

**MID ARGYLL COMMUNITY ENTERPRISES LTD  
MINUTES OF BOARD MEETING HELD AT MID ARGYLL COMMUNITY POOL ON  
TUESDAY 11<sup>th</sup> SEPTEMBER 2018 AT 18.00**

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

**1. APOLOGIES FOR ABSENCE**

No apologies for absence.

**2. DECLARATION OF INTERESTS**

There were no declarations of interest.

**3. APPROVAL OF PREVIOUS MINUTES**

**3.i** Approval of July 2018 minutes

- The minutes of the reserved matters from the meeting of 10th July were proposed by JM, seconded by ML and thereby approved. The minutes of the ordinary matters from the meeting of 10th July were proposed by LD, seconded by AK and thereby approved.

**3.ii** Matters Arising

- The Board discussed two proposals made by ML following on from the exit interview conducted with SW: a photo gallery of MACPool staff, board members and Dolphins captains to be sited in MACPool reception, and a series of social events for MACPool staff and board members.

**ACTION: MACPool staff, board members and Dolphins captains to send ID-style photos to ML for collation.**

**ACTION: KR and KY to discuss possible social events further.**

- The Board requested an update on the suggestion from the previous meeting that KY and Terrie Darling (TD - Acting Deputy Pool Manager) look into an alternative provider of retail items for the swim shop to SportMax.

**ACTION: KY and TD to investigate further.**

- The Board was advised that in order for the defibrillator to be located outside the MACPool building, as discussed at the previous meeting, CCTV would require to be installed.

**ACTION: KY to progress.**

- KR had attended a meeting of Lochgilphead Community Council and noted that they were very supportive of MACPool and positive about a MACEL bid for funding from the Foundation Scotland A'Chruach Community Fund.

- ML had attended a meeting of West Lochfyne Community Council, who advised that they would not be able to discuss the MACPool redevelopment until they had seen the funding application.
- After acknowledging a lack of progress on the draft MACPool staff remuneration scheme, the Board agreed this was a key issue to be attended to; however it was decided that it would be prudent to wait until a new Pool Manager was in place before making any decisions, to allow the successful candidate to be involved in setting up the scheme. In the meantime, ML, LD and LJ would work with KY to develop a timetable for the process, aiming for completion by December.

**ACTION: ML to arrange a meeting with LD, LJ and KY to progress.**

#### **4. MANAGER'S REPORT**

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

##### **4.i Staff**

- MACPool lifeguards Andrew Cupples, Lorna Phillips, Piers Gritten and Jura McMillan have now left for university, and lifeguard Eoin Yuill will leave soon. Newly qualified lifeguards Jonnie Neville and Felix Maddox are now taking on shifts, and potential candidate Molly Dykes is awaiting a suitable lifeguard course to attend, which LD will also enrol on.
- The Board discussed advertising for a new Duty Manager, and noted that one current part-time member of staff would be qualified to apply for the role, and that it could be an option for Modern Apprentices to apply for trainee DM positions.

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

- Following a recent statutory inspection of the premises by Scottish Water, MACPool management have received their report highlighting a number of areas where action is required. A suitably qualified plumber has been identified, and is due to attend the site on 12th September. Deadline for resolution of the issues identified is 30th October.
- The Calorex dehumidifier has undergone a service and the service engineer has advised that while it is still in working order, it is no longer functioning economically and could foreseeably fail soon. The Board discussed possible sources of funding for a replacement, which will be in the region of £65,000. LJ suggested approaching a couple of funding bodies, each for a proportion of the cost.

**ACTION: ML and LJ to discuss a potential application to the Foundation Scotland A'Chruach Community Fund.**

**ACTION: KR to approach the Ardrishaig Trust Fund.**

- The vehicle charging point is now in use, but was recently damaged by a lorry using the car park. A quote for the repair is awaited; in the meantime it was suggested that the Board review existing MACPool insurance cover as the incident has highlighted the fact that the current policies are vague on what is covered and may be insufficient. The Board also discussed the

possibility of putting bollards up, which would allow cars access to the charging point but prevent HGVs from parking there.

**ACTION: AK TO INVESTIGATE.**

- A planning application for the MACRAC has been resubmitted to the council; a decision is expected by 8th October. (Post-meeting note: Now granted.)

**ACTION: AK to progress installation.**

- A Legionella Risk Assessment was carried out by Kingfisher Environmental in August; the full report is awaited. Additionally, the Board discussed the possibility of MACPool doing its own microbiological water testing, and potentially its own air quality testing, through the service provided by Argyll & Bute Council.

