

FAVERSHAM SWIMMING POOLS MANAGEMENT COMMITTEE

Minutes of the meeting of January 23rd 2017

6.30 pm at the Sydney Room, Alexander Centre, Faversham

PRESENT:

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

	Item	Action
01/17/a/1	<u>Welcome and Apologies for Absence</u> None	
01/17/a/2	<u>Declaration of Interest</u> None declared	
01/17/a/3	<u>Items for A.O.B.</u> None	
01/17/a/4	<u>Minutes of the last meetings – 19.10.16</u> Agreed	
01/17/a/5	<u>Action/Matters Arising</u> 10/16/a/7 – monies for inflatables received Decision to re review proposed increased to Public Liability insurance cover to £10M at renewal on 10 March 2017 due to additional cost of £2228 and whether necessary and/or industry standard. R. Grady to contact other Leisure Trusts and ASA for advice/comparisons. Proposed Cllr. Henderson, Sec. M. Ellsmore : Agreed Cllr. Barnicott against. 10/16/a/10 Timetable didn't allow access to KCC funding, but appear to be eligible for future bids	RG/RL
01/17/a/6	<u>Q1,Q2,Q3 Management Report</u> R Lake presented the report. Noted national drop in swimming attendance – R Lake to circulate Sport England email containing figures. Discussion over why lesson figures have dropped despite waiting list – no overall conclusion, but some staff sickness and cancellation policy. Commentary on report needs to withstand tough scrutiny and to be tightened. Discussion on potential future revenue streams: Additional activities – scuba/paddle boarding/use of outdoor space (Tai chi?) Funding for an outdoor gym did not meet Tesco criteria, but other grant bodies to be explored. M Ellsmore presented financial report. Anticipated at year end Reserve Fund to be £95 K (contingency of £22 K included for current refurbishment of showers) SBC have agreed 50% share of Incorporation costs (Total £3 - £3.5K)	RL RL

	Offer to review of proposed documents for Incorporation by M Bonney.	MB
01/17/a/7	<p><u>Refurbishment Update</u> Project started on time and is to schedule Project Milestones to be circulated to all All current and future projects to be undertaken and signed by Faversham Pools and Leisure. Possible future grants available for new projects. G Wade to meet with Russell Fairman, SBC External Funding. R Lake and M Ellsmore to take forward. Stated that SBC and Faversham Pools inextricably linked and a 3 year funding commitment is sought from them by FSP.</p>	GW RL
01/17/a/8	<p><u>Fundraising (FR)</u> S Root has resigned from the committee and is no longer associated with fundraising.</p> <p>M Bonney has liaised with S Root to assess progress to date. Found to be 'sketchy' and vague. Proposal to fully scope out direction and potential will include:</p> <ul style="list-style-type: none"> • Update website – include fundraising tab and links to a Donation page –Website branding/marketing/design contact to be provided by R Grady & M Bonney • Summary of Member profiles • Seek a main sponsor – members to provide names/contacts to be collated and all approaches to be co-ordinated by M Bonney. • Master list prepared and pre-agreed letter to be sent • Collect potential donor/customer emails – aim to mailshot via Mailchimp? • Sell advertising space via locker room doors • Sell locker tokens • Costing of Changing Village refurbishment to be revisited • Financial FR target to be set per future costed projects – clear aims and 'totaliser' set on website (to incl. VAT) • Future aim to accept online payments <p>Use of national fundraiser declined at this time – due to cost and agreed sufficient expertise within the committee to progress in-house.</p>	RG/MB ALL ALL/MB MB ALL/MB MH/RL/MB
01/17/a/9	<p><u>Incorporation Update</u> Registration complete with Charities Commission – to commence 1 April 2017 Bank and current contracts to continue under new entity. Charities Comm have queried if FSP hold 'permanent' endowment - Opinion of FSP lawyers is 'not applicable' and transfer can be effected. Lease assignment to be sent to SBC Requirement to amend Land Registry entry. M Bonney to assist.</p>	ME ME/MB

01/17/a/10	<p><u>Business Plan</u> G Wade & M Elsmore circulated papers and gave broad overview. Agreed Amend wording of 'high quality catering' (Catering sub group to be formed)</p> <p>3 yr financial plan: Change presentation – rewording of 'loss' Trustees to contribute to plan according to their expertise All comments/amendments to M Ellsmore by Thursday 26 January – copied to R Grady Action Plan with Projects to deliver to be included Addition of Trustee Appt. method (see 01/17/a/11) Final draft scrutinized Delegated authority to submit final draft to G Wade</p>	RL/ME/RG/ MB GW ALL ME GW GW/ME/RG
01/17/a/11	<p><u>New Trustee Appointments</u> Sally Robinson (Club Rep) has resigned Proposal for User Group trustee representation - to be briefed on role and responsibilities. 2 vacancies: Possible marketing/Digital communication expertise sought. To discuss how to progress with filling these positions. To add as Action Point in Business Plan</p>	GW ALL/GW
01/17/a/12	<ul style="list-style-type: none"> • 24 April 2017 • 31 July 2017 – TBC (start of school holidays?) • AGM – TBC 	ALL
01/17/a/13	<p><u>A.O.B.</u> None</p>	

Meeting Closed at 8.28 pm