

MID ARGYLL COMMUNITY ENTERPRISES LTD
BOARD MEETING AT MID ARGYLL COMMUNITY POOL
TUESDAY 23RD JULY 2019 AT 18.00

PRESENT: Kim Ritchie (KR - Chair); Graham Ramsay (GR – Riverside Rascals); Colin Campbell (CC); Lynn Shaw (LS); John McArthur (JM); Andy Knox (AK); Fiona MacAlpine (FM - MACPool Manager); Lynn Johnstone (LJ); Lorna Dykes (LD); Seona Whyte (SW - Minutes)

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. APPROVAL OF PREVIOUS MINUTES

3.i Approval of May 2019 Minutes

- One amendment to the May 2019 minutes was requested: under '10. ANY OTHER BUSINESS', within a section concerning the business model of the proposed cafe element of the redevelopment plans, the action 'AK to investigate the options and report back to the Board.' should have been assigned to KR.
- Pending this amendment being taken in, the minutes from the meeting of 14th May 2019 were proposed by LJ, seconded by LS and thereby approved.

3.ii Matters Arising

- The Chair reviewed the actions from the previous meeting, and advised that the majority would be covered during items tabled later on in the meeting.
- One action, on the subject of securing funding to replace the Calorex dehumidifier ('KR to approach Tarbert Harbour Authority regarding the same. '), was discussed, with KR noting that the contact was to have been approached in his capacity as a representative of the Allt Dearg Windfarm Trust, rather than the THA. The Board heard that the approach had not been fruitful, as only small grants are currently available from this source.

POST-MEETING NOTE: Feedback from THA was as follows: 'The THA does not offer grants but on occasion offers support to local causes/events and only for a few hundred pounds'.

- With regards to the action concerning the setting up of official MACEL email addresses for all Board members, FM confirmed that the highest priority one had been put in place, with the remainder to follow in due course.

At this point in the meeting (18:09), CC arrived.

4. PLANS FOR RIVERSIDE RASCALS – Graham Ramsay

- This item was postponed, awaiting the arrival of Graham Ramsey.

5. MANAGER'S REPORT – Fiona

5.i Staff

- The Board heard that MACPool is about to face severe staff shortages, with at least four of the current team due to leave over the next month.
- Posts were advertised but with only two suitable candidates from a number of applications the available roles have been combined into two positions (Duty Manager/Lifeguard and LTS Receptionist/Lifeguard), which have been offered and accepted.

POST-MEETING NOTE: The Duty Manager recruit subsequently failed his swim test, so his employment was terminated.

At this point in the meeting (18:14), GR arrived. The Board reverted to item 4 on the agenda.

4. PLANS FOR RIVERSIDE RASCALS – Graham Ramsay

- The chair introduced GR to the rest of the Board, following which he presented the Riverside Rascals Improvement Plan 2019-2020. The Board heard details of work undertaken since the start of the new ownership, and details of plans for the future. It was noted that a Care Commission inspection is due within the next few weeks.
- The Board was also informed that Riverside Rascals will take over the Lochgilphead After-School Club from Fyne Families; this news was welcomed as presenting more opportunities for future joint working between RR and MACPool.

- The Board then heard details of a joint project between Riverside Rascals and MACPool which will offer free swimming for children in their last year of ELC. A Facebook announcement had so far reached around 4,000 people and an article in The Argyllshire Advertiser is to follow.

ACTION: FM and GR to arrange a suitable photo for the article.

- GR then took questions from the Board, following which the Chair thanked him on behalf of those present and looked forward to future collaborations between MACPool and Riverside Rascals.

At this point in the meeting (18:45), GR left.

- The Board then reviewed the presentation and discussed possible future partnership projects between MACPool and Riverside Rascals, e.g. the use by RR of the multi-use room planned as part of the MACPool redevelopment.

ACTION: Potential use by Riverside Rascals of the above-mentioned room to be added to the redevelopment activity plan - FM.

The Board then reverted to item 5 on the agenda.

5. MANAGER'S REPORT – Fiona (cont.)

5.i Staff

- Staff appraisals have taken place, with one member of core staff still to complete.
- The Board then received an update on recent staff training:
 - FM, Kirsty Young (MACPool Deputy Manager) and Laura Clark (MACPool Duty Manager) have all passed the Pool Plant Operators Course. At any time the pool is open, there will now be a fully trained plant operator on-site.
 - Kathryn Craig (MACPool Duty Manager) has passed the Water Fitness course, and has since been running a well-attended Movement for Life class.

5.ii Maintenance & Works in Progress

- The new bike rack is now in place; it was noted that the preparatory and installation work had ended up costing over £3,000 more than originally anticipated.

