

**MID ARGYLL COMMUNITY ENTERPRISES LTD  
BOARD MEETING AT MID ARGYLL COMMUNITY POOL  
TUESDAY 14TH MAY 2019 AT 18:00**

**PRESENT:** Kim Ritchie (KR - Chair); Lorna Dykes (LD); Lynn Shaw (LS); Colin Campbell (CC); Fiona MacAlpine (FM - MACPool Manager); John McArthur (JM); Seona Whyte (SW - Minutes)

**1. APOLOGIES FOR ABSENCE**

Andy Knox. Lynn Johnstone to arrive later.

**2. DECLARATION OF INTERESTS**

There were no declarations of interest.

**3. APPROVAL OF PREVIOUS MINUTES**

**3.i** Approval of March 2019 Minutes

- The minutes from the meeting of 19th March 2019 were proposed by FM, seconded by JM and thereby approved.

**3.ii** Matters Arising

The Chair requested an update on the following items which had had actions tabled at the previous meeting:

- Maintenance works have stalled, as there have been issues contacting the electrical contractors.

**ACTION: FM to pursue.**

- The bike rack has still not been installed, although all ground works have now been completed and the initial date scheduled was in April.

**ACTION: FM/Kirsty Young (KY - Deputy MACPool Manager) to continue to chase Shelter Company for new installation date and reason for delay.**

- Price increases have been implemented, with the only issue reported so far being that some customers were unaware this was to happen.
- Plans for overhauling the Learn to Swim programme and MACPool membership subscriptions are almost complete. The Board was given a summary of the LTS proposals, aimed at providing more stability and continuity for both pupils and teachers, and making swimming lessons more financially manageable. These included:
  - Three twelve-week lesson blocks per year
  - Participants to sign up for complete blocks rather than joining or leaving partway through a block.
  - Different payment options (Direct Debit over twelve months; a one-off payment per block; or payment in three instalments over a block).
  - Participants to be eligible for free public swimming for the duration of their time in LTS.

The Board was also advised that FM is working on updating the terms and conditions of MACPool membership.

**ACTION: Once the initial LTS proposals have been completed, FM to seek input from LJ and LS, before submitting a draft to the Board for approval.**

At this point in the meeting (18:07), LJ arrived.

- Arrangements for swim cards/lesson cards are currently being finalised. One card type will be printed, to be used interchangeably for swimming or lessons, and on the basis that customers would buy nine swims or lessons and get the tenth one free.
- The establishment of a trading subsidiary is not yet necessary, but is expected to become so before the end of the current financial year.

**ACTION: LS to monitor and advise regarding timescale.**

#### **4. 'FIRST 100 DAYS' - Impressions of MACPool - Fiona**

- The Board heard that early impressions had been generally positive, with MACPool described as a good place to work, and as having a good team of staff in place. One or two areas require improvement which FM, having completed an initial period of observation, will now focus on. Administration and record-keeping were highlighted as areas of concern, and staff training will be a priority. The Board was also advised that plans must be put in place now to avoid a staff shortage at the end of the summer when a number of the younger lifeguards will be leaving.

#### **5. MANAGER'S REPORT - Fiona**

- A paper was circulated prior to the meeting and was noted by the Board.

##### **5.i Staff**

- New Community Engagement Officer Mary Stewart has already made several proactive contributions to MACPool (taking on the Facebook page; digitising a collection of archive photographs for public display) and a number of contacts within the community.
- Lifeguard staffing is being reviewed, as four or five of the current team will be leaving soon and the three new lifeguards still being at school means limited availability during term time.
- A process of staff appraisals has been put in place, which will run over the next month or so.
- MACPool recently put four candidates through the STA Pool Lifeguard course, all of whom passed.
- Lifeguard Kathryn Craig completed a Water Fitness course (part funded by the Health and Wellbeing/British Heart Foundation grant, meaning FM can now start to progress new water fitness classes at MACPool.

- Three members of staff will undertake the Pool Plant course this week.
- Going forward, more staff will need to be trained as Swim Teachers.

#### **5.ii Maintenance & Works in Progress**

- The Board was advised that a number of minor changes appear to have resolved the issue of high CO<sub>2</sub> usage and should save money.

**ACTION: FM to continue to monitor.**

- Both boilers are back up and running after a number of recent issues. Wood chip will now be sourced from Our Power, a local company who can deliver to MACPool. FM is awaiting a quote for supply, but anticipates it will be cheaper than previously.

**ACTION: FM to arrange boiler service (due next week).**

#### **5.iii Funding Applications**

- No progress with Dip 'n' Dine - the further information requested has been submitted to them; FM awaiting a response.

