

**MID ARGYLL COMMUNITY ENTERPRISES LTD
BOARD MEETING AT MID ARGYLL COMMUNITY POOL
TUESDAY 15TH JANUARY 2019 AT 18:30**

PRESENT: John McArthur (JM - Acting Chair); Fiona MacAlpine (FM); Andy Knox (AK); Marion Lacey (ML); Lynn Shaw (LS); Colin Campbell (CC); Kirsty Young (KY); Seona Whyte (SW - Minutes)

1. APOLOGIES FOR ABSENCE

Kim Ritchie; Lynn Johnstone. Lorna Dykes to arrive later.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. INTRODUCTION OF NEW POOL MANAGER - Fiona

JM welcomed new MACPool Manager Fiona MacAlpine to the meeting, and introduced those present. JM also thanked Kirsty Young for her work as Acting Pool Manager over the previous six months.

4. APPROVAL OF PREVIOUS MINUTES

4.i Approval of November 2018 Minutes

- The minutes from the meeting of 13th November 2018 were proposed by AK, seconded by ML and thereby approved.

4.ii Matters Arising

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

- ID photo display of MACPool staff and MACEL board members: KY suggested using the TV screen in the MACPool foyer to host the display. The Board approved this and agreed a deadline for submission of photos.

ACTION: All MACPool staff and MACEL board members to submit photos to Terrie Darling (TD) by 31st January.

- British Heart Foundation grant top-up: FM and KY are looking into what training options could be funded by the grant.

ACTION: FM and KY to provide the Board with a further update by 28th February.

- Co-op Community fund grant application: TD has been putting together weekly Facebook updates to publicise the process. At some point the Co-op will invite representatives of MACPool to attend and fundraise on site.
- LS confirmed that the new owners of Riverside Rascals took over the business on 1st December 2018.

- KY and LJ will meet on 22nd January to discuss a possible collaboration between MACPool and MAYDS on future holiday camp offerings.
- KY confirmed that a decision had been made to move to the new accounting system Xero, but that timescale for this was still to be decided. The Board agreed to discuss in more detail during item 7 on the agenda.
- Discussions between KR and the Red Star Agency with regards to a possible Dolphins master class from Hannah Miley are still ongoing.
- At this point AK queried whether the electrical report for the boiler house had been passed to the architect.

ACTION: KY to check with electrician and, if not, ensure this is done.

5. MANAGER'S REPORT - Kirsty

5.i Staff

- Staffing levels are currently stable. MACPool lifeguards Lorne Barrie and Johnny Neville have now passed their L1 swim teaching qualifications and have been added to the teaching rota.

5.ii Maintenance & Works in Progress (EPV Point Repair?)

- Scottish Water have signed off on the remedial works they had required, and advised that any significant changes made in future by MACPool should be made known to them.
- Work has begun on the damaged EV charging point. The concrete base will be repaired during the week commencing 21st January and, on completion, the unit will be reinstalled.
- A Legionella training course was provided by Kingfisher Environmental Services on 11th January, which MACPool staff found to be beneficial. The Legionella risk assessment was also updated, which highlighted one area of concern (the water temperature in the chlorifier).

ACTION: AK to identify issue and carry out the necessary remedial work.

- Remedial work on the PAC pump has now been completed.
- Although the remedial work on the CO₂ metering unit was also completed, the Board was advised that it is still not functioning entirely as it should.

ACTION: AK to monitor (issue is not critical, but may have implications for efficiency).

- The external lights at the front of the MACPool building have now been fixed. The Board noted that the lighting will need to be extended around the whole of the building, with the possible addition of a floodlight at the end (covering the area where the MACRAC bike rack is to be installed). The Board was also advised that MACPool management are looking into gating off the area at the rear of the building, for increased security.

ACTION: FM and KY to look into costs for further external lighting and security, and report back to the Board.

