

MID ARGYLL COMMUNITY ENTERPRISES LIMITED
MINUTES OF BOARD MEETING HELD AT MID ARGYLL COMMUNITY POOL ON
TUESDAY 13TH NOVEMBER 2018 AT 18.00

PRESENT: Kim Ritchie (KR - Chair); Lorna Dykes (LD); Lynn Shaw (LS); Marion Lacey (ML); Andy Knox (AK); Lynn Johnstone (LJ); John McArthur (JM); Kirsty Young (KY - Acting Pool Manager); Seona Whyte (SW - Minutes)

1. APOLOGIES FOR ABSENCE

Colin Campbell.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. APPROVAL OF PREVIOUS MINUTES

3.i Approval of September 2018 minutes

- The minutes from the meeting of 11th September were proposed by LJ, seconded by JM and thereby approved.

3.ii Matters Arising

- Following up on an action from the previous meeting, ML presented the Board with a basic ID photo display and cost (£76.00), advising that to add names/job titles would increase the price. The Board discussed an appropriate budget, and considered various sizing/placement options.

ACTION: ML and KY to determine best size and placement of ID photo display, then provide a cost for the Board's approval.

- Following up on another action, ML advised the Board that the potential application to The Foundation Scotland A'Chruach Community Fund she and LJ had been tasked with looking at was no longer required, in light of another application put in instead.

4. MANAGER'S REPORT

4.i Staff

- Modern Apprentice Lifeguard staff Eoin Yuill and Liam Scott have now left MACPool. Newly-qualified Lifeguard Molly Dykes is undertaking shadow shifts to gain experience, and Lifeguards Lorne Barrie and Jack Johnson have both been promoted to Trainee Duty Manager posts after successfully applying for the role. Previous DM Laura Clark has returned to MACPool as a salaried member of staff and will also, jointly with Melanie Chmielewska, take over from Arlene Green as Head Coaches of Dolphins.

4.ii Maintenance & Works in Progress

- All remedial works required by Scottish Water following their inspection in September have been carried out, and a report submitted accordingly. A follow-up visit is now expected.

- After a lack of progress in settling the costs to repair the damaged EV charging point, MACPool's insurers have offered to pursue the liable party on MACPool's behalf.

POST-MEETING NOTE: Insurers for Glenside Tractors (the liable party) have now agreed to settle - a cheque should be issued in short order.

- An insurance representative will visit on 29.11 to review MACPool's insurance requirements in light of the number of plant additions and alterations since last review. The Board noted the need to discuss insurance cover for the buildings to be acquired for the redevelopment.
- The concrete base for the bike rack is due to be laid later this month, weather dependent.

ACTION: Once the base has been laid, KY to arrange for delivery of the rack.

- A full report on the recent Legionella risk assessment was received (**SEE ITEM 5 BELOW**).
- The PAC pump is currently operational but further remedial work is required.
- Following the detection of a fault with the CO₂ metering unit and the replacement of parts, the unit is now functioning correctly. The Board was also advised that, due to a national CO₂ supply issue, MACPool is currently running on temporary cylinders rather than the bulk supply tank.

ACTION: KY to press Air Products for updates on a solution to the supply issue.

- The electrical report for the boiler house is in progress. Once completed and signed off by APE, a building warrant can be granted by Argyll & Bute Council.
- It has come to light that Kingfisher Environmental Services have in fact for some time been carrying out bacterial sampling at MACPool, but have not been emailing the results to the Pool Manager and Deputy Manager along with the Free Chlorine and pH results. A review of the data from the past three years shows the results have in the main been very healthy.

ACTION: KY to arrange for the results of the bacterial sampling to be filed appropriately on receipt, and any abnormalities reported to herself or Terrie Darling.

4.iii Funding Applications

- The result of a top-up application to the previously received British Heart Foundation grant should be known in the next three weeks. The funds are intended to cover training staff to deliver different water fitness courses to a variety of groups and ages.

ACTION: Once results are known, KY to identify which staff will undertake training and liaise with ML regarding how best to deliver this, then report back to the Board at next meeting.

- The Tesco "Bags for Life" grant application was unsuccessful; an alternative source of funding for new lane ropes is being sought.

