

Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

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Minutes of

A Meeting of Board of Trustees held on

Wednesday 3 September 2025 at 7.30pm.

At the Settle Area Swimming Pool.

Present: Trustees of CIO: Chris Hirst Chair, Mike Smith Secretary, Ian Dryburgh Deputy Chair, Anne Galloway, Robert Bellfield, Robin Bates and Jean Littlewood. Ken Larkins Treasurer, and Elaine Howarth both joined the meeting via zoom. **Senior staff:** Tash Ward Centre Manager and Leah Galloway Operations Manager.

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

2. Apologies: There were no apologies as all members were present.

3. Declaration of Interest: No declarations were reported.

4. Minutes of the Meeting Held on 17 July 2025: The Minutes were AGREED as an accurate record and signed by the Chair.

5. Matters Arising: None.

6. Centre Manager's Report: In introducing the report, previously circulated, Tash and Leah drew attention to the following items: the need to increase gym usage via a winter promotion; high attendance at fitSpace classes; the positive response to new spinbikes; success of summer intensive swim courses – though there was scope for further promotion next year; the successful installation of the new chlorine doser; and the proposal to introduce a swim sanity course, led by one of the current lifeguards. The proposal to close at 21.00 hours on Monday to Thursday rather than 22.00 hours was AGREED, subject to staff being able to conduct necessary checks. This could potentially save £4,500 a year. The new inflatable had arrived and would be tested the following day – sessions would be promoted strongly. The new roadside banners would be put up shortly. We would take an advertisement in the Knight Stainforth welcome pack.

7a: Facilities Group: Chris introduced a report, previously circulated. He drew attention to the following points: the replacement of the inflatable at a cost of £5,000; the installation of a new chlorine dosimeter at a cost of £8,000; lease of eight spinbikes at a cost of £472 a month; receipt of Display Energy Certificate from North Yorkshire; servicing of Air Handling Units; and repair to staff room door. A number of funding applications had been made and work conducted to deal with several roof leaks, mainly caused by blocked gutters. The replacement of shower valves in the changing village was on hold due to the cost of £1,100. There were several tasks awaiting action by the newly appointed maintenance worker.

7b: Finance Group: Supported by a number of charts, which he shared, Ken reported on action taken since he took over as treasurer in July. He had cleared up several outstanding invoices and reported that, whilst our reserves were comfortably over the minimum required, he had needed to transfer money from the deposit to current account to cover cost of the chlorine dosimeter, though this had subsequently been offset by income from swimming lessons. The shops were performing well but he was looking to monitor more closely income from each outlet. The reduction in energy bills and savings on insurance had all had a positive impact on finances, but attention was needed on loan repayments. Overall, he expected a substantial net profit on the current financial year.

7c: Shop Update: Anne reported that sales, particularly from the unit, were continuing to rise substantially. We have a new volunteer at the shop and four more at the unit. We had been given a trailer and were looking to set up arrangements for collecting donations and delivering items purchased, where necessary. We needed to acknowledge receipt of income from paper collection at Watershed Mill (Anne is to liaise with Leah on this); there was income from auction sales by Bretten Lord to acknowledge; and income from metal collection to sort out. Work was also needed to ensure that we maximised giftaid income.

7d: Publicity and Marketing Group: The group would meet again later that month. The banners and advertising in the Knight Stainforth pack had been referred to earlier.

8. Keyfund Loan: Ken reported that under the terms of the Keyfund Loan of £50,000 that was taken out at the time of the redevelopment work, the total sum would need to be repaid in a number of years' time. He proposed that instead we seek to pay off in instalments. It was AGREED that the finance group be asked to make a recommendation to the trustees on the terms of repayment.

9. Events: It was AGREED not to take part in the Flowerpot Festival event on September 14, due to lack of resources. But to support the efforts of those organising the Langcliffe Teas on behalf of the pool on September 28.

10. Carpark Signage: Mike reported that he had written to the North Yorkshire Council official responsible for the pool carpark, alerting them to the problem of parking by campervans and sending a copy of the notices that we had put up seeking donations. He had offered to discuss the issue and to make changes to the notices if necessary. Despite sending a reminder message earlier that week no response had yet been received. Members recognised that the wording of the notices was at best injudicious and potentially misleading, but that we should not revise them before hearing from North Yorkshire. It was AGREED to return to the issue at the next meeting.

11. Future Working Arrangement:

Groups: It was AGREED, to keep the current four working groups:

Facilities – Chris to lead.

Finance – Ken to lead, other members – Chris, Robert and Anne.

Shop – Anne to lead with Jean and Mike as members – plus shop volunteers as agreed from time to time.

Publicity and Marketing - Mike to lead, with Elaine and Chris as members plus Adam Smith from the staff and outside advisers.

Tash and Leah would be invited to attend all group meetings.

In addition, rather than renewing the People group, Ian would act as lead on People issues – as regards pool staff - and would be the trustee responsible for liaising with Tash and Leah on staffing issues. (It was also noted that Sarah Seastron continues to act as our adviser on HR matters).

Safeguarding: It was AGREED that Robert Bellfield should replace Anne Galloway as the trustee lead on safeguarding issues.

Board Meetings: It was agreed that we should meet on the Second Wednesday of each month at 7pm at the pool.

Shared documents: Chris reminded members of the key documents circulated in advance of this meeting and that all documents could be accessed through the googledrive. Members who did not currently have a pool email address who wanted one, in order to access documents should contact him.

Training: Members were reminded of the courses (mainly online) available through Community First North Yorkshire. Details would be recirculated with the minutes. Ken said he was arranging a course (probably day long) on the Xero financial system that we use. Members wishing to take part should contact him.

Business Risk Register: Robert agreed to start work on compiling an overall business risk register, to complement the specific risk registers covering the day-to-day operation of the pool.

12. Date of Next Meeting: WEDNESDAY 8 OCTOBER 7PM AT THE POOL

Signed **Chair** **Date**