

MID ARGYLL COMMUNITY ENTERPRISES LTD

BOARD MEETING AT MID ARGYLL COMMUNITY POOL

TUESDAY 19TH MARCH 2019 AT 18.00

PRESENT: Kim Ritchie (KR - Chair); John McArthur (JM); Andy Knox (AK); Lynn Shaw (LS); Lynn Johnstone (LJ); Lorna Dykes (LD); Colin Campbell (CC); Marion Lacey (ML - Minutes); Fiona MacAlpine (FM)

1. APOLOGIES FOR ABSENCE

Seona Whyte (Minute secretary)

2. DECLARATION OF INTERESTS

There was no declaration of interests.

3. APPROVAL OF PREVIOUS MINUTES

- 3.i** The minutes from the meeting of 15th January 2019 were proposed by LD, seconded by LS, and thereby approved.
- 3.ii** Matters Arising. The photos of Board members have been uploaded (but couldn't be viewed as the TV was not working).

4. MANAGER'S REPORT BY FM

4.i STAFFING

Mary Stewart has been appointed as Community Engagement Officer and has met with FM and Kirsty (KY), but as she has to give notice to her current employer will not start till 22nd April.

A number of volunteers have been recruited, issued with t-shirts, and the three older ones are to be put through the lifeguard training course.

4.ii MAINTENANCE & WORKS IN PROGRESS

The outside light at the entrance is now working. A number of companies have been asked to quote for the extension of the outside lights down the side of the building but to date no quotes have been submitted. Pointer Alarms and also Nicola have been asked to quote for extending the existing security system.

ACTION. FM to report back on quotes to next Board meeting

The bike rack is being manufactured and should arrive by 15th April. The ground work has been extended to include the picnic bench.

4.iii FUNDING APPLICATIONS

- **Dip N Dine:** Funding for Dip N Dine has been drawn down and confirmation is awaited on whether the balance of the grant can be used to train someone to deliver the hydrotherapy class.
- **A'Chruach :** FM will check whether all the Foundation Scotland (A'Chruach) grant has been drawn down.

ACTION. FM to report back to next Board meeting on negotiations with funders of Dip N Dine; and funding for MAs

- **Puffer Race:** LS , ML, LD and KR have volunteered to help with Puffer Race.

4.iv DISCUSSIONS WITH STAFF ON REDEVELOPMENT

Fiona met with the Depute Manager and Duty Managers to get their feedback on the redevelopment.

5. FINANCE BY FM

5.i PERIOD REPORT TO 28TH FEBRUARY

The Board agreed that the Profit & Loss looked very healthy, with an estimated outturn of approximately £18K.

AK noted that given that next year might be more challenging, that any expenditure that could be brought forward to this financial year should be. He recommended that:

- the cleaning of the Balance Tank (as it's drawing in air) should be brought forward from August/September;
- work was required on the electrical wiring in the boiler house; and that light fittings should be invoiced now, even though not required till next winter.

ACTION. FM and AK to take forward recommendations on bringing forward capital expenditure prior to end of this financial year.

FM reported that the Service agreement for the boiler had been renewed; and that expenditure on the new till will be billed in March.

5.ii PROPOSED PRICE INCREASE

FM tabled a paper setting out proposed price increases (*see Appendix One*).

- Price increases agreed : Adult admission, Aquafit, Fit for 50, Adult Family Fun, Hydrotherapy, Pool Party and Pool Party Plus, Commercial Pool hire, Third Sector Pool hire, Commercial Meeting Room hire, and Third Sector Meeting Room hire
- No increase agreed: Leisure Link, Swim Fit, SPRA, Child admission, Child Family Fun
- In addition, no increase agreed : Adult LTS, Membership Platinum and Gold Monthly, Membership Platinum and Gold Annual - as these are due to be revamped and prices reviewed later in the year. This will include balancing income from memberships against introduction of 10 swim/class cards.
- Plus, no increase agreed : Membership Junior, Dolphins Junior and Senior, and Child LTS - as these will be reviewed later in the year in line with the re-launch of LTS and membership options. These plans will be finalised by the new school session
- Plus, no increase in school swimming, as keen to get all the schools on board
- Plus, no increase in family discount, and multiple bookings. In future, following consultation, it is planned to introduce, for example, a 10 session swim card (with 1 session free)
- It was agreed to increase Over 50s to £4.50, so as equivalent to Adult admission, but with consultation and possibly early introduction of 10-swim card