- The joint bid with MAYDS for a grant from the Changing Lives Through Sport and Physical Activity Fund was unsuccessful, due to the extremely high number of applications.
- MACPool is through to the next round of the Co-op Community Fund grant application process, where Co-op members can elect which group will receive the 1% of their spend that goes to a local charity. The Board discussed ways of encouraging the community to elect MACPool, with any funds received to go towards the redevelopment project.

ACTION: KY to request support via the MACPool Facebook page and website.

ACTION: KR/ML to discuss requesting support via a MACEL/MACPool members email list.

- An application to the Big Lottery Fund for a grant to support employing MAs next year has been started, with the aim of submitting by the end of December.
- Attempts to run another Dip 'n' Dine programme have stalled, due to difficulties arranging transport for participants. A request has been made to the funders to use the balance of the grant awarded for the Dip 'n' Dine programme for the Hydrotherapy class instead.

4.iv Crinan Puffer

- The Board approved a request by MACPool management to change the date of the event from April to March in a bid to drive up entry numbers, which have been in decline.

5. LEGIONELLA INSPECTION AND ACTIONS REQUIRED

- A full report on the recent Legionella risk assessment was received but was found to contain a number of mistakes and anomalies, suggesting the original audit to have been flawed. On investigation, it transpired that the risk assessment had been carried out by an inexperienced member of staff from Kingfisher Environmental Services, without MACPool management having been present. The Board was advised that a re-audit would be desirable, and that a senior member of KES was due on site 14.11 to review and discuss.

ACTION: JM to meet with the KES representative to go over the issues identified in the risk assessment report and discuss a re-audit.

- KES have also provided a quote of c.£400 for Legionella training for all MACPool staff. The Board was advised that training of all staff would necessitate MACPool being shut for the duration of the course, which would be likely to be several hours.

ACTION: JM to progress arrangements for training with KES representative.

6. TRANSFORMATION PROJECT

6.i Purchase Negotiations/Rent Negotiations

- Purchase negotiations between AK/JM and MacLeods have produced drawings showing exactly what will be sold to MACEL, with an amendment to include land at the back of the MACPool building. The sale will also include the road through the MACPool car park, which

had not been part of the original lease. MacLeods requested that right of access to the road for all pedestrians and vehicles etc. remain; the Board discussed the safety implications of this. The Board also noted that the Riverside Rascals Nursery garden would not be included in the sale; MacLeods would lease the garden which MacPool would then lease to the tenant of the building, but only for as long as the building was occupied by a nursery.

ACTION: AK/JM to negotiate with MacLeods over right of access to the road through the MACPool car park, requesting that HGVs be excluded on safety grounds.

- Purchase negotiations with Argyll College for the building currently occupied by the Citizens Advice Bureau have not progressed any further since last board meeting.

ACTION: AK to pursue.

- Rent negotiations with Riverside Rascals have not progressed since last board meeting.

ACTION: KR to find out what stage Riverside Rascals is at with regards to the new owners of the business taking over from the previous owner.

6.ii Update on Funding Applications and Architect Appointment

- The RCGF Stage 1 application was withdrawn due to lack of sufficient supporting information to progress to Stage 2; the Board was advised that an application will be submitted mid-2019.
- A successful application was made to the A'Chruach Wind Farm Fund, who granted £17,600. This will be used to take architect's drawings to RIBA Stage 2 level (a requirement for RCGF and Big Lottery major grant applications).
- The Board heard that there are currently three other grant applications awaiting decision, each for c.50% of the sum required to fund a development worker to undertake the community engagement activity necessary to support further applications.
- At this point ML raised the issue of funding applications for the redevelopment and for the day-to-day running of the pool being handled separately, suggesting that it might be useful to set up an email group for all communications regarding applications, to make sure everyone concerned is kept in the loop.

ACTION: ML and AK to set up an email group for all communications concerned with funding applications for either the redevelopment project or the day-to-day running of MACPool.

- The Board then considered the issue of requiring more community involvement in the proposed plans for the redevelopment before appointing an architect, but requiring something to show to the community in order to invite greater involvement. It was decided to instruct the architect to work up several options for what the redevelopment could look like, then present these to the community for feedback, and possibly a vote.