- The outstanding electrical work is now in hand. The question of when a full electrical inspection might be due was raised; the Board decided that this should be done ASAP, with a schedule for future inspections then to be determined.

ACTION: FM to arrange a full electrical inspection.

- The Board then discussed several outstanding issues with the boiler house that would require to be addressed before a completion certificate would be issued.

ACTION: AK to arrange for these issues to be rectified.

- The Board heard that the sump pump in the plant room had failed; a temporary one is in use but a replacement will be required.

ACTION: FM to cost and source a new sump pump.

5.iii Funding Applications (other than Redevelopment – see below)

- Dip 'n' Dine have now confirmed that the remaining balance of the grant previously awarded can be spent rather than repaid.

ACTION: FM to discuss with water fitness class instructors what new equipment might be needed.

- £500 has been awarded by ACHA for Swim Teacher training.
- A funding bid to Paths for All has been successful, with £7320 awarded to cover training walk leaders etc. MACPool will partner with Blarbuie Woodland and Argyll & Bute Council; the project will culminate next year with an ambitious fit walk.
- The Board then heard details of potential future funding bids that may be undertaken in partnership with other organisations, such as Mid Argyll Community Hospital and the Ardrishaig Bothy, possibly for aquabikes or e-bikes.

5.iv Health & Safety

- The Board was advised of an unsatisfactory water testing result in May; recommendations were followed and the problem was resolved. It was noted that the last time an unsatisfactory result had been received was in December 2017, so the water testing authority had no concerns regarding any bigger issues.

- The Board then discussed the ongoing issue with maintaining an appropriate pH level in the pool water. FM confirmed she has managed to lower the pool water pH slightly, and advised that CO₂ usage was now steady but that there was a separate issue with timely delivery by the supplier.

ACTION: FM to pursue current CO₂ supplier for a response and solution to the delivery issues, but also to look into potential alternative suppliers.

- The Board heard that a full set of new shower heads have been purchased, allowing them to be swapped out and thoroughly cleaned and disinfected on a monthly rotation, which will help MACPool to continue to be legionella compliant. It was noted, however, that one shower remains out of order and another sticks on.

ACTION: AK to address the above as ongoing maintenance.

5.v Miscellaneous

- The electricity contract has been renewed. Preferred supplier was British Gas, as a cheaper option, but ongoing issues with the meter mean it will require to be upgraded before a change in supplier is possible. Location of the meter is problematic, but upgrading would allow bids from a wider range of suppliers.

ACTION: FM to push current supplier, over the next year, to upgrade the meter.

- MACPool was present at the recent Lochgilphead Armed Forces Day. FM thanked JM and LS for their attendance as MACEL representatives. MACPool was also represented at the MAYDS event Sports Not on the Green, which LJ confirmed had been a success. FM thanked Mark Johnstone for his help and provision of a generator.
- The Board noted that MACPool had not been part of the recent Ardrishaig Gala Day; FM cited a shortage of staff as the reason. The Board also agreed that MACPool presence at the upcoming Mid Argyll Show was not necessary.

6. FINANCE – Fiona

6.i 2018 Final Result

- The figures showed a very small difference in the bottom line from those previously circulated, but the Board agreed that overall it was a good result. Estimated profit for the year is over £12,000.

6.ii June and 2019 YTD

- The Board heard that June YTD is looking healthy, in spite of the extra cost for the bike rack .

6.iii Updated Forecast for 2019/20

- The Board raised questions around some of the figures, which were noted and will be addressed. Overall, the expectation is that, assuming the anticipated rental income comes in on time, a small surplus will be returned but that there will be little room for manoeuvre.

ACTION: KR/FM/LS to meet in early September to carry out a half-year review. The Board's questions to be addressed, and an updated forecast for the year to be presented by FM/KR at the next meeting.

- The Chair noted that the Board's three priorities must now be the following:
 - To secure the anticipated rental income ASAP.
 - To control costs.
 - To drive revenue.
- The Board discussed the reasons for several specific higher costs recently incurred, e.g. in payroll, (a number of staff have left MACPool with some annual leave entitlement outstanding which requires to be paid for), and potential ways of controlling costs.
- The Board then discussed ways in which revenue might be increased, such as the revamped LTS programme; potential development of a pre-school LTS programme; potential reinstatement of parent and baby or parent and toddler swimming classes; and increased publicity for all of the sessions and classes MACPool has to offer.
- Overall, the Board agreed that the layout of the financial paperwork was a vast improvement on the previous format, but that a layout which allowed a comparison with the current and previous year's figures on the same sheet would be desirable.
- In response to a final query, FM confirmed that having registered for VAT, MACEL would now be due to make a return by 7th August – discussions are currently underway with the accountant.

