

FAVERSHAM SWIMMING POOLS MANAGEMENT COMMITTEE

**Minutes of meeting at the Sydney Room, Alexander Centre, Faversham
on Wednesday 19th October 2016 at 7.15 pm**

PRESENT:

Mr. G Wade (Chairman), Cllr. Mrs. M. Bonney, Mr. R. Duncan, Mr. R. Grady, Mr. M. Ellsmore, Mr. R. Lake (Pool Manager), Mrs. R. Ellsmore (Minutes)

	Item	Action
10/16/a/1	<u>Welcome and apologies for absence</u> Cllr. Mrs. A. Walker Cllr. M. Henderson (Vice Chairman), Mr. R. Barnicott	
10/16/a/2	<u>Election of Chairman</u> Mr G Wade nominated by Mr M Ellsmore, seconded by Mr R Duncan. All in favour – Mr G Wade duly re-elected.	
10/16/a/3	<u>Election of Vice Chairman</u> Cllr M Henderson nominated by Mr G Wade, seconded by Cllr M Bonney. All in favour – Cllr M Henderson duly re-elected.	
10/16/a/4	<u>Declaration of interest</u> None	
10/16/a/5	<u>Items for AOB</u> None	
10/16/a/6	<u>Minutes of the meeting – 18.07.2016</u> Agreed as accurate	
10/16/a/7	<u>Actions/matters arising</u> 07/16/a/4 Members' grants – a total of £2,800 received to fund new inflatable. It was suggested a press release be issued, providing the opportunity to start a PR process. Agreed - Public liability to be increased to £10m at the next renewal. 07/16/a/5 RG & RL agreed spreadsheet not required. Differential pricing for individual lessons – not enough daytime demand to justify this. Transparency – target to be included in 2017 Business Plan. 07/16/a/6 SBC Funding Update – R Duncan expressed dissatisfaction	RG RL RG

	<p>with SBC over the delay in signing the agreement and the subsequent delay in receiving grant funding.</p> <p>07/16/a/11 – Resolved</p> <p>07/16/a/12 – Mondays preferred as standard meeting date if no clash with FTC meetings.</p> <p>07/16/a/13 – Good Day Programme – no further progress, lead officer still unwell.</p>	
10/16/a/8	<p><u>Q1 & Q2 Management Report</u></p> <p>Operational Performance</p> <p>Report circulated to members. Good weather in August has had a significant effect on performance, with encouraging attendance figures, 60% up on previous August.</p> <p>R Grady asked why individual lesson income was down. R Lake confirmed that during very busy periods these were not feasible due to noise levels.</p> <p>M Ellsmore enquired about the feasibility of extending the outdoor pool opening period until the end of September during warm weather. R Lake affirmed decision to close in early September due to lower attendance once school term starts and difficulty of obtaining additional lifeguards once students return to college.</p> <p>R Grady suggested outdoor pool closure should not coincide with hop festival, preferably the following weekend and make an 'event' of it.</p> <p>G Wade suggested other potential sources of income eg themed pool parties; making the pool a destination in itself, promoting it as the biggest single tourist attraction in Faversham.</p> <p>Financial Report</p> <p>Report circulated to members. Key variances due to weather with the exceptional August temperatures providing the pool with a significant uplift. The projected outturn was for a net profit of £45k compared to a budgeted deficit of £20k, this meant we were £65k ahead of target. Consequently the cash position was strong at £233k. RL had negotiated a good deal on gas but electricity was expected to increase by 17% as the existing fixed deal comes to an end.</p>	
10/16/a/9	<p><u>Capital Refurbishment</u></p> <p>Project update:</p> <ul style="list-style-type: none"> • Tenders went out on 1 October as agreed 	

