

**MINUTES OF THE THIRTIETH ANNUAL GENERAL MEETING OF
THE SHERE SWIMMING POOL CLUB HELD ON WEDNESDAY 31ST OCTOBER 2018
AT THE TANYARD HALL GOMSHALL AT 8 PM**

The following 28 members signed in to the Meeting: Ian Allen, Barry & Diann Arnfield, Janice Bunstead Boothe, Handa Bray, Alissa Collingwood, Rosanna Collingwood, Jackie Cox, Jenny Dodds, Caroline Evans, Betty Fitzpatrick, Stephanie Gallo, Peter Gellatly, Ian Miller, Steve Moggs, Sue Pears, David Roe, Christian *Skanjaur*, Clive & Sally Stevens, Richard Stoten, Jenny Taylor, Marion Taylor Cotter, M Tigges, Roger Troughton, Jane Waugh, Emily Webber, Margaret Yule, Illegible. Possible number of other members present not signed in.

The Chairman welcomed us to the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for Absence received from: Jonathon Cross; Carole Hartney; David Pryor; Janek Wichtowski

MINUTES OF THE A.G.M. of 18.10.17.

Agreed as a correct record and the Minutes to be signed by the Chairman. Proposed Clive Stevens, seconded Handa Bray.

3. MATTERS ARISING

No matters arising not covered below.

4. CHAIRMAN AND COMMITTEE'S REPORTS: See attached reports.

Chairman	David Roe
Maintenance & Plant room	Clive Stevens
Membership	David Pryor was unable to attend and his report was read by the Chairman.

Precis of David Pryor's report

Membership was full in 2018 (450 Memberships). 42 applications were turned down either at the start of the season or following requests to join during the season.

138 single memberships. 312 family memberships. 742 adults; 604 children.

272 local renewals; 106 remote renewals = 378 Renewals.

59 new locals; 13 new remotes = 72 new Memberships.

In the application form for 2019 those with first aid training will be asked to tick a box. Applicants will be required to confirm that they have read the new Emergency Action Plan which will form part of the application form.

Training and Health & Safety	Steve Moggs
Maintenance Rota	Betty Fitzpatrick

5. TREASURER'S REPORT

The accounts have been examined by Julie Dudley and signed off. Peter took us through the accounts for the year to 30.09.18. Copy attached. There were no questions on the accounts. The accounts were accepted unanimously – proposed Clive Stevens; seconded Marion Taylor Cotter.

The Treasurer thanked David Roe for becoming our Chairman and for all his sterling work in this his first year – we could not have managed without him.

6. APPOINTMENT OF AUDITOR

Thanks to Julie Dudley for examining the accounts. Julie is willing to be our examiner next year.

7. ELECTION OF OFFICERS: Elected for one year, eligible for re-election indefinitely.

Chairman	David Roe
Treasurer	Peter Gellatly
Secretary	Jenny Taylor
Membership Secretary	David Pryor

All Officers willing to stand again. Proposed Steve Moggs, seconded Ian Allen. Re-elected unanimously.

8. ELECTION OF COMMITTEE: Elected for two years and eligible for re-election indefinitely

Jason Allen, Tillie Williams and Janek Wichtowski have resigned from the Committee.

Betty Fitzpatrick and Marion Taylor Cotter have one more year to serve.

Ian Allen; Jackie Cox; Steve Moggs; Clive Stevens; Richard Stoten; Roger Troughton have all served two years and are willing to stand for re-election to the Committee for a further two years. Their re-election was proposed by Betty Fitzpatrick and seconded by Caroline Evans and they were all re-elected unanimously. Two offers to stand for election to the Committee had been received: Barry Arnfield and Stephanie Gallo. Barry Arnfield was proposed by Marion Taylor Cotter and seconded by Diann Arnfield. Stephanie Gallo was proposed by Clive Stevens and seconded by Jane Waugh. Both elected unanimously.

9. SUBSCRIPTION RATES for 2019

The Meeting agreed that subscriptions should remain at Family £80 and Single £40 for the coming year.

Subscriptions for 2019: Family £80 ; Single £40. Guest tickets - £1 each for adults and children.

Subscription rates will be reviewed annually.

A suggestion was made that subscriptions might be paid monthly in exceptional cases. The Committee will look into this.

10. THE FUTURE OF THE POOL

See Chairman's Report attached.

11. A.O.B.

Changes to the Constitution. Last updated in 2009, minor changes and additions have been made to the Constitution to bring it up to date. Roger Troughton explained the alterations, Jenny Dodds proposed and Rosanna Collingwood seconded the motion that the updated 2018 Constitution be ratified by the Meeting. This was passed unanimously. The revised 2018 Constitution will be put on the website and a copy can be obtained from the Secretary if requested.

