

## 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

Thursday 20<sup>th</sup> July 2023

at 8.00pm at the Settle Area Swimming Pool.

**Present: Trustees of CIO:** Colin Coleman (CC): Chair: Ian Orton (IO): Secretary: Rosie Sanderson (RS): Treasurer: Anne Galloway (AG), Chris Hirst (CH), Cynthia Moorehead (CM), Elaine Owen (EO) and Mike Smith (MS).

Tash Ward: Acting Centre Manager: (TW)

Also present were prospective Trustees Helen Brocklehurst and Jenny Thornley

- 1. Welcome from the Chair:** The Chair welcomed everyone to the meeting.
- 2. Apologies:** Iain Crossley and Robert Brown.

- 3. Declaration of interest:** No declaration of interest was raised.

- 4. Minutes of a meeting of the Trustees held on 15<sup>th</sup> June 2023:**

The minutes were reviewed and agreed as a true record of the meeting held on 15<sup>th</sup> June 2023.

- 5. Matters Arising that are not on the Agenda:**

No items were raised

- 6. Groups:**

**a) Facilities:** CH gave details of the outstanding snagging and maintenance issues and growth bids. IO confirmed that the snagging period with the contractor would end on late September so all snagging issues are now urgent.

The Facilities Group had agreed a number of approved contractors and it was planned they would work for a schedule of rates. All growth bids were linked to

funding and IO gave details of two grants being perused to obtain details of alarm situations on staff phones and additional CCTV.

**b) Finance:** RS introduced the minutes of the Finance Group held on 18<sup>th</sup> July 2023 where it was agreed the budget breakdown for pool use should reflect use based on admissions: classes: lessons of 52.5:5:42.5. Income from lessons is much lower than expected but it was anticipated the appointment of new staff should rapidly help with the situation. EO gave an update on insurance costs.

**c) People:** AG gave an update on staffing. EO gave details of the draft Health and Gentle Exercise Classes Safety report that had recently been circulated. AG reminded Trustees she was still officially the Safeguarding Officer, after discussion it was agreed that the Acting Centre Manager (when in post from 1<sup>st</sup> August 2023) would become the Safeguarding Officer.

TW gave details of the staff meeting held on 17<sup>th</sup> July 2023 and among the items raised was the hourly charges for Gentle Exercise Classes of £8.70 where as the charge for other classes was £7.50. After discussion it was moved by RS and seconded by IO that the price was changed to £7.50 an hour which was agreed.

**d) Publicity and Marketing:** MS gave details of the screens that would be fitted in the foyer and have details of what was on in the pool. MS confirmed that the leaflets were going well and a supply was available should Trustees want additional leaflets.

**7. Any other business:** TW gave details of summer activities in the pool including a crash course in swimming.

IO mentioned that the pool meal at Knights Table last October had gone down well and with new staff, volunteers and Trustees a similar event this October might be helpful. This was agreed.

**8. Date of Next Meeting:**

Thursday 17<sup>th</sup> August 2023 at 7pm

**Signed** .....

**Chair** .....

**Date .....**