ACTION: FM and KY to complete the return, with CC to advise and assist if required.

7. COMMITTEES

7.i Dolphins – Lorna

- The recent retirement of John Gillies, Dolphins' longest serving member of staff, was marked by a presentation and covered by The Argyllshire Advertiser.
- LD working with FM to rejig Dolphins in line with the new LTS programme, with a view to regaining and retaining members. The committee are also discussing the coaches Laura Clark and Melanie Chmielewska undertaking a coaching course.

ACTION: LD to update the Board on this once more progress has been made.

- The Board then discussed the need for sponsors for Dolphins; candidates for the coaching course can apply to sportscotland for part-funding but the remainder of the £400-£500 cost would come from Dolphins' funds.

ACTION: LD to discuss participation in the coaching course with LC and MC, look into how much of the cost sportscotland might fund, and update the Board at the next meeting.

ACTION: All board members to consider possible ideas for sponsors for Dolphins.

- Lastly, the Board heard that the recent Dolphins swimathon raised £900 towards the redevelopment. LS added that £500 of this was match-funded by Bank of Scotland.

8. REDEVELOPMENT PROJECT – Andy/Kim

8.i Purchase Negotiations

- The Board heard that progress on the Citizens' Advice Bureau building was slow, with numerous minor issues encountered. Further documents from the University of the Highlands & Islands' lawyers are currently awaited, with no timeline as to when these might be expected.
- The issue of the Capital Allowances Act was raised; UHI are not making a claim but will help MACEL, at MACEL's expense, should MACEL wish to.

ACTION: CC to advise, with input from Ian Webster if required.

- With regards to the Riverside Rascals building, revised drawings for the deed plan are currently awaited by MACEL lawyers.

ACTION: AK to contact Jane MacLeod of MacLeod Construction to progress.

- Leasing arrangements between MacLeods and Riverside Rascals for the nursery garden have now been resolved.

8.ii Update on Funding Applications

- After a very positive meeting with the National Lottery Community Fund (formerly the Big Lottery Fund), at which MACPool were encouraged to increase both the capital amount requested and the up-front development funding, the Strategic Plan was submitted to NLCF at the end of July; however, the Board heard that it is unlikely they will hear anything further on the major grant before early 2020.

ACTION: AK and AT to discuss anything further that could be put under up-front costs, and to liaise with the NLCF on an increase.

- A site meeting has taken place between AK and a representative of a modular building company with regards to the building project at the rear of MACPool, given that there is no access. The building would be lifted by crane over the roof in four sections then bolted together and joined, at an overall cost which would be half that of the traditional method. The NLCF have confirmed approval of this proposal.
- An initial meeting between KR and AK on the interior aspect of the MACPool redevelopment, taking into account community feedback received, has been held.

ACTION: KR and AK to meet – possibly on 14th August – to discuss and progress the plans.

- At this point, KR summarised the redevelopment funding situation as follows:
 - Two 'pillar funders' – the RCGF and NLCF - are required.
 - A number of other funders – e.g. sportscotland - will also be necessary.
 - MACEL will then require to community fundraise – but will first need a commitment from the two pillar funders before going ahead.

ACTION: Once the two pillar funders are in place, a plan to be developed for community fundraising – KR to lead.

ACTION: Working towards this point, all Board members to come up with possible ideas for sponsors.

ACTION: AK to approach Jan Brown (a fundraiser for the Kilmartin Museum project) regarding her coming on board the MACPool project.

8.iii Community Engagement

- A recent article in The Argyllshire Advertiser highlighted that, of those surveyed, 97% were in support of the MACPool redevelopment plans.
- The Board heard that new Community Engagement Officer Mary Stewart (MS) has been successfully making good connections in the local area for MACPool, most notably with the physiotherapy team at Mid Argyll Community Hospital.
- There has been good uptake of expressions of interest in the proposed multi-use room of the MACPool redevelopment.
- The next stage of the process will be to seek expressions of interest from individuals or businesses in running the proposed café on a franchise basis.
- The Board also noted community concern over the use of the MACPool car park by HGVs. It was suggested by FM that the bollards sourced for the bike rack, which are now no longer required, might be used to remedy this problem.

ACTION: FM to explore this option further.

9. GOVERNANCE

9.i Ideas for New Board Members

- The Board discussed the requirement for new members. A skills gap of HR knowledge in the current Board was noted, and links to education plus experience in fundraising were highlighted as desirable qualities to seek, along with a requirement for having the time and energy required for the role at this hugely important time in MACPool's development.

ACTION: Current MACEL members to suggest potential new members, and KR to approach possible candidates.

10. AOB

- None.

DATES FOR BOARD MEETINGS DURING 2019:

Tuesday 10th September

Tuesday 12th November