ACTION: JM/AK to instruct the architect to work up some options for what the redevelopment could look like.

6.iii Implications for Accounts

- The Board discussed the implications of the redevelopment project with regards to VAT, and agreed on the necessity of employing a VAT consultant to advise.

ACTION: AK to look into finding a VAT consultant.

7. FINANCE

7.i Period Report to 31st October 2018

- The Board noted that the year-to-date is looking healthy, being at present slightly up on budget and on track for a surplus at year end. This is in spite of several significant expenses in September and October, i.e. having the balance tank cleaned and gaining retrospective planning permission for the boiler house and solar roof panels. Conversely, expenditure on staff was down, due to the Pool Manager post being vacant.
- At this point LS queried why MACPool was no longer running holiday camps, as these had been a good source of income in the past. KY explained that the camps had been run in conjunction with a partner organisation, and that MACPool was not able to staff them alone. The Board felt it would be more realistic to look at re-establishing the holiday camps post-redevelopment, but were keen to try and offer something next summer, even if it would be on a smaller scale. It was suggested that MACPool and MAYDS may be able to work together to this end, perhaps offering a pilot event during the Easter holidays to test the water.

ACTION: KY and LJ to discuss a possible collaboration between MACPool and MAYDS with regards to a future holiday camp offering.

7.ii Proposals for Restructuring Report

- Discussion of this item had been due to be led by CC; however it was noted that, in presenting his apologies, he suggested it may be best to put on hold pending KY and LS's views on the alternative accounting system suggested by MACPool accountant Ian Webster.

7.iii Feedback from Meeting with Accountants

- The Board was advised that the alternative accounting system (Xero) offers significantly greater functionality and ease of use than the current system (QuickBooks), with the added benefit of user support available. The Board noted that Xero would be a more expensive option, but that in order to manage the increasing complexity of the accounts as the redevelopment progresses, a change in programme would be necessary. The Board then discussed a possible timetable for moving from QuickBooks to Xero, and what would be involved.

ACTION: KY and LS to make the decision on whether or not to switch and then, if the decision is to go with Xero, present the Board with an accurate first cost estimate.

ACTION: On receipt of a first cost estimate, KR to negotiate a discount on the basis of MACPool's charitable status.

8. COMMITTEES

8.i Dolphins

- The Dolphins recently participated in the trial stages of the Scottish Schools Swimming Championships, with KR in attendance representing the Board. The event went well, and will be featured in the next edition of the Argyllshire Advertiser.
- The Board noted the contribution of Arlene Green to the club over her years as Head Coach, and wished her well in the future. Melanie Chmielewska and Laura Clark have now taken over.
- The Board was advised that the change from voluntary to paid coaches would necessitate a review of subscription fees and/or additional sponsorship.
- The Board discussed several ideas for possible extra-curricular Dolphins activities, such as a visit to Tollcross International Swimming Centre or a master class from Olympic swimmer Hannah Miley, but noted that any such activities would require a source of funding.

ACTION: KR to follow up with the Red Star agency on discussions regarding the possibility of arranging a master class with Hannah Miley.

9. ANY OTHER BUSINESS

9.i Christmas Plans

- A Christmas night out for MACPool staff, volunteers and board members has been organised for December 15th at Kilmartin Hotel. The pool will be closed on December 16th.
- The Board approved the Christmas closure of MACPool from Monday 24th December, reopening on Thursday 3rd January.

9.ii ML raised the issue of MACPool's lack of a comprehensive membership list, which became apparent in the course of preparations for the recent AGM. It was noted that this is a mandatory requirement under the MACEL constitution.

ACTION: ML to contact previous Minutes Secretary Anna Watkiss to inquire if she holds the latest MACEL membership list.

10. RESERVED

10.i Recruitment of Pool Manager and Associated Staff and Financial Implications

DATES FOR BOARD MEETINGS DURING 2019:

Tuesday 15th January (starting at the later time of 7pm. JM to chair in KR's absence)

Tuesday 19th March

Tuesday 14th May

Tuesday 23rd July

Tuesday 10th September

Tuesday 12th November