**ACTION: FM to continue to chase.**

- The bid for a grant to provide LTS bursaries and train young volunteers from the Supporting Communities Fund was unsuccessful, possibly due to oversubscription.
- In light of the failure to secure funding to provide LTS bursaries, the Board discussed creating a programme whereby donors are sought to sponsor a child to learn to swim.

**ACTION: FM to investigate whether this would be feasible, and how it might work.**

- The Board also heard that MACPool management are currently awaiting results of a number of smaller funding applications, amongst which is one for buying new equipment.

#### **5.iv Health & Safety**

- The Board was apprised of the details of four incidents that had occurred since the last meeting: a fire alarm; a child unaccompanied at the deep end of the pool; a blood incident; and a potential child protection issue. All were handled, with no further comeback from the last; however, some staff training issues have been identified as a result. The Board also discussed the wider issues arising from these incidents, such as whether or not there was any communication co-ordination in place between MACPool and the adjacent businesses in the event of an emergency.

**ACTION: FM to arrange for electricians to fix the fire panel, and then to look into fire alarm testing procedures and annual maintenance contract.**

**ACTION: FM to approach the Fire Brigade to seek assistance with how to co-ordinate response to an emergency situation with other businesses in the immediate area.**

**ACTION: FM to arrange the necessary staff training highlighted as required by the above incidents.**

#### **5.v Miscellaneous**

- Water contract has been renewed with the current provider, at a discount on the previous rate.
- Electricity contract will be due for renewal in July.

**ACTION: FM to review options and seek best deal.**

- Finances have now been moved from Quickbooks to Xero, which has not been as smooth a transition as was hoped.
- In response to a question from the Board, FM also confirmed that, following the recent Scottish Water inspection and resulting remedial works, MACPool is now compliant.

### **6. FINANCE - Fiona**

#### **6.i 2018 Out Turn**

- The Board heard that the 2018 out turn was encouraging, with a higher profit made than had been anticipated.
- The Chair acknowledged the reasonably healthy outcome, but noted that the 2018 figures are still to be finalised.

**ACTION: FM to provide finalised 2018 figures at the next board meeting in July.**

- The Board was asked to note that, due to the rescheduling of event dates, MACPool had hosted two Crinan Puffer races in the last financial year rather than one, explaining the apparently greater than usual expenditure for this item.
- An apparent reduction in the margins of the swim shop merchandise may be down to stock control issues - FM is investigating.

**ACTION: FM to report back to the Board.**

- The Board went on to query a number of small points in the figures, which were clarified by FM.

#### **6.ii Final 2019/2020 Budget**

- The Board was advised that no changes had been made to the figures in the budget presented at the last meeting, but that the figures in the staffing section may still be amended.

**ACTION: FM to present an updated forecast for the current financial year at the July board meeting.**

- The Board was asked to confirm the amount awarded to fund the position of Community Engagement Officer, as it will require to cover associated costs such as pension contributions, as well as salary.

**ACTION: LS to provide FM with spreadsheet detailing income/outgoings for Community Engagement Officer role.**

- The Board discussed the organisation and presentation of a number of items in the budget, for the purpose of resolving any issues at this stage rather than trying to do so at a later stage when the format is fixed.

**ACTION: FM to arrange with KY to show FIT and RHI as deductions from the cost of electricity.**

#### **6.iii** New Reporting Format (Xero)

- The Board was asked to give feedback on the new reporting format provided by Xero. Those present agreed that overall it was a vast improvement on the previous format; but that there is still an element of alphabetical ordering of items when it would perhaps be more useful to have incomes and expenditures listed in order of greatest to least significance. The Board requested a slightly amended layout, which would show MACPool's self-generated income first, followed by a section detailing running costs, and then income from grants/donations. This would demonstrate the necessity of such grants/donations to make up the shortfall between what MACPool can generate independently and what is required to keep the pool open.

**ACTION: FM and KY to look at reformatting the layout accordingly.**

## **7. COMMITTEES**

### **7.i** Dolphins - Lorna

- The Board heard that a fundraising swimathon took place on 25.04.19, with half of the Dolphins taking part and £900.00 raised so far. Two Dolphins who were unable to take part due to injury still intend to swim; a follow-up event will be arranged in the next couple of weeks.
- Having heard at the last meeting that an approach to local schools regarding arranging a fundraising non-uniform day had been unsuccessful, the Board agreed to enquire about the possibility of doing so next year.

**ACTION: LD to contact schools with proposal.**

- The Chair then asked the Board for suggestions for potential Dolphins sponsors going forwards.

**ACTION: Members to submit suggestions at next meeting.**

- The Board also discussed the necessity of securing funding to replace the Calorex dehumidifier.

