

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 9th September 2021 at 7.00pm at the Quaker Hall.

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

Jenn Hodgkinson: Pool Manager

- 1. Chair's Introduction:** PT welcomed everyone to the meeting.
- 2. Apologies:** There were no apologies as all Trustees and the Pool Manager were present.
- 3. Declaration of interest: Trustees to declare any conflicts of interest with items on the agenda:** None were declared.
- 4. Minutes 5th August 2021:** The minutes held on 5th August 2021 were agreed.
- 5. Confirmation of Appointment of Adamco Construction as refurbishment contractor:** IO introduced the tender process for a contractor to carry out the refurbishment of the pool confirming that Adamco Construction were the preferred contractor after the procurement process was completed. The Chair asked for a show of hands supporting the appointment of Adamco and 11 of the 12 Trustees supported Adamco and TG abstained. It was agreed that Adamco Construction would be appointed as contractor of the refurbishment contract at a cost of £799,421.38 plus £25,000 contingency.

- 6. Contract Management and Pool Opening Arrangements:** BA confirmed that Carl Woodier will contract manage the project and the project would be paid on a monthly basis. 20th September will be the soft start of the contract with 4th October as the start of major contractual work. It was agreed that publicity would be co-ordinated by MS and JH and that PT, BA and IO would co-ordinate the process on behalf of the Trustees. Details of any major changes to the contract to be circulated to all Trustees.
- 7. Financial Issues:**
- a) IC gave a corporate overview of the refurbishing finances stating that funding was in place to carry out the project but at times the funding would dip down to the level of the reserves.
- b) RS confirmed that the final accounts were ready for signature by PT. RS further added that there were issues with the service provided by the existing external auditors. After discussion it was agreed that Walkers of Gargrave were appointed as external auditors.
- 8. Staffing: Review for Post Refurbishment:** PT reported on the first meeting of the Development of New Activities Group which had discussed options, structures, comparable facilities to consider models for the future management and services from the pool complex. It was agreed this was a useful group that had a task and finish remit; the next meeting was on 5th October 2021 and all Trustees were invited.
- 9. Paper Recycling Settle Pool:** MS introduced a report re the paper recycling scheme stating that because of a lack of volunteers to provide an adequate service the Trustees make a public announcement that the paper recycling scheme will not re-open in the foreseeable future. The Trustees reluctantly agreed the recommendation adding that the debt owed to the 'paper packers' was immeasurable.
- 10. Managers' Report:** JH introduced a report outlining overall operations, staffing, use of facilities and donations received. Staffing continues to be a major issue with a recruitment required as the staffing situation is holding back the status of the pool. Donations between April 2020 and August 2021 were £8336.64. PT thanked JH and team for the work of the pool during COVID etc.

11. **Grant Bids:** IC gave an update on the grant bids in the pipeline.

12. **Notes on Publicity and Crowd Funding:** MS gave an update on actions relating to publicity and crowd funding. It was agreed the work being carried out at the pool would be described as 'redevelopment' not refurbishment. It was also agreed a banner should go on the roadside fence that stated the pool was still open.

MS further added that a professional fund raiser may be an options for future developments.

13. **Notes on Shop Management Committee:**

AG commented on the Notes of the Shop Committee held on 23rd August 2021 with RS adding details of income during the last 2 months anticipating an estimated operating surplus from the shop of around £70,000 for the year.

14. **Any other business:**

a) TG gave an update re the lease for the shop confirming that details had been sent to Goad and Butcher and to IO. AG confirmed she would speak with Goad and Butcher to resolve the issue.

15. **Date and Time of Next Meeting:**

Thursday 14th October 2021 at 7pm: Quaker Hall

The meeting ended at 20.28

Signed

Date

Patricia Taylor

Chair: Settle Area Swimming Pool Trustees