	<ul style="list-style-type: none"> • Potential sub-contractors have visited the pool recently • G Wade suggested one trustee should attend the opening of tenders at the offices of Alexander Harris & Associates LLP (AHA) on date tbc. • Cllr M Bonney offered to attend on either 31 October (am only) or 1 November. All in favour. • R Lake to check date/timing. • Project group meeting scheduled for November to discuss accepted tender and detailed proposals with AHA. • R Grady asked that the criteria used by AHA for tender evaluation be examined particularly in respect to the balance between quality and price. 	<p>RL</p> <p>RL</p>
<p>10/16/a/10</p>	<p><u>Fund Raising</u></p> <p>There was some discussion around the topic. There were mixed views about the financial viability of employing a paid fundraiser.</p> <p>Whilst there were sufficient funds available for phase 1 of the changing room refurbishment, a longer term strategy is required to deliver the full refurbishment programme.</p> <p>G Wade was given the go-ahead to have initial discussions with a professional fundraiser with a view to reporting back to the trustees.</p> <p>R Grady had identified a KCC capital funding stream of up to £10k. Applications were required by November. If successful this would allow some retention of cash from phase 1 towards subsequent phases.</p> <p>Some volunteer local fundraisers had been identified. G Wade to obtain names from S Root.</p> <p>A Gift Aid scheme can now be set up under the new charity structure. This could be with Virgin Money or Just Giving. Commission of 3% - 4% would be incurred including credit card costs. In return a 20% tax refund would be received.</p>	<p>GW</p> <p>RG</p> <p>GW</p> <p>ME</p>
<p>10/16/a/11</p>	<p><u>Incorporation</u></p> <ul style="list-style-type: none"> • Application to register the newly established not for profit company had now been accepted by the Charity Commission with no changes made.. • The next stage was to get the lease assignment document signed by the surviving original signatories to the 1964 leases. A death certificate (founding member) had been obtained. The lease assignment is to be signed off by Mr R Barnicott. • Professional legal advice sought re closedown of original trust and transfer of assets. • Next step – transfer of land to new trust. 	<p>RL</p> <p>ME/ RL</p> <p>ME</p>

10/16/a/12	<p><u>Draft Budget 2017/18</u></p> <p>RL presented the draft budget for 17/18. This had been reviewed by Mike Henderson. The budget reflected a 2.43% and 3.22% increases in adult and child admissions prices. M Ellsmore thought the income budget was optimistic. After some discussion it was agreed to present a deficit of £100k to SBC as this more accurately reflected the net financial position of the Pool.</p> <p>Agreed therefore to reduce:</p> <ul style="list-style-type: none"> • The admissions budget by £10k • The shop sales budget by £5k • Increase repairs and renewals by £5k <p>Agreed to revisit the budget once the SBC grant award is known. The draft budget was agreed subject to the above amendments.</p> <p>M Ellsmore asked that the budget is developed into a 3 year financial plan. RG and GW felt that we should ask SBC for a 3 year funding agreement.</p>	<p>RL</p> <p>ME/RL</p>
10/16/a/13	<p><u>Staffing Issues</u></p> <p>R Lake confirmed nothing to report</p>	
10/16/a/14	<p><u>Trustee Recruitment</u></p> <p>3 vacancies on the existing Trustee Management Committee. It was agreed that, given the forthcoming changes to the structure of the Charity, these remain vacant until the new structure is in place.</p> <p>Looking forward it was agreed that trustees with skills in legal and marketing are required.</p> <p>SBC have formally agreed that, under the new structure, they will not have trustee nomination rights.</p> <p>It was suggested that new recruits be informed of the responsibilities of being a Company Director.</p>	<p>GW/ME</p>
10/16/a/15	<p><u>Business Plan</u></p> <p>Each trustee agreed to take responsibility for a section of the Business Plan.</p> <p>R Grady agreed to co-ordinate the individual contributions with input from trustees according to their specialisms.</p> <p>A 3 year draft to be prepared for January meeting.</p>	<p>RG</p>

10/16/a/16	<u>Management Committee Meetings 2017</u> Meetings to revert to Mondays avoiding school holidays. Next meeting Monday January 23 6.30pm at the Arden Theatre Full 2017 schedule tbc at January meeting	RL
10/16/a/17	<u>AOB</u> – no items	

Meeting closed at 8.30pm.