Closing later in the season. This is often requested. The Committee will look into this again but colder nights and deteriorating weather make fuel costs rocket and in past years after the heating is turned off attendance has dropped off very quickly.

Saline Pool Treatment system The Committee was asked to investigate this system

Rogue photographer This incident where photographs of a member were taken through a hole in the back of one of the changing rooms was reported to the police. Unfortunately the culprit was not caught. All holes were promptly covered.

Life Membership Handa Bray said that in the past her family had enjoyed free membership of the pool and asked if this could be reinstated. The Committee will discuss this.

Handrail at shallow end steps A request that a handrail be fitted to make access easier.

THERE was no further business and the meeting closed at 9.45pm. The Chairman thanked everyone for coming. We then had social time with wine (provided by Clive, to whom many thanks) and nibbles provided by the Committee.

SHERE SWIMMING POOL CLUB

CHAIRMAN'S REPORT for AGM, 31 OCTOBER 2018

Short-term repairs completed

The major water leak was identified and successfully repaired, as well as more comprehensive re-rendering and painting of the pool undertaken, using a professional pool contractor, in time for re-opening in May. Use of the pool without further structural maintenance problems occurring this year has provided increased confidence that the pool could continue to be structurally sound for at least the short to medium term future.

Health and Safety

An independent, expert review of health and safety risks at the pool completed last November, resulting in a comprehensive **Risk Assessment Report**, was fully implemented during the year. Wide-ranging actions included:

- Introducing more structure in the management of the pool, including formally appointing **Clive Stevens**, as the “**responsible person**” to oversee pool operations, assisted by a deputy, **Steve Moggs**; in addition, Steve has been appointed **Health and Safety Manager** and sub-committees have been set up to address pool operations and future funding
- Those responsible for pool operation all attending Institute of Swimming courses and obtaining **National Pool Plant Operators Certificates** of competency
- As it is not practicable for the pool to be operated with a lifeguard, the **water level** has been reduced very slightly to ensure that it does not exceed **1.5metres** at the deep end (a condition to be satisfied if a lifeguard is not to be required; the skimmer was lowered to facilitate this)
- Upgrading pool procedures, including production of an **Emergency Action Plan** and revising the **Normal Operating Plan**, to bring these in line with more stringent national best practice standards

In addition, the Committee, in conjunction with **Shere Parish Council**, commissioned an independent inspection of the pool, from **RoSPA (Royal Society for the Prevention of Accidents)**, prior to sanctioning its re-opening this year. RoSPA visited the pool and signed this off as safe for members to use before producing their own report. A number of additional recommendations were made and have been acted on, as follows:

- More frequent **checking of water quality** during the day, which has been increased to 3 times when it is particularly sunny and there are large numbers swimming, or at least twice at other times

- More regular/ frequent **monitoring of use** of the pool, by committee members, rota team and other volunteers, as well as availability **'on call'** in emergency situations; the best way to achieve these aims is still being further explored, for next season
- **Training** for committee members and perhaps making this available more widely for other volunteers and members, in **emergency rescue** and other **procedures**; this to take place before opening for the 2019 season
- More **signage** and acquisition of a **reach pole**, to assist in emergencies involving swimmers
- Installing an **emergency phone**.

Plant room operations

This area is commented on in more detail in **Clive's Pool Technical Report**, but suffice it to say that the slow water turnover at the pool (this taking over 5 hours) is still making it difficult for the automated chemical dosing system to keep free chlorine levels up to required levels as easily as desirable.

It has also become increasingly clear that the plant room systems as a whole, including filtration, pumps, chemical dosing, as well as linked skimmers, do not meet modern standards, are not up to the task and need to be replaced as soon as practicable. A recent report from **PPE (Pool Plant Experts)** confirms this.

FUTURE OF THE POOL

Long term rebuild option

A report from pool expert **Peter Roberson**, from **Splash International**, late last year, suggested that the existing pool was very old, not sustainable and therefore did not have a long-term future. On the back of this, a range of actions were taken to explore the potential for a total rebuild of the pool, alongside looking at the possibility of obtaining grants to fund this.

It was established that the **London Marathon Charitable Trust (LMCT)** might be one good source of funding, as they support sporting developments in Surrey, close to the route of the London – Surrey bike ride, which they also organise. LMCT offers capital grants up to a maximum of **£150,000**, which is what has been applied for. Their criteria require that more people can be enabled to be physically active by the project to be funded, and they do not simply provide funding for replacement of existing facilities. Organisations in the local community not currently using the pool were therefore contacted to see whether their needs might also be met, in rebuilding the pool.

