

**FAVERSHAM SWIMMING POOLS MANAGEMENT COMMITTEE**

**Minutes of the meeting of April 18th 2016  
6 pm at the Charter Room, Alexander Centre**

**PRESENT:**

Mr. G. Wade, Cllr. M. Henderson, Mr. R. Barnicott, Mrs. S. Robertson, Mr. M. Ellsmore, Cllr. Mrs. M. Bonney, Mr. R. Grady, Mr. R. Duncan, Mr. R. Lake (Pools Manager), Mrs. E. Wilcox (Minutes Clerk)

	Item	Action
04/16/a/1	<b><u>Welcome and Apologies for Absence</u></b> Mr. S. Root	
04/16/a/2	<b><u>Declaration of Interest</u></b> None declared	
04/16/a/3	<b><u>Items for A.O.B.</u></b> None	
04/16/a/4	<b><u>Minutes of the last meetings – 25.1.16 &amp; 29.2.16</u></b> Members' grants from Cllrs. Bonney, Walker and Henderson be sought for a specific pools project and a bid prepared for a grant in 2016/17 from SBC Councillor Allocations.  From 02/16/a/4 – Clarification sought on status of Indemnity 'if successful'  02/16/a/9 – Mr. Steve Root has actioned and Committee agreed for assistance to be given for Professional Applications for Institutional funding. Mr. Wade to copy Cllr. Bonney and Mr. Grady in this regard.	ME  GW
04/16/a/5	<b><u>Q1, Q2, Q3 &amp; Q4 Management Report</u></b> Operational Performance & Financial Report. Supplied to members. Copies of yearly attendance supplied by Mr. Lake to be circulated  Full review to be undertaken of future reporting on lessons and activities – to add to dashboard the breakdown of adult/child lessons; actual attendance figure to be included; review of thresholds for dashboards for 2016/17  Mr. Elsmore gave an overview of the figures of the Financial report 2015/16 under the reformatting.  Any surplus will go to a specific reserve fund under 'Contribution for Repairs and Renewals'. This 'surplus' will then show as allocated. Messrs. Grady and Elsmore to discuss with auditors how this is to be presented in the accounts.	RL  RG/ME
04/16/a/6	<b><u>SBC Funding Update</u></b> Request has been made by Mr. Wade for release of £20 K from SBC who has put together a Draft Public Business Plan but release of grant is	

	now dependant on refining the draft Management Services Agreement – see 04/16/a/13	
04/16/a/7	<b><u>Incorporation Update</u></b> Documents have gone to the Lawyers. Awaiting Consent Letter for SBC (has been agreed but requires signing). Death certificate of Jean Newman has been obtained – so Lease Assignment can now be progressed.  Registration can proceed.	
04/16/a/8	<b><u>Capital Refurbishment</u></b> Project Group to progress.	GW, MB, RG
04/16/a/9	<b><u>Fund Raising Update</u></b> For next meeting	SGR
04/16/a/10	<b><u>Good Day Programme update</u></b> Awaiting KCC surveyor to meet with Project Group and try and integrate with refurbishment schedule. The Day Centre will be for use by the Pools during evenings and weekends and 'gifted' to the Pools - Legal status of ownership to be confirmed.  Mr. Elsmore to be present and discuss VAT implications and potential to recover VAT across the whole refurbishment programme and integrate with Business Plan.	RL  ME
04/16/a/12	<b><u>Business Action Plan 2016/18</u></b> Supplied to meeting and to SBC. Core activities listed. Committee to scrutinize and supply comments to Mr. Wade by 23 April for amendment and recirculation.	ALL/GW
04/16/a/13	<b><u>SBC Management Services Agreement</u></b> Agreement issued was considered wholly unsuitable by all. Committee to scrutinize and send any issues to Cllr. Henderson by 23 April, who will draft a proposal and recirculate by 30th April. Mr. Wade and Mr. Elsmore will then discuss with SBC early May and request a SBC legal representative with detailed knowledge of contract writing is also present.	ALL/MH  GW/ME
04/16/a/15	<b><u>A.O.B.</u></b> None	
02/16/a/14	<b><u>Meeting Dates -</u></b> 18 July 2016 at the Arden Theatre Faversham – 6.00 pm  17 October 2016 – <b>AGM</b> to be confirmed	

Meeting Closed at 7.25pm