new lease was virtually completed; CC was thanked for his perseverance!
Action: Talks to continue with NYCC re additional land which may result in the need for yet another new lease.

10. Marketing and Publicity:

- a) CH gave details of the work carried out by JH, KM and RB to prepare an overall marketing plan
- b) December Newsletter. CH added that a draft would be sent to Trustees for comments by late November. MS asked if an article could be included asking for volunteers to help with the paper collection. JH asked if the Christmas closure details could be included within the December Newsletter.

11. Any other business

- a) PT to inform FOSSP that the boilers for the pool are to be replaced and to give the friends an overall update on our refurbishment plans and funding
- b) BA to engage a diver to check the condition of the pool tank.

12. Date and Time of Next Meeting:

19th December 2019 at 7pm

16th January 2020 at 7pm

20th February 2020 at 7pm

19th March 2020 at 7pm

16th April 2020 at 7pm

The meeting ended at 20.57

Signed

Date

Patricia Taylor

Chair Settle Area Swimming Pool Trustees