**ACTION: FM and JM/AK to seek meeting with Ardrishaig Community Trust regarding the above.**

**ACTION: KR to approach Tarbert Harbour Authority regarding the same.**

- The Chair then requested an update on the new Dolphins coaching team, and the Board discussed the change in approach from a focus on stamina and endurance to prioritising technique.

## **8. REDEVELOPMENT PROJECT - Kim (in Andy's absence)**

### **8.i Purchase Negotiations**

- The Board heard that progress is being impeded by the length of time required to obtain the necessary option-to-tax paperwork from HMRC for the Riverside Rascals building. In the meantime, having gained approval from the SLF to proceed with each of the two properties separately, it is hoped that the purchase of the Citizens Advice Bureau building will be closed imminently. FM queried timescale for this, with a view to incorporating the figures in the budget, and purchase costs for both, for the purposes of updating MACEL insurance cover.

**ACTION: KR to chase the option-to-tax paperwork, with assistance from CC in terms of specific contact details.**

**ACTION: KR to instruct AK to confirm timescale for CAB building purchase, and advise FM.**

**ACTION: KR/CC to find out what the two buildings are currently insured for, and advise FM.**

### **8.ii Update on Funding Applications**

- The Board heard that Kerrien Grant (KG) will meet with Audrey Martin of Argyll & Bute Council on 20.05.19 to discuss the first stage of preparing the RCGF application.
- The Board also heard that FM, KR, AK, KG and Annie Tunnicliffe (AT) will meet with The Big Lottery Fund on 10.06.19.
- Updated project costs (for construction only, not content) were confirmed at £1.3 million.

### **8.iii Community Engagement**

- The Board heard that although the community are supportive of the redevelopment project in theory the recent Open Day was poorly supported, which is problematic as proof of numbers is required to secure funding. From those who did attend combined with survey responses received so far, the Board was able to ascertain the following:
  - The Changing Place was the most positively received proposal.
  - The cafe was the most popular element of the redevelopment plan.

- 90% of respondents had children who would use the softplay facility, suggested charge for which was £3.00.
  - The single most frequent suggestion was that MACEL extend the swimming pool.
- The Board discussed the issue of extending the pool (not part of the redevelopment proposal due to the unlikelihood of obtaining funding, the difficulty of meeting the even greater running costs that a bigger pool would generate, and the probability that the existing pool plant would not cope). It was agreed that, in view of demand for this change, it had now become necessary to provide figures for cost to build, means to operate and cost to run an extended pool, in order to be able to show clearly the lack of feasibility. It was suggested that, if MACEL can make a success of the redevelopment, an extended pool may be something that could be looked at again at some point in the future.
  - The Board was then updated on a number of recent Community Council visits made by KR and FM. Response has been in general positive, with one or two specific actions proposed in support of MACEL by Lochgilphead Community Council:
    - Local bus route could be altered to take in MACPool as one of the stops.
    - Member Mark Carter could visit MACPool to review the redevelopment plans from the point of view of disabled access/use of facilities.

## 9. GOVERNANCE

### 9.i Board Changes

- A letter was read out, from MACEL Board Member and Company Secretary Marion Lacey to the Chair, in which she tendered her resignation due to a change in circumstances having given rise to a conflict of interest. The Board thanked ML for her commitment and efforts on behalf of MACEL, and wished her well in her new project.
- It was proposed that LS would take on the role of Company Secretary, for which all members present agreed their support. The Chair formally ratified the appointment, and offered any assistance required by LS as she assumes the new role.

**ACTION: FM to arrange official MACEL email address for LS.**

## 10. ANY OTHER BUSINESS

- FM proposed the used of MACEL email addresses for official business by all Board members, to which the Board agreed.

**ACTION: FM to arrange email addresses.**

- The Board then discussed upcoming local events at which MACEL should be present to promote MACPool and boost awareness of the redevelopment plans, including:
  - Armed Forces Day (Saturday 15th June)
  - Ardrishaig Gala Day (Saturday 20th July)
  - Mid Argyll Show (Saturday 10th August)

**ACTION: KR/FM/KY to meet to discuss what sort of presence MACEL should have at the above events.**

- FM confirmed that there would be no MACPool Family Fun day this year, due to a poor uptake of stall pitches at last year's event.
- The Board then discussed what the business model of the proposed cafe element of the redevelopment plans might be, in broad terms considering whether it would be operated and staffed in-house or offered as a franchise. This had been tabled for discussion further down the line, but KG has confirmed that details must be stated in the funding proposals.

**ACTION: AK to investigate the options and report back to the Board.**

**DATES FOR BOARD MEETINGS DURING 2019:**

**Tuesday 23rd July**

**Tuesday 10th September**

**Tuesday 12th November**