

## Settle Area Swimming Pool CIO

Kendal Road, Giggleswick, Settle, BD24 0BU

Charity Registration Number 1171790

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### Minutes of

#### A Virtual Meeting of Trustees held on Thursday 20<sup>th</sup> January 2022 at 7.00pm

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

Jenn Hodgkinson: Pool Manager (JH)

- 1. Chair's introduction:** PT welcomed everyone to the virtual meeting.
- 2. Apologies:** All Trustees were present.

**3 Declaration of interest:**

No declaration of interest was raised.

**4. Minutes of a meeting of the Trustees held on 16<sup>th</sup> December 2021:**

The minutes were agreed.

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

IO gave details of VAT charges for local authorities and charities services. IC confirmed the VAT implications of the build programme were being reviewed by our VAT specialists. RS confirmed the refunds had been paid and IO gave details of the tree planting ceremony.

- 6. Contract Management and Roof Damage:** IC gave an update on the insurance claim against roof damage and read out an email from Carl Woodier which indicated the roof repairs may be finished by 6<sup>th</sup> June 2022; adding that if the weather is favourable both roof and refurbishment of the pool will be completed by July 2022. IC suggested that the building was reopened some time in August and after discussion this was agreed. It was further agreed the Chair and IO would attend the site meeting on 26<sup>th</sup> January 2022 and Adamco would provide samples so RS can

submit a grant bid to Tarmac.

**Action: IO to ensure samples are provided by Adamco**

It was further agreed IC would obtain three quotes for the proposed solar panels and RS would include the agreed quote in future grant bids and the bid for new heat pumps was deferred but given the increasing price of energy the new heat pumps remained a priority.

## 7. Financial Issues:

**a) Corporate Financial Update:** IC gave an update on corporate finance including the areas discussed at the Finance Workshop on 19<sup>th</sup> January 2022.

**b) Financial Report:** RS explained the estimated end of year expenditure and income for 2021/222.

**c) Draft Budget 2022/23:** The draft budget was noted but the Chair added that the budget should be agreed at the February 2022 Committee.

**d) Draft Charges and Pay 2022/23 for Pool and Recreation Area:** After discussion it was agreed the draft charges and pay was a 2.5% pay increase, the standard charge for a swim was £5 and that a charge of £30 per 2-hour session to book the new facility was used for estimating purposes. All increases and charges were subject to agreement of the budget at the February Committee.

8. **Manager's Report:** JH raised concerns about energy costs and the electricity account for June 2020 was £454 but had increased to £998 by June 2021. JH gave details of pool staff being seconded to other pools while the Settle Pool was closed. JH confirmed she had told the staff this is your time to shine. The Trustees thanked JH for her professionalism during challenging times!

9. **Publicity and Marketing Group:** MS gave details of the recent very positive publicity for the pool and as soon as the insurance payment is agreed this will be circulated to the community as well as the media.

CH confirmed that the Crowd Funding initiative was in the process of being relaunched. IC indicated we should consider employing a professional to carry out this project and BA stated he was aware of a professional who may be able to help and would contact him.

IC gave details of the revised Community Investment and after discussion it was agreed the investment bid should be launched. The Chair indicated that solar panels could be part of the investment programme. KM suggested pool staff could compete in a dragon boat race as part of fund raising. CC recommended such ideas should be referred to the Publicity and Marketing Group

**10. Administrative Review:** CH introduced a report on the use of Shared File Storage using Google Docs. IO confirmed he was preparing all minutes, agendas and relevant documents from 2017, when the charity was established; to go on the pool website. The Chair thanked CH for agreeing to co-ordinate the project.

**11. Notes of Future Development Group:** CH introduced details of the Group held on 5<sup>th</sup> January 2022 confirming that any future staff structure will be determined by the budget and that the Pool Manager had now joined the G

**12. Meeting Structure Options:** CC suggested that committee should consider the expansion of small number of Task Groups such as HR, Finance, The Shop, Publicity etc to manage these areas and decisions could be reported to the committee on a regular basis. The groups would have devolved powers and possibly a budget. Such devolved powers will mean the committee needs a communication strategy to ensure that our governance is fully transparent. RS fully agreed with CC and suggested the Fund-Raising Group should be re-introduced. MS asked about what additional groups and confirmed that the Shop and Marketing Group plus the informal Finance Group are operating well. KM added that groups could not work in isolation and co-ordinating the activities of the groups was essential. CH stated that the chair of the group was the person you approached to get things done. The Pool Manager fully supported the concept.

CC added that his thoughts were suggestions and not proposals and he welcomed further suggestions.

**13. Any other Business:**

The Chair confirmed that a staff complaint against a Trustee had been investigated and is now closed.

The Chair gave details of the request by the Yorkshire Dales Walking Festival event to be held on Sunday 17<sup>th</sup> July 2022 starting from the 'pool' car park. The Chair added the car park is not ours but NYCC do not oppose the event. After discussion it was agreed to leave the decision to the Chair and Secretary.

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

Committee Meeting: Thursday 17<sup>TH</sup> February 2022 at 7pm

The meeting ended at 21.02

Signed .....

Date .....

Patricia Taylor

Chair: Settle Area Swimming Pool Trustees