

**FAVERSHAM SWIMMING POOLS MANAGEMENT COMMITTEE**

**Minutes of the meeting of July 18th 2016**

**6 pm at the Arden Theatre, Faversham**

PRESENT:

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

	Item	Action
07/16/a/1	<b><u>Welcome and Apologies for Absence</u></b> Mr. M. Ellsmore, Mr. S. Root, Cllr. Mrs. A. Walker	
07/16/a/2	<b><u>Declaration of Interest</u></b> None declared	
07/16/a/3	<b><u>Items for A.O.B.</u></b> None	
07/16/a/4	<b><u>Minutes of the last meetings – 18.4.16</u></b> 04/16/a/4 Members' grants: Cllr. Henderson and Mr. Lake to liaise re forms/applications. Funding to be sought for new inflatable. <b>Agreed</b> (most likely to be successful if funding for 'tangible (capital) items')  Mr. Wade to approach Council members  O/s From 02/16/a/4 – Clarification sought on status of Indemnity 'if successful' – Public Liability - to be increased to £10 m	MH/RL  GW  ME
07/16/a/5	<b><u>Q1 Management Report</u></b> Operational Performance & Financial Report. Supplied to members.  Overall admissions down – acceptance of fluctuations due to weather dependency. (Timing of school terms/hols skews figure comparisons)  However lessons continue to be a high source of income but demand is not being met. Proposal from Cllr. Henderson to look at use of pool and peak/off peak pricing and well as peak and off-peak capacity. Seconded Mr. R. Grady <b>Agreed</b>  Mr. Grady to liaise with Mr. Lake and provide spreadsheet analysis of potential.  Proposal by Mr. Grady for a report to give transparency to the figures of the costings, listings and timings of pool use by Dolphin Swim School to assess in-house vs contractor use of pools re teaching to maximize income. Seconded Cllr. M. Henderson <b>Agreed</b>  Gift Aiding of income - potential to be explored – see a/6	RG/RL  RG/RL

07/16/a/6	<p><b><u>SBC Funding Update</u></b>  Frustration as to why SBC have not released funding. The agreement has not yet been received for signing off. Members consider all pre-requisites have been met by FSPMC. Mr. Wade to email Emma Wiggins at SBC (copy to members) with assertive request for immediate payment (£40 K now overdue).</p>	GW
07/16/a/7	<p><b><u>Incorporation Update</u></b>  Registration can proceed. Charities Commission timing from application should be 6 – 8 weeks.</p>	ME
07/16/a/8	<p><b><u>Capital Refurbishment</u></b>  Project group has convened. A Funding Agreement with SBC is required prior to placing an order with Alex Harris. Mr. Grady to supply a template from Sport England.</p> <p>Inline with the earlier resolution to appoint Alex Harris to prepare project specification, support of the procurement process and project management approval of the approach to finding the first stage, the preparation of a specification for the refurbishment of the toilets and showers is now needed.</p> <p><b>Agreed:</b></p> <p>First sage funding of fees to be met from pools’ reserves – with this being reimbursed at the end of the project as part of the expected 10 % overall cost of professional fees.</p>	GW, MB, RG
07/16/a/9	<p><b><u>Fund Raising Update</u></b>  Mr. Root is on holiday – to be included at next meeting  Rejection for the appointment of an external ‘Fund Raising Officer’.</p> <p>Consensus that Project requires energy and momentum.</p> <p><b>Agreed:</b></p> <p>Cllr. Bonney and Mr. Grady to be involved in funding issues.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mr. Grady to provide Grant Funding sources.</li> <li><input type="checkbox"/> Potential set up of ‘Friends of Faversham Pools’ –fundraising only</li> <li><input type="checkbox"/> Setting of ‘target’ – advertising and visual ‘totaliser’</li> <li><input type="checkbox"/> Gift Aiding of donations – explore mechanisms</li> </ul>	<p>SGR</p> <p>RG</p> <p>ME/MB</p>

07/16/a/10	<p><b><u>Business Action Plan 2016/18</u></b>  Requirement to review Business Continuity Plan  Employee Review of Supervisory Staff has not been actioned  Proposed Mr. Wade, Seconded Cllr. Henderson</p> <p><b>Agreed</b></p> <p>First draft Business plan 2017/18 to be completed Oct/Nov 2016</p>	<p>MH RD/MH</p> <p>GW</p>
07/16/a/11	<p><b><u>SBC Management Services Agreement</u></b>  SBC Agreement is still outstanding and requires action. To be chased by Mr. Wade</p>	<p>GW</p>
07/16/a/12	<p><b><u>Management Committee proposed meeting dates:-</u></b></p> <p><b>Wednesday</b> October 19<sup>th</sup> – venue tbc</p> <p>Date of AGM to be confirmed – (dependent on timing of Incorporation)</p>	<p>ALL</p>
07/16/a/13	<p><b><u>A.O.B.</u></b>  Good Day Programme – project temporarily stalled due to illness</p>	<p>RL</p>

Meeting Closed at 7.30 pm