

**MID ARGYLL COMMUNITY ENTERPRISES LTD
MINUTES OF BOARD MEETING HELD AT MID ARGYLL COMMUNITY POOL ON
TUESDAY 10 JULY 2018 AT 18.00**

Present: Kim Ritchie (Chair), Marion Lacey, John McArthur, Andy Knox, Lorna Dykes, Graham Love (Pool Manager), Terrie Darling (Acting Depute Pool Manager), Alison Whitefield (minutes)

RESERVED MATTERS

Post of Transitional Project Manager

Staff Exit Interview

APOLOGIES FOR ABSENCE

Lynn Johnstone, Lynn Shaw, (Colin Campbell – apologies post meeting)

- Kim welcomed Terrie to the meeting. Terrie would be acting depute manager while Kirsty was acting Manager, until a new manager was appointed.

DECLARATION OF INTERESTS

There were no declarations of interest.

APPROVAL OF PREVIOUS MINUTES

- **Approval of 15 May 2018 minutes**

The minutes of the meeting of 15 May were proposed by Marion, seconded by John, and thereby approved.

- **Matters Arising**

New Board Member

Following attendance at the previous meeting, Lynn Shaw had accepted the invitation to join the Board.

Swim Shop: SportMax

Graham had contacted SportMax who confirmed they had no plans to extend their adult range although they were expecting some branded childrenswear which MACPool could have. SportMax confirmed that the downturn in sales, experienced by the pool, was not isolated but more a trend and the pool were doing the right thing by not having a sale of goods, discounting, etc. Kirsty and Terrie could look possibly for an alternative provider in the future.

Action: Kirsty and Terrie to investigate.

MANAGER'S REPORT

- **Staff Lifeguard Training**

Two new lifeguards had been trained in June, a further lifeguard renewed his lapsed qualification and an external candidate from Loughborough University paid MACPool to complete his qualification. In addition, two existing lifeguards/swim teachers attended 2 days of the 5-day course to re-validate their qualification. It was hoped a current pool volunteer who was about to turn 16 would complete her lifeguard training at the next opportunity. It was also hoped to encourage other paying candidates in the future as this helped to offset the cost to the pool.

- **Summer Events**

MACPool had been represented at three successful community events recently. Scottish Water had attended to support by filling the inflatable pool for the pedalos and the Board were thankful to SW and to the pool staff, Terrie, Jack and Lorne, who had put in the extra time and effort to set up the pool activity. All these events had received good coverage in the Squeak. MAYDS events were well attended and would have made a lot of money for the pool if we had been able to charge.

- **Maintenance & Works in progress**

Graham was working hard to tie up loose ends before he left. It was suggested the installation of the MACRAC should go ahead as soon as possible and Andy would find out where in the fresh planning application it was located.

The Defib. was fixed and back in place. It was suggested that it could be located outside the building, as generally this equipment is not vandalised.

Action: Kim/Kirsty to consider

- **Funding applications**

The **Stage 1 RCGF** application had been submitted. If the application was invited to Stage 2 then we would advise Helen at the Big Lottery. It was hoped that by having proceeded to Stage 2 RCGF and by reducing the amount applied for from BL, we would stand a better chance. It was noted that the Community Assets Fund is now split by local area (£700K in total for our area) and highly competitive.

The application for the **Health and Wellbeing Fund** for providing exercise classes to four different client groups was also ready for submission. This would provide upskilling for staff to provide this type of exercise class and was being supported by the NHS through Jackie Gilmour, Cardiac Nurse. Marion would have a look at the application prior to submission on 16th July. A supporting application would also be made through the **British Heart Foundation Alliance**.

Action: Marion to consider application.

Changing Lives etc Fund – this encouraged partnership working with other organisations. It was felt MACPool did not have sufficient staff at the moment to lead on an application but a joint application with MAYDS or LiveArgyll would be welcomed should either of them wish to lead. The pool and sports facilities in other areas would be joint applications as they were under the same roof. It was agreed to see what Lynn Johnstone felt about this when she returned from holiday.

Action: Lynn Johnston to consider.

The **Foundation Scotland A'Chruach Fund**, which helped with the costs of employing the modern apprentices last year, might be able to help with retaining young staff already employed or with employing a new intake of young staff. Kim and Marion were planning to visit the community councils to let them know what was going on at MACPool to help gain their support.

Action: Kim and Marion to visit community councils

- **Role handover**

Graham was meeting with Kirsty and Terrie again before he finished work and would go over everything that was ongoing. Marion asked if the managerial staff had access to the funding applications etc and Graham confirmed that they did, Board members could also have access through Dropbox if they wished and this could be arranged through Kirsty. Graham said it had been fabulous working with MACPool over the years and he had thoroughly enjoyed working with the community enterprise. He hoped that he had left MACPool in a better position than he had found it. Kim, on behalf of the Board, thanked Graham for his hard work and wished him all the best for the future.

DRAFT MACPool STAFF REMUNERATION SCHEME

The meeting was updated on this proposal following his discussions with Kirsty. Graham suggested increments be linked to qualifications and then to performance. Performance would be “measured” by using a Performance Management Record which would be completed with manager and staff member three times a year, where objectives would be set and reviewed. If objectives were not being met both management and staff member would look at what could be done to help. The staff member could move up the pay grade with good performance.

