

# Jesmond Community Leisure

## **Minutes of the Annual Open Meeting held on Sunday 30th June 2019**

Held upstairs at Jesmond Pool, starting at 6:15 pm.

### **Present:**

Trustees: Chris Clarke (Chair), Deborah Easton (Finance Director), Annette Hames (Chair, Personnel Group), Simon Leach (Company Secretary), Paul Rea (Chair, Communications Group), Barrie Thompson, Martin Hunt,

Members: Keith Butcher

Observers: Fiona Clarke, Lorna Miller, Farid Sa'adedin, Sue Rumball, Jessie Salmon, Steven Brownlow.

Staff: Phil Drape (Operations Manager)

Apologies for Absence: Holli Keeble, Jane Lowdon, Christine North

Distributed: Minutes of Annual meeting held on 3rd June 2018, 2018 Annual Report

### 1. Chair's Introduction

Everyone introduced themselves to the group. Chris thanked everyone for coming especially those not married to board members.

### 2. Apologies for Absence

As recorded above.

### 3. Minutes of Annual Meeting held on 3<sup>rd</sup> June 2018

The Minutes of last year's Annual Meeting were agreed as a true record. There were no matters arising.

### 4. Annual Report

Chris explained the difference between the Annual Report as presented to the meeting and the Annual Report as prepared for The Charities Commission and Companies House. Chris went on to explain our charitable status all of the surplus was re-invested in the buildings, staff pay, improving facilities and further our charitable objectives. It was important to note that we do not have shareholders, we are accountable to our local users and supporters and that all of the trustees and members are volunteers and do not draw expenses. We rely on our staff and are very fortunate and are lucky to have so many volunteers. Those present were encouraged to express appreciation, help us improve, make suggestions,

observations and spread the word, we already do a lot for public relations but the best way is for those present to tell others about us and what we do.

Paul Rea (Communications Group) spoke about the focus on rebrand and pushing the gym as a result of the strategy day. He also spoke of our plan to use the building to promote our business and facilities.

Mike Miller (Building Group) talked about the work on the showers, passing thanks to all involved. The lift had now been replaced. Thanks were passed to Phil and Craig for the fantastic preventative that had been carried out.

#### 5. Report of the Finance Director

Deborah introduced herself to the group and gave a background to her work, she has a broad background in the corporate sector, she is also a local resident and user of our facilities, Deborah has looked back over our last few financial reports, noting that there was good income and surplus, the Pool (and Gym) was able to pay the people it owed money too. Duncan was very experienced and thanks is given to him, especially for introducing monthly budgeting and assisting the rest of the Trustees see a clearer financial picture. It was noted that income had gone up for the last few years primarily driven by group lessons but assisted by Jala. It was comforting to see that when swimming had tailed off in the past it picked up again quite quickly. In 2018 we had attracted £2,500 in donations and we were very thankful for that, we had also earned a good sum in interest too which has helped raise reserves. A review of hours, maternity leave and the contribution from volunteers – around £11,00 in the last year meant that expenditure on staff wages had reduced. Whilst we were pleased to have been able to add to our surplus we also now need to review our Reserves Policy in order to use it in the best way possible. The 2018 accounts have been audited, thanks were noted to Duncan for completing that prior to handover. In 2019 we expect income to be slightly down but at a good level and that we would still be able to add to surplus, so well done to everyone for this.

Farid asked a question around the income levels from the Gyms and it was noted that as users tended to do several things as part of their membership it was difficult to attribute parts of their memberships to any particular facility or class within the building.

#### 6. Vote on Trustee Tenure

Chris explained the trustee tenure situation. Paul Rea, Martin Hunt and Simon Leach were all voted back on as Trustees for a period of 3 years. We are still looking for new trustees and Keith is in the process of making his application. Deborah has now got her DBS check and so Keith and Deborah should be added to the list of trustees formally at the next meeting.

#### Operations Managers Report.

2018 started with a series of staff meetings, encouraging staff to engage and drive the business forward and to take ownership. Various ideas came from this including Mermaids and Gym redesign (with help from Powerhouse gym consulting). Memberships have increased, Donna has helped with expanding swimming lessons, party time has been re examined, we have expanded opening times although customers want us to open even earlier! The introduction of the Swimming-Lessons Portal has made tracking children's progress even easier for parents. Jala has expanded into the upstairs office, which is also available for hire. Phil finished by thanking the staff, they are our finest asset and we all owe them a debt of gratitude.

### 7. Questions from the floor

Paul Rea asked questions about the Mermaids sessions. Phil explained that this had come from an idea from Staff and that we are constantly looking to improve these.

Deborah asked about quiet times during lessons which do not attract lane swimming. Phil explained about the chill out sessions.

Paul asked about the upstairs gym plans and timetable for works. Phil explained that we want to get this sorted ASAP, hopefully by September 2019, Active Newcastle are partnering with this.

Farid asked about the demographics for the gym. Phil explained about sessions for older users and the staff that we have who can assist with this.

Deborah talked about the council consultation on the clan air zone and we are doing some work on how this will affect us, we are hopeful at the moment that this should not impact us too much. Killingworth road closure has affected us as well but this is due to reopen soon. It was noted that around 80% of our users are from Jesmond.

### 8. Any Other Business

Simon explained that we had printed some 600 sheets of paper in preparation of this meeting and that, as an environmentally engaged organisation we were looking to reduce this. Attendees were asked if they would prefer to receive the Annual Report electronically and how many attendees would still need a paper copy. We estimate that 10 printed copies would be required in 2020.

The meeting closed at exactly 7pm.