

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 9 May 2019 at 7pm

The Friends Meeting House, Kirkgate, Settle

Present: Trustees of CIO: Pat Taylor (PT), Rosie Sanderson (RS), Anne Galloway (AG),
Iain Crossley (IC), Ian Orton (IO), Colin Coleman

Members of the CIO: Colin Coleman (CC)

Pool Manager: Jenn Hodgkinson (JH)

Prospective Trustee: Nikki Rhodes (NR), Chris Hirst (CH) Mike Smith (MS) and Rob
Brown (RB)

PT welcomed everyone to the meeting and asked all those present to introduce themselves.

1. Apologies: Bryan Atkinson(BA) , Kath Mason (KM) and Sarah Lister (SL)

2. Declaration of interest: None

3. Minutes of a meeting of the trustees held on 21 March 2019: Agreed

4. Matters Arising:

- a) PT to produce a draft document outlining the role of Trustees.
- b) CC had met with the Chair of the Stingrays and it was agreed PT and CC will help the Stingrays with grant applications to pay the increased fees for the Stingrays use of the Swimming Pool.

5. Friends of Settle Swimming Pool

- a) MS gave an update on the AGM of the Friends of Settle Swimming Pool. The AGM had acknowledged the reduction in annual Friends income from £40k to £11k

had meant the role of the Friends had now changed so an amalgamation with the Trustees made sense.

Action: After discussion it was agreed the income from the Recycled Paper would transfer to the Trustees from 1st April 2019; the income from the 200 Club would transfer to the Trustees from 1st January 2020 and all other funds would transfer to the Trustees once a refurbishment contract was ready for signature.

- b) Process for transfer of activities carried out by the Friends

Action: PT confirmed that Ian Tennant would administer the income from the Recycled Paper and would advise the Treasurer of the payment arrangements.

6. Trustees Issues

- a) **Role of the Trustees:** PT welcomed the prospective trustees and explained some of the challenges and opportunities facing the pool. It was agreed that Nikki Rhodes, Rob Brown, Mike Smith and Chris Hirst would join the committee for three months. PT added that a meeting at the pool for all trustees would be a useful exercise to find out more about the workings of the facility. **Action:** Prospective trustees to serve for a trial period for both sides of three months and the August 2019 meeting agree new trustees.
- b) **Skills Audit:** CC confirmed that 5 forms had been received to date indicating some of the skills gaps. **Action:** Any outstanding forms to be returned to CC to complete the Skills Audit as a matter of urgency.

7. Financial Issue

- a) RS gave details of the new Co-op Current and Deposit Accounts confirming the money would be transferred when the accounts were fully set up. RS added that the first month of payroll had been slightly bumpy but the process had now settled down. RS went through the 2018/19 Financial Report pointing out there was a Net Profit of £40,237.39 for the year. **Action:** PT thanked RS for all the work she had done to assume the treasurer role. The Financial Report for 2018/19 was agreed and the Bank Accounts at 03/05/2019 were noted.
- b) IC introduced the cumulative income for March 2019 pointing out Junior Admissions and Group Lessons were down on the previous year but everything else was up. JH explained some of the reasons why some sessions were down and others up. **Action:** IC was thanked for his impressive graphs.

8. Improvements to Settle Swimming Pool

- a) RS explained no word had been received from Sport England as not all information requested by SE had been supplied.
- b) There were two conditions given by Sport England before they could consider further funding 1) Access needed to be confirmed across the car park 2) The Tree Preservation Orders on the front of the pool need to be lifted. NYCC had confirmed the access issue and it was specified in the lease.
- c) PT gave details of the discussions with Craven DC planners and the Tree Specialist who had advised that a pre-planning discussion would clarify the TPO issues.
Action: After discussion it was agreed up to £580 would be spent going through a pre-submission planning application with Craven planners and that PT, BA and IO would meet with Craven District Council Planners and Tree Specialist to discuss tree issues and the pre submission planning application.
- d) JH gave an update on the plant room pointing out the boilers were working well but they were large boilers and probably operating at 75% efficiency. New boilers would cost around £55k and it was hoped a grant from the Free Masons would have funded new boilers but the grant had been refused. JH confirmed new boilers would be needed. **Action:** It was agreed that options for replacing the boilers should be prepared and JH/BA to seek professional support from Sport England re boiler management.
- e) JH added that another section of the flat roof (not previously repaired) was leaking.
- f) IC briefed the Trustees on the progress with the Community Trade Up Business Programme and indicated that we should hear the final result of our application within two months.

9. Swimming Pool Shop

- a) PT confirmed the details of the lease had been agreed for the shop at a split cost of £250 and Goad and Butcher were to prepare the lease.
- b) AG gave an update on the meeting of the Management Committee on 8th April 2019. The update was noted.

10. Staffing and Management

- a) JH gave details of the management of the pool. There had been no safety and no staffing issues.
- b) The Emergency Action Plan was agreed, signed and to be reviewed in a year's time
- c) JH confirmed that the Pool needed two Lifeguards during the Stingrays sessions.
- d) Membership now stood at 185

Action: To note the report.

11. Governance

- a) CC indicated he had located a 1974 NYCC lease for the site of the pool which had red lined the land in question.
- b) Sarah was waiting for one more article and the draft Newsletter would be ready aiming for an early June distribution.
- a) Development Plan: it was agreed the Development Plan should be put on hold until funding and planning permission were in place.

12. Annual General Meeting

- a) It was agreed the AGM would be held on Thursday 18th July 2019 at 7pm in the Quaker Meeting Room with light refreshments.
- b) The AGM to include Q&A Session, Annual Accounts, Chairs Report, Review of the Year etc.
- c) MS agreed to give an update on the amalgamation of the Friends and the Trustees and the future financial arrangements.

13. Any other business

- a) NR asked if we now have enough trustees and PT indicated that if all the current candidates agreed to stand then our numbers would be at maximum, however there was always room for interested people to become involved as volunteers and co-opted onto the Trustees for specific expertise.

14. Date and Time of next meeting : 20 June 2019 at 7pm

The meeting ended at 20.55

Signed

Date

Patricia Taylor

Chair Settle Area Swimming Pool Trustees