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 10 June 2026 at 7.15pm at the Settle Area Swimming Pool.

Present: Trustees of CIO: Chris Hirst (chair), Mike Smith (secretary), Ken Larkins (treasurer), Robin Bates, Ian Dryburgh, Elaine Howarth and Anne Galloway. **Senior staff:** Tash Earle (Centre Manager) and Leah Galloway (Operations Manager).

1.Apologies: Robert Bellfield and Jean Littlewood,

2. Declarations of Interest: No declarations were reported.

3.Minutes of the Meeting held on 13 May2026: The Minutes were AGREED as an accurate record.

4. Matters arising: there were no matters arising.

5. Centre Managers' Report
In introducing the report, previously circulated, Tash and Leah drew attention to the following:

- Overall attendances were high and staff morale good.
- The finance group had been circulated regarding the bid to buy a rowing machine for the gym at a cost of £1072.36. After discussion this was AGREED. It would take up all the gym equipment budget but was good value and resources should be found elsewhere if necessary.
- Some classes were heavily overbooked and changes to the timetable were being examined. The opening of the new gym did not appear to have had an effect on us to date.
- The programme for summer swimming classes was being rejigged to make it more attractive and work better.
- There a been a big response to the offer of free lifeguard training (covered by the Two Ridings grant).
- The process mapping was working well, with fewer emergency calls to senior staff.
- A member with experience of volunteer management had offered to help construct a volunteer handbook for the centre.
- Ingleton pool was now open for the summer and was copying some of our sessions, at lower prices. Some of our teachers, that we had trained, were offering sessions there. After discussion it was agreed to look at contracts regarding training and whether we might impose limitation on other work or payment where we had met the cost of training. We already require those we have trained, to work with us for a specified period.
- Ingleton had asked to borrow floats for children's swimming lessons– agreed to decline on the grounds that they were needed by us.

6. Safeguarding and health and safety issues
There were no safeguarding issues but on health and safety the building had had to be evacuated the previous evening due to a small fire caused by a malfunctioning microwave in the kitchen. Staff had followed the correct procedure and all necessary follow-up action taken. Agreed to consult fire safety officer on whether our alarms should be linked to the fire station but on balance we thought that would be unnecessary.

7. Insurance renewal

Chris had circulated both the full quote from Marsh Commercial and a list of the areas for which cover was to be provided. He recommended the addition of cover for cyber security: this was agreed. The total bill would be £15, 945.57 compared with £14,695.53 last year. That was however a considerable reduction on our previous bill thanks to the work of former trustee Elaine Owen, who sadly died soon after stepping down as a trustee.

8. Group reports

8a. Facilities Group: In introducing the note previously circulated, Chris drew attention to:

- The high cost of thermal film insulation on windows – this was of debatable value – not to action immediately but consider later.
- The continuing need to work on weather proofing the roof.
- Successful work to shred outdated documents stored in the shed at the rear of the building.
- An approach by a potential alternative energy broker – we would consider this and compare to our current use of Utility Aid.
- Other works that were either in hand or planned.

8b. Finance Group: Ken showed figures from Xero that demonstrated that we currently have £135,000 in cash reserves and £52,000 in the current account. He would delay any transfer to long term savings as the insurance bill (see above) was still to be paid. The centre continued to show profit for the year, even after taking into account the £9,000 grant, and, overall, we were performing better than budget, though some recategorization of items in the budget was needed.
Work was in hand with our accountants with the aim of ensuring the annual accounts would be ready for presentation to the AGM on 8 July.

8c. Shop Committee: Anne reported that Jean Littlewood had informed other unit workers that she would be stepping down from work there, for health and family reasons, with effect from 16 June. A meeting of unit volunteers was to be arranged to discuss the future operation of the unit, which remained extremely busy. A shortage of volunteers, especially for the busy Sunday session, was a big problem. It was suggested that the person with experience of volunteer organisation, who had offered to help draw up procedures for the centre might be able to help with organisation at the unit. Separately it was agreed to arrange for flags like those at the centre to be produced for the unit. The stair carpet at the main shop had now been replaced. We were chasing the pop-up shop owner to tackle the mould.

8d. Publicity and Marketing Group: Further to the note previously circulated, Mike drew attention to:

- Bibby's agreement to new signs in the car park allocating the area formerly occupied by the containers to Bibby's and a request to users to respect the need for accesses by Bibby's coaches. The college had been less helpful in their response.
- The proposal for the summer social event for staff and volunteers to be held on Saturday 5 September. Anne to check if Lucy Knowles would be able to cater – otherwise we will arrange alternative catering/Jacob's Join.
- New general posters will be available shortly.
- Plans for publicity for the AGM.

9 Annual Meeting proposed rule changes
Mike introduced a document, previous circulated, proposing two rule changes to go to the AGM. After discussion it was AGREED to propose that the time limit for continuous service as a trustee be extended from six to 12 years; and that the quorum for an AGM be ten members (removing the alternative formulation of 20 per cent of the membership).

10. Other business: There would be a brief meeting of the trustees following the AGM, to deal with any urgent business and to set a schedule of meetings for the next year.

Date of Next Meeting: WEDNESDAY 8 JULY following the AGM

Signed …………..   Chair …………..   Date ……………..