5.iii Funding Applications

- A grant of £1000 has been received from The British Heart Foundation, towards the Health & Wellbeing Project.
- An application to The Big Lottery Fund is currently being prepared, for submission in the spring. The grant will be sought in support of the Learn to Swim programme, Dolphins and the Modern Apprentice scheme. It may not be possible to gain funding for the current MAs as they are already part way through the course, in which case further funding would need to be sought in advance of recruitment of the next intake of MAs in the autumn.

ACTION: FM and KY to look into funding options for the next intake of MAs.

- Confirmation is awaited on whether the balance of the grant awarded for the Dip 'n' Dine scheme could be used for the Hydrotherapy class, now that Dip 'n' Dine is no longer running. The main obstacle to continuing the Dip 'n' Dine scheme was the availability of transport - discussions around this are ongoing.
- TD is looking into the possibility of MACPool making a joint bid with Mid Argyll Youth Development Services (MAYDS) to the Communities Fund for a grant to provide bursary swimming lessons, which could then be linked with training for young volunteers. Deadline for applications is 6th February.

5.iv Crinan Puffer

- The date for this year's event will now be 24th March. Entry will open in the next two weeks, after which volunteers will be sought to assist on the day.

ACTION: Board members who will be available on 24th March to contact TD.

At this point in the meeting (19:00), LD arrived.

- Before moving on to the next item on the agenda, JM requested that a 'Health & Safety' section be added to the Manager's Report in order that the Board be kept informed of anything relevant under this heading.

ACTION: FM and KY to incorporate into next Manager's Report.

6. TRANSFORMATION PROJECT - Andy

6.i Purchase Negotiations/Rent Negotiations

- MACEI intends to make all purchases required for the redevelopment at once, rather than in stages. VAT will not be payable on the Citizens' Advice Bureau building, but will be on the Riverside Rascals building, thus accelerating the need to appoint a VAT consultant. Since being

put out to tender in December, a suitable candidate has been identified and will meet with MACEL representatives on 21st January.

- Servitude on the road through the MACPool car park is imposed by the local authority and not by MacLeods, the current owners. The Board agreed that once the sale is completed a case will be made for the servitude to be lifted or to be modified in line with its intended purpose (i.e. to ensure access in the event of a road closure or similar, rather than right of access at all times).

6.ii Update on Funding Applications and Architect Appointment

- The Board heard that the SLF award was 95% of the amount requested, resulting in a shortfall. However, engaging the services of a consultant rather than employing a Transition Project Manager and negotiating over the purchase price of the CAB building have both made savings.
- Following receipt of the £17,600 grant from the A'Chruach Wind Farm Fund, AK and Annie Tunnicliffe will meet with the architect on 23rd January to discuss progressing to the next stage of the redevelopment process.
- The Board discussed the business plan for the redevelopment and the original community engagement exercise, and the consensus was that both needed to be revisited. It was agreed that AK's meeting with the architect should clarify what the options for the redevelopment are, which the Board will then scrutinise before going to the community and asking which option they would like to see taken forward. The Board also discussed the need to balance making MACPool a financially viable operation with the desire to provide all the facilities that the community has suggested. Although there has been much discussion about extending the swimming pool to 25m, the Board acknowledged that the SLF grant was awarded to develop the building, i.e. with a cafe, soft play, community rooms etc., and that Phase 2 of the redevelopment will be the time to look at other ways of developing the actual pool.
- The Board also heard that funding received from Awards for All and Foundation Scotland as part of The Tampon Tax Community Fund will be used to employ a part-time Community Engagement Officer, tasked with developing increased community inclusion at MACPool. Recruitment will begin 16th January when the job advert goes live.

6.iii Implications for Accounts Including VAT

- In light of the move towards the new financial system (Xero) and a possible VAT software system it was noted that it would be crucial for MACPool management, the board, the VAT consultant (when appointed) and the accountant to all be involved in current and future financial administration and reporting requirements, as everything will be under one VAT regime. The move towards Xero means the MACPool accounts being administered by the accountants, therefore KY will need increased input as the change for her will be two-fold: both learning a new financial software system and learning about VAT. It was agreed that the best way to proceed would be to register for VAT sooner rather than later, and at that point make the change to Xero. The company accountant to be fully informed and involved at all stages.