**ACTION: LD to report back to the Board with prices for these services.**

- Following recent operational problems, the PAC pump has now been serviced and is awaiting a new part. The system will also be modified to eliminate the need for manual changing of the PAC containers, thus making the procedure safer for MACPool staff.
- Following recent issues with chlorine levels in the pool water, the company carrying out pre-planned servicing and maintenance of the balance tank and sand filter will investigate possible causes of the problem.

**4.iii Funding Applications**

- The application for a grant from the Health and Wellbeing Fund was successful, with MACPool being awarded £1350 towards training staff to deliver water-based fitness classes for a number of groups.
- A joint bid has been put forward with MAYDS for funding from the Changing Lives Through Sport & Physical Activity Fund. If successful, the grant will allow a number of children to access the Learn to Swim scheme for a full year; fund coaches for Dolphins, and put a number of candidates through lifeguard and teacher training.
- The result of the British Heart Foundation grant application is currently awaited.
- Results are also awaited with regards to whether or not MACPool was successful in getting through to the next stage of the Co-op Community Fund grant application process. This money is sought towards the redevelopment project.
- The Tesco "Bags of Help" grant application was unsuccessful, with the reason cited being too many applications in the area.
- The application for a grant from the Heritage Lottery Fund for Year of the Young Person was not successful, as the panel felt that it did not meet their criteria.

- MACPool has been advised that the remaining balance of the grant funding for the Dip 'n' Dine scheme can be carried over; arrangements can now be made for the next block of sessions.

**ACTION: KR/TD to look into transport availability for the scheme, via Mid Argyll Transport Volunteers.**

## **5. TRANSFORMATION PROJECT**

### **5.i Purchase Negotiations/Rent Negotiations**

- Purchase negotiations for the CAB building have come to a standstill as the solicitors for the other party are awaiting instructions from their client.

**ACTION: AK to pursue.**

- AK has met with representatives from MacLeods and confirmed that the lease for the land the pool is sited on will be transferred to MACPool. The Riverside Rascals garden will be leased to MacPool to lease to Riverside Rascals.
- The Board was advised that the lease from Argyll College to the Citizens Advice Bureau (CAB) expired in January; the arrangement whereby CAB are renting the premises on a month-by-month basis will continue for the time being. The Riverside Rascals premises will presently be undergoing some remedial work. Review and lease negotiations for both are ongoing.

### **5.ii Appointment of Consultants and Brief**

- Following agreement from Elyn Zhang that certain aspects of the redevelopment project could be put out to tender, the Board has received and evaluated three applications and identified Kerrie Grant (KG) as the preferred candidate.
- KG has proposed submitting funding applications to the A'Chruach Wind Farm Fund and to Argyll and the Islands LEADER for the architect's fee. Architect's drawings are required for the next stage of the application, but money has not been allocated at this stage to procure them.

### **5.iii Funding Strategy**

- AK and JM have met with Annie Tunnicliffe (AT) to discuss funding options, which will depend on the outcome of the RCGF funding application. (Post-meeting note: The application has reached Stage 2). AT has recommended that MACEL be more focused in their plans and specific in their requests.
- The Big Lottery Fund Community Assets programme is awaiting feedback from MACEL regarding local cafe alternatives. AT has also advised seeking more community feedback by asking more specific questions.
- The Board discussed the plans for the different elements of the redevelopment, agreeing to focus on the specifications for the soft play area as this will be key. JM had assessed the soft play area in Oban but found that it was not comparable with the MACPool plans.

**ACTION: KR, LS and JM to visit the soft play facility in Campbeltown and report back.**

- KR has written to Arlene Green to thank her for the kind donation of £135 from her Garden Open Day towards the MACPool redevelopment fund.

## **6. FINANCE**

### **6.i** Period Report to 31st August 2018

- Year-to-date was looking healthy, mainly due to funding for MAs propping up staff costs; however, this will cease at the end of 2018. LJ suggested an application to Awards for All as an alternative source of funding.

**ACTION: LJ to discuss with TD.**

- The Board was advised that building warrants for the PV cells and wood chip hopper (which had not been required at the time of installation/building but now were) had not been allowed for in the figures, and that cost would be c.£8000 to remedy the issue. It was also pointed out that the repairs required by Scottish Water had not been budgeted for and would need to be added.

### **6.ii** Proposals for Restructuring Report - Colin

- The Board heard that the proposals for restructuring aimed to identify trading income/running costs, and to separate out grant income and allocate it to a proper cost head, doing so in a way that would cause minimal disruption to the existing process. CC advised that there is work still to be done to achieve this, which hinges on discussions with Mandy Crompton (MC). KY also noted that she requires further guidance from MC with regards to the structuring of the accounts.