The bonus against target proposal was more difficult to put in place for individual members of staff but a scheme could operate for the whole organisation whereby some sort of bonus was paid if the organisation did well one year, for example, or a social event organised in celebration of a good overall performance.

Additional annual leave for length of service was more difficult to put in place for pool side staff as it was already difficult to back fill for their holidays and did not allow for extra if other staff “act up”. It was suggested that additional annual leave should be given for five years service, rather than three, to keep in

line with other organisations such as the Council and NHS. The additional holidays could tie in with the number of increments so after 5 years service and 5 increments you would then get additional holidays. Consideration would need to be given to existing members of staff who already had a number of years service and whether they would automatically get the extra holidays but still start at the bottom of the new pay grades. Marion would progress this with Kirsty, calling on Lorna if necessary.

Action: Marion, Kirsty and Lorna to progress.

TRANSFORMATION PROJECT

▪ Report on SLF visit and purchase/rent negotiations

Andy reported that representatives from our Board had met with Elyn Zhang from the Scottish Land Fund, who was shown round the pool, nursery and CAB and seemed suitably impressed. There was an opportunity to discuss the challenge presented by the Transition Project Manager role which remains unfilled following an extensive recruitment exercise and, agreed that MacPool could go out to tender for certain aspects of the proposed work. The Steering Group were on track with the process of purchasing the properties etc and would be meeting again with the solicitor next week. It would be useful to discuss the leases with both CAB and the nursery, how to review their rents and how to bring the leases in line with each other over time. It might also be useful to go back to the valuer regarding rents. The new owners of the nursery would hopefully be fully in place around October time and Kim would contact them, as soon as possible, to discuss their initial rent and agree a timescale for a review.

Action: Steering Group to progress and Kim to speak to Graham Ramsay.

FINANCE

▪ Update to 2018/19 Budget

Income: The Restricted grants included an amount of just over £11K for the electrical vehicle point, £3000 from the employability scheme., £5000 from Crinan Puffer sponsorship and £2500 from Dolphins sponsorship. 50% of the A'chruach grant is also included.

Rental income from CAB and Riverside Rascals has been included at a level of £5500 and £12000 p.a respectively

Expenditure: Consultants fees and building warrant costs of around £8300 were included (all covered by grants) There will be savings on payroll as recruitment for a new Pool Manager will not be started until after the holiday season. (£10,000 saving on pool manager wages as opposed to acting up money of £4,000).

Building maintenance remains as previously, in spite of the assumed rent reduction. It is difficult to estimate this figure, especially as the leases with the nursery and CAB were so different at the moment.

- **Period Report to 30 June 2018**

Income: Restricted grants included amounts from A'chruach and the employability scheme.

Admissions year to date had not been helped by the good weather but the solar panels were doing okay!

Expenditure: No woodchips had been purchased in June.

The water charges were ahead of the profile and an application had been submitted for the charitable exemption scheme for 50% discount. (It was noted that depending on how the business was structured in the future, the pool might not qualify for this exemption scheme next year due to turnover. It might be worth considering this for grant applications too.)

The overall net position was better.

It was agreed to look at a way of looking at headline figures every month. This would form part of Colin's restructuring of the report but Kim would also speak to Kirsty and Lynn Shaw about how this could be done.

Action: Kim, Kirsty and Lynn Shaw to progress.

- **Proposals for restructuring report**

This would be considered when Colin was in attendance.

STEERING GROUPS

- **Mai**

There was nothing further to report at this time.

- **The Year of Young People 2018**

Lorna had looked at a webinar held by Sport Scotland/Heritage Lottery Fund but, unfortunately, the things Dolphins were looking to do did not really fit the criteria and also the closing dates had either already passed or were too soon to allow an application. The Dolphins were ideally looking for a "Masterclass" with a female Olympic swimmer really putting them through their paces, and also to visit Tollcross by the older Dolphins. It was noted the Masterclass would probably cost around £1000 and the funding should come from a different source than the previous visit by an Olympic swimmer did. Ideas for a swimmer were sought.

Terrie would consider a project with the modern apprentices which would cover an 18 month period and be set up by the young people themselves.

Action: Terrie to consider

The Board approved the use of the pool as a venue for a photography exhibition by school pupils if they still wanted to go ahead with this.

GOVERNANCE

- **Board of Directors: Changes at Companies House/OSCR**

Marion had required further information for Companies House from John and would also need to complete details for Lynn Shaw when she returned from holiday.

Action: Marion to progress.

ANY OTHER BUSINESS

- **Social Enterprise World Forum**

Kim reminded everyone that there may be representatives from the Social Enterprise World Forum coming to visit the pool on 11 September at 10 am. It was thought maybe 3 or 4 delegates would attend but a better idea of numbers would hopefully be obtained nearer the time. It was a PR exercise but also it was thought delegates would want to hear how the Enterprise had overcome challenges etc.

Kim closed the meeting with thanks to Graham for all his hard work over the years and thanked Alison for coming along to take the minutes on this occasion.

FURTHER DATES FOR BOARD MEETINGS DURING 2018 –

Tuesday 11 Sept.

Tuesday 13 Nov.