- The increase for Hydrotherapy is modest and the price is a lot lower than AquaFit and Fit for 50s, but may be increased in future once it has been rebranded as Hydroexercise

ACTION. FM to report back to next Board Meeting on finalised plans for LTS and Membership subscriptions

5.iii LINKED IMPROVEMENTS TO SERVICES

- **Swim Fit.** Members will be issued with a laminated 12 week block plan
- **Hydrotherapy** is very popular, with 20 plus attending regularly. Partly this is due to health professionals making referrals to this class. Agreed that this should be rebranded as hydro-exercise, as the use of the term therapy really requires swim teachers to gain the relevant qualification. Given the numbers a second class may be required soon. A suggested instructor who might be approached is Gillian MacVicar.
- **Pool parties.** As the cost for a Pool Party is higher than that charged by the Sports Centre, there may be a need to make improvements to the meeting room used for these parties, as well as promote added benefits.
- **Membership options.** It was proposed that Gold Membership might be rebranded as an off-peak option.
- **Aquanatal class.** This class will stop from 1st April, as cannot guarantee that the midwives will turn up. Agreed that this should be delivered by pool staff, however they would need to do CPD to deliver this class, and there doesn't seem to be a suitable course available for staff, other than in England. Agreed once revamped that the class should be promoted in the Squeak and also by midwives.
- **Pre-school sessions.** F M will meet with Riverside Rascals to discuss their expectations. Laura, who already has a teacher's course is registered to complete the early childhood course

ACTION. FM to report back to Board on budget and staffing implications arising from above proposed improvement in services.

5.iv DRAFT 2019/2020 BUDGET

This is the Operational not Redevelopment Budget. It presents a positive picture and the Board thanked FM and KY for their hard work in preparing the budget summary .

- This assumes that income from buildings will start by 1st May.
- As a result of publishing last year's accounts the 50% water rate has been withdrawn (as just over £300K).
- Agreed that reserves policy should include allowance for depreciation of pool equipment/machinery - estimated at 1% of value of property. This will be easier to set up once accounts are based on an accrual rather than current cash flow system.

ACTION: FM to present at May board meeting revisions to budget to take into account addition to the policy on reserves.

6. COMMITTEES

6.i DOLPHINS

LD reported that the Dolphins have lost their Landcatch sponsorship (in the region of £2.5K) which funded events, Scottish Schools, new swimming hats etc. CC advised that if going for sponsorship this should be from a VAT registered company, otherwise the request would be for a donation if the company is not VAT registered. LD is drawing up a list of parents who have an interest in supporting the Dolphins through their employer or their own companies. Board members were asked to email LD with suggestions on sponsorship or other funding sources. KR asked that it be noted that The Dolphins is the flagship project delivered in conjunction with MACPool, and therefore it's important that it continues to be supported.

ACTION: Board members to support drive to attract new sponsor(s)

The Dolphins will not run over the school holidays this year. LD and FM will discuss whether parents will be expected to continue to pay over 12 months.

The Swimathon date has been changed to 25th April. KR has volunteered to attend and help. Schools have unfortunately refused a non-uniforms day, which will reduce the income raised from donations. It was noted that the term sponsorship can be used on the form as this type of activity is outwith VAT regulations.

7. GOVERNANCE

7.i VAT REGISTRATION

The Board unanimously agreed to MACEL registering for VAT from the beginning of the 2019/20 financial year.