Both Shere and Peaslake Schools indicated that they would be keen to use a revamped pool, at specified, supervised times, but that their insurance policies would not enable them to do so, without the pool being no greater than a standard depth of 1.2 metres (with retention of a deep end at even just less than 1.5 metres being viewed as too high a risk for young children). A local charity

for disabled children, Cherry Trees, also expressed a keen interest to use the pool, if disabled access could also be provided. Strong support for a rebuild and wider upgrade on these lines was also provided by Shere Surgery, their Mobile Physio unit specifically, and the Parish Council.

On the back of these brief survey responses a **performance specification** was produced, to set out what the detailed requirements would be for a new pool, upgraded plant room systems, new access and changing rooms. This included reducing the depth to a **standard 1.2m**, to accommodate school and charity requirements, and provision for **widening the pool by 2 metres**, to help facilitate increasing the number of members and numbers able to swim concurrently, so as to meet LMCT criteria.

This was sent out to five leading and local swimming pool construction companies as an invitation to tender (ITT). Responses were then evaluated and an overall rebuild project budget produced, based on the more cost-effective proposals received. This resulted in an estimated total capital outlay of **£340,000**, for the larger pool option. It was considered possible that the pool might be rebuilt after the end of the 2019 swimming season, provided that sufficient finance in grants can be raised by then.

Based on this approach to meeting requirements, responses and budget, a detailed grant application was therefore prepared and submitted to LMCT in July, in conjunction with the Parish Council, as the main leaseholder for the pool. LMCT adopt a two phase approach to reviewing and approving proposals, with the first possible date for indication of compliance with their criteria being after the end of October. It is therefore still too early to have received any indication of success or otherwise with our grant application.

More recently, work has been undertaken to develop a second grant application for **Sport England**, which normally provides grants up to **£50,000**, but can, exceptionally, provide capital grants up to **£150,000**. This is now nearly complete and, it is hoped, can be submitted soon. Sport England promises a turn-round on applications of eight weeks, so we might be able to get an indication of success or otherwise by the middle of January. Other possible sources of grants include the Heritage Lottery Fund, for which the Shere Pool might qualify, given its age (opened in 1896) and position as part of the local community heritage.

It should be recognised that there has been a dearth of support capacity available, both from within the Committee and from outside it, to progress the sourcing of additional funding over the last six months or so. One of the swimming members, **Kate Batlin**, has recently provided valuable support on the Sport England proposal, for which we are very grateful, but there may still be a resource constraint in developing further grant applications sufficiently quickly to fund whatever options are deemed to be most appropriate going forward, unless more help can be acquired.

Short-term plant room systems upgrade

Following pre-season repairs and the successful operation of the pool this year, during which time there has been no recurrence of water leaks or loss of rendering within the pool, many committee and other members have formed the view that we may not now need a full rebuild of the pool, from the perspective of sustainability of the basic pool structure.

However, the plant room systems upgrade is considered to be a much more urgent priority, as highlighted above. PPE was asked in late September to look at the health and safety risks associated with chemical treatment of the pool, as well as the circulation/ filtration hydraulics, in particular, and to advise us on the urgency of upgrading different components of the plant room systems. They produced their draft report at the beginning of October, which was discussed with them at a meeting with the Plant Operations sub-committee last week, on 26 October.

In addition, PPE run their own plant room supply and construction business and have provided a quote to upgrade the core components of the plant room systems for us, distinguishing between what they consider urgent elements and desirable elements (which could be addressed at a later stage, depending on funding availability). The initial estimate suggested that installation of the essential components of new systems would cost around **£72,000** whilst further desirable components might cost around **£13,000**, before considering a UV system, which could add a further **£10,000**. PPE was asked to assess what savings might be made if the essential components were installed concurrently and are expecting to confirm that this might save around £10,000, so resulting in a cost of around **£62,000**.

There has not yet been time to debate these proposals with the full management committee. In addition, we have indicated to PPE that we would need to obtain an independent, competing quote, from at least one other supplier, before agreeing to accept any proposal for this work. PPE estimates that the work would require 3 to 4 months elapsed time to complete, so a decision to go ahead would need to be made in time for a start to be made by the beginning of January at the latest.

An initial estimate of the funds we will have available to fund this work, if it were to go ahead without a full re-build, amounts to around **£63,000** from the swimming club's own resources (comprising **£48,000** of funds already available, after allowing for **£20,000** of routine expenditure required for next season, plus around **£15,000** of subscriptions due next year, but not available till April. This estimate will be addressed and possibly refined in **Peter Gellatly's Treasurer's report**. There may, in addition, be funds available through grants, and possibly from the Parish Council, but no additional funds have yet been confirmed as available.