**ACTION: CC and KY to contact MC to discuss.**

**ACTION: Board members to advise on any specific items they'd like highlighted (requested so far: details of outstanding loans and a list of all assets MACEL owns).**

- The new structure needs to enable all costs and revenue associated with the redevelopment to be clearly identified.

**ACTION: AK and LS to meet to discuss.**

- The Board also referred to a request from the previous meeting for a summarised version of the financial report to be issued monthly.

**ACTION: KY and LS to develop a summarised version of the figures in response.**

## **7. COMMITTEES**

### **7.i** Dolphins

- The Board heard that Arlene Green (AG) wishes to retire from the role of Head Coach of Dolphins. Other members of the coaching team have indicated a willingness for more involvement; however, discussions will be required with regards to how this would work.

**ACTION: KY to meet with current Dolphins coaching team to discuss plans for the future.**

- Following her swim teacher training, LD is now working poolside with Dolphins and advised the Board of plans to recruit an additional Dolphins parent to assist.
- Dolphins will be represented at the Scottish Schools Swimming Association Championships trials this year.
- Dolphins are also planning a swimathon for early next year to raise funds for the MACPool redevelopment.
- LD has approached Lochgilphead Joint Campus on behalf of Dolphins to inquire about the possibility of having a non-uniform day to fundraise for the MACPool redevelopment.

**8. GOVERNANCE**

**8.i** AGM Date

- The Board agreed a date of Tuesday 30th October at 18:00 for the AGM.

**9. ANY OTHER BUSINESS**

**9.i** Social Enterprise Visit Feedback

- The Board heard that the Social Enterprise visit that morning had been a success, with delegates enthusiastic and supportive of MACPool. MACPool will receive £200 for hosting the visit.

**9.ii** Points Raised from Manager's Exit Interview

- The Board discussed the suggestion that MACPool should apply for Investors in People status; deciding that it would be something that was appropriate to pursue further down the line once a new Pool Manager was in place, with staff also having a say in the process.
- The Board also discussed the suggestion that MACPool run the Cycle to Work scheme for staff. It was felt that while it was not always possible to offer high wages, this would be something MACPool could realistically offer staff as an additional benefit of employment. It was pointed out, however, that Argyll & Bute Council no longer ran the scheme, as restrictions imposed on where the bikes could be sourced had made it too expensive to continue. The consensus was that the scheme would be a positive one to have in place, but that further investigation was required before a decision was made.

**ACTION: KY to find out in the first instance if staff would be interested in the scheme.**

- The Board considered the proposal to have soap dispensers in the showers, to encourage bathers to shower before entering the pool; however it was felt that this would not be helpful as most bathers prefer to bring their own toiletries. The Board did acknowledge that the current lack of provision of soap in the poolside toilets needed to be acted upon.

**ACTION: KY to arrange provision of soap in poolside toilets.**

- It had also been suggested that the Dolphins committee rely too heavily on MACPool office staff; however, KY confirmed that this is not a problem. The Board agreed that a more integrated approach between MACPool and Dolphins personnel would be beneficial, while maintaining the status of the two organisations as separate financial entities, ensuring that all costs and revenues associated with Dolphins were clearly identified.
- The issue of the future storage and management of Dolphins' data had been raised, with the Board recognising that a change to the current system would be required as a result of the impending changes in personnel and structure of the club.

**ACTION: KY and LD to discuss.**

- The Board also considered the suggestion that Board Members work a shift under MACPool Duty Managers, to give a greater understanding of the day-to-day running of the pool.

**9.iii Feedback from John's "Work Experience"**

- JM fed back to the Board on his recent work experience with KY and Kathryn Craig (Duty Manager) at MACPool, saying that it had given him more knowledge of the workings and running of the pool, thus enabling him to better contribute to the Board. JM suggested that if new board members required additional knowledge of MACPool, this should be mandatory. KY highlighted that JM had approached the process with a clear idea of what he wanted to get out of it, which had made it a more productive experience, but that other board members were free to ask questions of MACPool management at any time should they wish. It was agreed that if current board members wished to undertake similar work experience, either to gain more knowledge of MACPool or to make themselves better known to MACPool staff and customers, they should speak to KY to arrange. It was also agreed that, for the same reason, all board members would get involved with the Dolphins swimathon.

**10. RESERVED**

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

**DATES FOR BOARD MEETINGS DURING 2018/19:**

**Tuesday 13th November**

**Tuesday 15th January**

**Tuesday 12th March**

**Tuesday 14th May**

**Tuesday 9th July**

**Tuesday 10th September**

**Tuesday 12th November**