8. AOB

8.1 TRADING SUBSIDIARY

It was agreed to seek advice from the accountant, Iain Webster (IW), on the pros and cons of establishing a trading subsidiary, and which Board members are aware of as the norm for a social enterprise which is a registered charity. The outline proposal is that the trading subsidiary would be responsible for lease of the properties and associated buildings expenditure, with the option that net income would be drawn down by MACEL as required.

LS agreed to be involved in discussion to be convened by AK with IW, provided the meeting can be organised for a Tuesday or Thursday after 3.15 p.m. As the current account is with the Co-op bank if a second account was to be opened with this bank (and not BOS) LS would be able to be a signatory.

ACTION: AK and LS to report back on advice given regarding setting up a trading subsidiary.

9. TRANSFORMATION PROJECT

9.i COMMENTS ON REVISED PLAN

AK presented the original and revised plans. The following were comments on the proposed lay-out

- The boundary to the south should be extended to be in line with the first window of the Riverside Rascals building
- This would increase the size of therapy rooms and provide an outside seating area
- The soft play should be swapped with the Café and could be reduced considerably in size - provided the roof was sufficient for a climbing frame, with two levels suitable for pre-school children - the soft play should be built around the space not vica versa, and would be linked to the café space for pool parties
- Pool staff would need to be based adjacent to the pool
- The Changing Place would include the disabled toilet and would need easy access to poolside
- The containers behind the pool would be moved closer to the charging point and fenced in.

ACTION: AK to email board members with revised plan and then to meet with Nicola the architect to review idea for external extension of building, and associated internal lay-out changes to be finalised at a later date. AK to report any cost implications to Kerrien Grant for purposes of fundraising applications.

In terms of managing the wet and dry areas THE Board felt that there should be dedicated reception staff rather than relying on pool staff to cover both areas.

9.ii SCOTTISH LAND FUND (SLF)

AK has had discussion with SLF updating them on the project. There was support informally for abandoning the RCGF application, and it was noted that MACEL was employing a Community Engagement Officer, to be funded by MACEL, but which had been included in the original Land Fund application. FM asked whether there was any allowance for travel costs for the Community Engagement Officer.

ACTION: FM to monitor travel costs of Community Engagement Officer and report back to the Board on this.

THE BOARD MEETING FINISHED AT 20.30

DATES FOR BOARD MEETINGS DURING 2019:

Tuesday 14th May

Tuesday 23rd July (Changed from 9th July)

Tuesday 10th September

Tuesday 12th November

Appendix One

Revised Prices for 2019-20 As agreed by the Board of MACEL on 19th March 2019

Adult admission	£ 4.50
Leisure Link	£ 2.80
Swim Fit	£ 4.90
Aquafit	£ 5.40
Fit for 50	£ 5.40
over 50's	£ 4.50
Adult Family Fun	£ 4.50
SPRA	£ 1.00
Hydrotherapy (Rebranded to Hydromobility)	£ 4.80
Adult LTS	£ 46.50
Membership Platinum Monthly	£ 35.00
Membership Gold Monthly	£ 23.00
Membership Platinum Annual	£ 380.00
Membership Gold annual	£ 252.00

Child Admission	£ 3.20
Child Family Fun	£ 3.20
SPRA	£ 1.00
Membership Junior	£ 14.00
Dolphins (Junior)	£ 30.24
Dolphins (Senior)	£ 30.24
Child LTS (L1-L6)	£ 35.76
Child LTS (L7-L8)	£ 46.50

Pool Party	£ 79.50
Pool Party Plus	£ 95.00

Commercial Pool hire	£ 130.00
Third Sector Pool Hire	£ 72.50

Commercial Meeting Room Hire	£ 16.50
Third Sector Meeting Room Hire	£ 9.00

School Swimming Pool Hire	£ 24.00
1st Teacher Cost	£ 24.00
2nd Teacher Cost	£ 15.00

Discounts

Family Discount	20%
Multiple Bookings (more than 1 booking made at a time)	10%