Next Step Actions and Decisions

Funding availability is still uncertain and we now need to take a range of urgent actions and face quite a complex decision process, carefully weighing up all the pros and cons and taking everyone's views into account, to confirm the best way forward, as follows:

- 1) We are still not sure whether the pool structure ought to be replaced/ repaired more substantially or not, in the medium/ longer term, following successful repairs this year; this may require obtaining additional expert advice, rather than relying on a 'gut feel' from the committee.
- 2) Whilst it may not be necessary from a purely operational perspective, to rebuild the pool, would members and the community/ Parish Council want to forego the opportunity to have a better long-term solution which could also be used by local schools, disabled people etc.? This is dependent on at least reducing the depth of the pool to a standard 1.2 metres for the schools and disabled people to be able to use it

- 3) Obtaining a grant from the LMCT is dependent on making the pool available for more people to swim; whether this might be justifiable based on only providing a standard depth pool or would necessitate widening the pool, as proposed, and requiring a much more substantial rebuild is not yet known; if the grant from LMCT could not be obtained, and if the pool is not widened, would other sufficient sources of funding still be available for the modest 'standard depth' rebuild outlined in 2)?
- 4) Can sufficient funds be confirmed for an urgent plant room systems upgrade this year, for the 2019 season, allowing for all contingencies?
- 5) How would the plant room systems upgrade this year fit with a possible rebuild of the pool starting in Autumn next year? What is the impact on the pool pipes/ structure of upgrading the plant room systems now? If we go ahead now would that mean some of the work would have to be repeated/ changed/ wasted if we then subsequently rebuilt the pool? We won't know if we can raise sufficient money for a full rebuild until well after the date we would need to agree to commence an upgrade of the plant room systems
- 6) If some material part of that investment might be wasted, would it still be better to defer the plant systems upgrade until Autumn 2019, as an integral part of the total upgrade, also possibly saving further money from undertaking the work as a one stage process, once all the potential funding sources have been properly explored? As we have managed to operate the pool adequately during 2018, with the constraints imposed by slow water flow on chemical dosing, could we not continue to do so for another year, despite some elements of plant room upgrade being considered as urgent by PPE advisors?

Working through these questions, revising and submitting new grant applications, evaluating further supplier proposals and project managing the upgrade and still possible rebuild process will require a lot of urgent work from the committee and access to a range of skills. We are still under-resourced to address this challenge.

The Pool Committee is therefore very interested to hear from anyone who has skills, experience and some time to help move the initiative forward, including through to full implementation. This might be through a role on the Committee or co-opted as part of one of the working groups. Assistance would be much appreciated from those with experience of making grant applications, conducting member surveys, commercial evaluation of building tenders, construction project management and health and safety, in particular.

Conclusion

Finally, I would like to thank everyone who has been involved in the sterling work undertaken this last year to help ensure the survival of the pool and its continued successful operation this year. This includes the committee, the plant room and cover rota teams, the maintenance volunteers and other swimming members. We look forward to addressing the future challenges set out, over the next few months.

David Roe, Chairman 31 October 2018

SHERE SWIMMING POOL AGM MAINTENANCE REPORT 2018 - Clive Stevens

1. Summary

No serious accidents were reported this year. Overall the pool filter room equipment has had a few problems this year with DOSI and also the chlorine pump head had to be replaced and injection probe repaired and replaced twice. This resulted in the pool having to be closed for a few minutes on several occasions at the beginning of the season.

- Dosi records confirmed that the water clarity, PH and chlorine levels were normally within limits. Pool water monthly lab tests were reinstated No bugs detected but originally some dissolved solids indicated that the pool water circulation was too slow
- The average pool temperature varied between 24-31 deg. Most mornings it was 27C
- No abuse of emergency exit button reported, but vandal activity around the gate was noticed and repaired. A step on the shallow end ladder also needed replacing
- We were blessed with excellent warm weather and had only 2 complaints of cool pool

2. Technical Report and Issues in plant room

- Last years major leak in the inlet pipe was found and repaired by Surrey Swimming Pools, who also fixed a crack in the shallow end and repainted the pool. No leaks now
- They also fitted a new skimmer so that we could reduce depth of pool to H&S 1.5 m.
- The solar shower was disconnected until we received a H&S report with OK checklist
- The National pool plant operator 3 day training course was attended by Steve M and myself in May and all pool room volunteers also received a full days training course and all passed their follow-up exams, to obtain their full certification.
- An air leak in the inlet pipe affects priming, so we installed a non-return valve but the Dosi is still upset by the continuing air leak
- Two H&S reports were sanctioned during the year which identified several marking up and admin issues, plus identifying a problem with slow water circulation in the pool and the need to upgrade some of the plantroom equipment.
- Our thanks go to all the devoted rota volunteers who have operated and cleansed the pool so diligently during this season. Thank you all so much.