7. FINANCE

7.i Period Report to 31st December 2018

- KY presented the financial report and budget, noting that there were two versions of the latter in order to let the board see the adjustments made to reflect the delayed progress with the redevelopment project. She indicated that the period resulted in a net income of £16,000 after grant support. Actual performance was in line with the budget.
- Following previous requests for a summarised version of the report, CC then presented and discussed a simplified version that more clearly separated income, expenditure and grant input. He summarised actual performance as expected, resulting in a deficit of £87,625. This was supported by grant assistance of £104,420, resulting in a net income of £16,795. The current financial software does not allow for changes to the layout of the financial report; therefore CC has agreed with KR to postpone the restructuring of the financial report until Xero is in place.
- KY then requested approval for expenditure on exterior lighting, two security cameras and the necessary support system, and a replacement till and PC for MACPool reception (now critical), suggesting that the underspend from the IT and software budget could perhaps be redistributed to cover this.

ACTION: KY/FM to provide costs for the above to KR for approval, before next board meeting.

8. COMMITTEES

8.i Dolphins

- The Board was advised that new Head Coaches Laura Clark and Melanie Chmielewska are settling in well, but that long-term Coach Dinah Bosomworth has recently left.

ACTIONS: LD will send flowers to Dinah from the Dolphins. KY to arrange similar leaving gift from MACPool staff and MACEL board members.

- The next Dolphins committee meeting is to take place at the end of January, to plan the next round of time trials and the proposed fundraising Swimathon.
- At this point CC enquired as to whether MACPool has any Dolphins trophies in storage, or other similar items of interest (such as the plaque made to commemorate John MacLean), and noted that other swimming pools and swim clubs have such items on display.

Action: KY and JM to identify and gather together any such items as part of the process of clearing out and cataloguing the current MACPool archive.

9. GOVERNANCE

9.i Members List and Contact Details

- The list of existing MACEL members has been merged with details given during the 'I ♥ MACPool' redevelopment publicity drive to create an updated list; however ML pointed out that the difference between being a MACEL member, a MACPool member, and simply indicating support for MACPool may not be that clear, and suggested sending out a mailing to clarify the options, confirm statuses, request up-to-date contact details, highlight the relevant

data protection regulations and reiterate plans for the redevelopment, thus creating an accurate and complete list of MACEL members, and progressing to the next stage of community engagement for the redevelopment project.

ACTION: ML and FM to produce a communication covering the above, with different versions possibly required for each of the two distinct groups (existing MACEL members and 'I ♥ MACPool' supporters).

10. ANY OTHER BUSINESS

- The Board asked FM to comment on her first board meeting, and her time at MACPool so far. Despite still being in the process of settling in, she has found the staff to be on the ball and the Board to bring a range of skillsets and experience to the table, noting a good dynamic between the two. Acknowledging that the redevelopment period was an exciting time to be at the helm, she also stressed that the day-to-day running of the pool must still be a priority, and commented that determining how funding for both would work is going to be key to her role.
- Returning to the point made about the MACPool staff/Board dynamic, JM raised the issue of staff members not really being familiar with Board members or perhaps not having a detailed understanding of what the Board does. Various possible actions were discussed, such as a staff representative attending Board meetings; Board members attending staff training; and the Board having a standing item on the agenda to allow FM to feedback any staff issues the Board should be aware of.

ACTION: FM to bring staff input to future Board meetings (possibly in the Manager's Report).

- JM then raised the issue of the MACPool visitors' book, querying if it was being used. KY confirmed that TD had carried out the necessary staff training to this end. LD asked if MACPool should be issuing visitor ID passes as an extra security measure. The Board agreed that consistent use of the visitors' book should be implemented now, with the issuing of ID cards to be further discussed at the next meeting.

ACTION: FM to consider requirement for ID passes, look into costs, and report back to the Board.

DATES FOR BOARD MEETINGS DURING 2019:

Tuesday 19th March

Tuesday 14th May

Tuesday 23rd July

Tuesday 10th September

Tuesday 12th November