

**FAVERSHAM SWIMMING POOLS MANAGEMENT COMMITTEE**

**Minutes of the meeting of October 26th 2015**

**8 pm at the Sydney Room, Alexander Centre**

**PRESENT:**

Mr. G. Wade, Cllr. M. Henderson, Cllr., Mrs. S. Robertson, Mr. M. Ellsmore, Cllr. Mr. R. Duncan, Mr. S. Root, Mr. R. Lake (Pool Manager), Mrs. E. Wilcox (Minutes Clerk)

	Item	Action
10/15/a/1	<b><u>Welcome and Apologies for Absence</u></b> Apologies from: Mr. R. Barnicott, Cllr. Mrs. M. Bonney, Cllr. Mrs A. Walker, Mr. R. Grady	
10/15/a/2	<b><u>Election of Chairman</u></b> Mr. G. Wade Nominated by Mr. R. Barnicott Seconded by Cllr. M. Henderson <b><i>Agreed</i></b>	
10/15/a/3	<b><u>Election of Vice-Chairman</u></b> Cllr. M. Henderson Nominated by Mr. G. Wade Seconded by Mr. R. Duncan <b><i>Agreed</i></b>	
10/15/a/4	<b><u>Declaration of Interest</u></b> None	
10/15/a/5	<b><u>Minutes of the meeting of 10 August 2015</u></b> <b><i>Agreed</i></b>	
10/15/a/6	<b><u>Actions/Matters Arising</u></b> a10: Amendment to typographical error 08/15/10 Electoral to 'Electrical'	
10/15/a/7	<b><u>Q1 &amp; Q2 Management Reports</u></b> The reports were presented to the meeting.  Noted figures reflect the national trend of a drop in pool attendances  Staff briefings: Lifeguards – monthly Office staff – 2-3 monthly Both meetings to include a more formal invitation to staff to offer suggestions for how to improve customer service.	RL

10/15/a/8	<p><b><u>Capital Refurbishment</u></b>  2 meetings have been held by the Project Group.  Focus is on changing rooms, showers and toilets.</p> <p>Meeting discussed concerns regarding the appointment of Alexander Harris (AH) to project manage the refurbishment of the changing facilities. AH had offered to prepare proposal for scope of works, with costings and timings free of charge. Given the high level of service delivered when AH undertook a comprehensive building condition survey in 2013 AH's offer accepted.</p> <p>Continued delegation to Project Group to progress.</p>	RL          GW
10/15/a/9	<p><b><u>Fund Raising – update</u></b>  Steve Root addressed the meeting outlining concerns over the future viability of the Pools. He is fully committed in principal once a sustainable future is considered achievable. Will require additional support from public and a Fundraising User Group.</p> <p>A meeting with Emma Wiggins and Mike Whitehead (SBC) on 28.10.15 to discuss budget and outline financial position, future direction and concerns – ‘Managed Decline’ or ‘Investment’ - to be attended by Messrs. Wade, Lake and Ellsmore</p>	SGR       GW/ME
10/15/a/10	<p><b><u>Incorporation - Update</u></b>  Specialist lawyers H3 to be employed. Fixed rate fee £1900 + VAT + dispersement fees.  Letter of engagement and references have been actioned  Founding Trustees are required to initiate set up – which will later be formally appointed.</p>	ME
10/15/a/11	<p><b><u>Good Day Programme Update</u></b>  Delegated to Project Group to manage  Target date: End financial year</p>	GW
10/15/a/12	<p><b><u>Draft Budget 2016/17</u></b>  Maintenance repairs – to increase figure by £1 K  Revised figures to be sent to Emma Wiggins SBC on 27 October 2015</p>	RL
10/15/a/13	<p><b><u>Staffing Matters</u></b>  Minimum wage updates effected  Aim to apply Living Wage (25 yrs + only)  Mike Henderson did not progress with meeting of staff to discuss issues of concern. Suggest move to include in formal staff briefings (see a/7 above)</p>	

10/15/a/14	<b><u>Proposed Meeting Date</u></b> 25 January 2015 at the Arden Theatre – 6.00 pm <b>Confirmed</b>	
10/15/a/15	<b><u>A.O.B.</u></b> Purchase of new inflatable - £4.2 K - <b>Agreed</b> Matters of Confidentiality re publishing of minutes. Publication of entire minutes, referring to papers circulated as part of agenda as appropriate to follow SBC protocol - <b>agreed</b> Minutes will not be published until they have been formally agreed at the following meeting.  Meeting Closed at 9.20 pm	

Mr. M Ellsmore left the meeting at 9.10 pm

