

## **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 21 March 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), Bryan Atkinson (BA)

**Members of the CIO:** Colin Coleman (CC)

**Pool Manager:** Jenn Hodgkinson (JH)

**Observers:** Nikki Rhodes

- 1. Apologies:** Trevor Graveson and Sarah Lister
  
- 2. Declaration of interest:** None
  
- 3. Minutes of a meeting of the trustees held on 28 February 2019:** Agreed
  
- 4. Matters Arising:**
  - a) BA reminded the meeting his surname was Atkinson not Henderson!
  - b) It was confirmed Nikki was an observer at the meetings. RS reminded the meeting that all members of the SASP are entitled to attend trustee meetings.
  
- 5. Friends of Settle Swimming Pool**

IC gave details of the Friends Meeting of 12<sup>th</sup> March 2019 and the agreement among the Friends that the balance of the Friends assets would be transferred to the Trustees once a contract for the refurbishment of the pool was at the 'signing' stage.

**Action:** After discussion about the timescale for the refurbishment process it was agreed PT would write a letter to the Friends welcoming this decision.

## 6. Trustees Issues

- a) **Skills Audit:** CT gave details of the completed audit forms received so far and requested that the remaining forms could be sent to him.
- b) **Role of Trustees:** Pat had only one response to her paper on roles and responsibilities of Trustees. **Action:** PT to produce a draft document indicating the role of Trustees which could be circulated for consideration and to help prepare for future challenges and opportunities facing SASP.
- c) **Trustee Issues:** PT had met with several people who had expressed an interest in becoming a Trustee. Nikki had indicated she would like to serve as a Trustee and the others were thinking about the commitment.
- d) RS felt the easiest way to agree potential Trustee would be to circulate the form completed by potential trustees and vote at the next meeting.
- e) CC spoke of a search mechanism to recruit potential trustees.
- f) Nikki gave details of training for potential Trustees that was available from NYCC.  
**Action:** PT to circulate all completed applications for the next meeting.

## 7. Financial Issue

- a) RS requested that the Sage financial software was replaced by Xero as it was broadly the same cost and could reduce the work of the Treasurer. **Action:** After discussion it was agreed to use the Xero system.
- b) RS recommended changing the bank provider because the existing provider CAF is not compatible with the new financial software. Rosie gave details of the services available from Barclays and Co-op Banks. **Action:** After discussion it was agreed to transfer to the Co-op Bank.
- c) IC introduced the cumulative income for February 2019 and the Trustees asked about how to attract more children to the general swimming sessions and the greater promotion of private hire.

## 8. Improvements to Settle Swimming Pool

- a) RS gave an update on the Sport England grant application. The specialists appointed by Sport England were in the process of assessing the application and it was anticipated the application would be formally considered in the late spring.
- 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. BA 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 issue. **Action:**

After discussion it was agreed up to £200 would be spent going through a pre-submission planning application with Craven planners.

- c) BA added that Sport England had advised that the proposed activity hall should be extended and had suggested that one activity that might work would be used for spinning classes as they were popular and easy to set up.
- d) IC briefed the Trustees on the progress with the Community Trade Up Business Programme and indicated that we had been shortlisted for interviews in York on April 3<sup>rd</sup>. IC to attend with either PT or JH.
- e) Nikki added the Community Trade had expertise to help with marketing for example.

## 9. Swimming Pool Shop

- a) PT mentioned that Trevor had met with the landlord of the shop and had agreed the terms of the lease and that legal costs would be shared. **Action:** It was agreed this work should be done and IO to contact Trevor for an update.

## 10. Staffing and Management

- a) JH informed that the roof is leaking into the gents changing area again and she is contacting Hopley's to attend under guarantee. She is still waiting a copy of the guarantee. **Action:** BA to follow up.
- b) The draft Code of Conduct was agreed and to be reviewed in a year's time
- c) JH pointed out that the 8% average price increase had made the pool higher than most local pools. She will monitor customer reactions.

- d) JH left the room while the salaries in balance was discussed. **Action:** After discussion it was agreed AG and RS should review some options and recommend an hourly rate differential that will be built into the staffing structure.
- e) Membership now stood at 135

**11. Governance**

- a) CC gave an update re the progress of registering the NYCC lease for the pool.
- b) Sarah had requested items for the **Newsletter** and it was agreed information articles could include: *Pool Use/Shop and Skip Income/Photo linked to Life Saving/Young Persons Activities/Wine and Cheese photograph*. IC and CC to send details to Sarah.
- a) **Development Plan:** PT suggested that an informal session be held in May or June on a Saturday morning to prioritise the options for the Development Plan.

**12. Any other Business**

- a) CC spoke of a meeting with the new chair of Stingray. It was agreed PT, CC and JH should meet with the chair off Stingrays

**13. Date and Times of Next Meetings**

- a) 9<sup>th</sup> May 2019 at 7pm
- b) It was agreed that an Extraordinary Meeting would be called if any urgent decision was required.
- c) It was confirmed the AGM should be held on 18 July 2019

Signed .....

Date .....

Patricia Taylor

Chair Settle Area Swimming Pool Trustees