

**MINUTES OF THE THIRTY FIRST ANNUAL GENERAL MEETING OF  
THE SHERE SWIMMING POOL CLUB HELD ON MONDAY 21ST OCTOBER 2019  
AT THE TANYARD HALL GOMSHALL AT 8 PM**

The following 24 members signed in to the Meeting: Ian Allen, Marc & Nicola Anstey, Barry & Diann Arnfield, Handa Bray, Rosemary Carr, Jonathan Cross, Betty Fitzpatrick, Stephanie Gallo, Peter Gellatly, Ian Miller, Steve Moggs, Sue Pears, David Roe, Christian Staunskjaer, Clive & Sally Stevens, Richard Stoten, Jenny Taylor, Marion Taylor-Cotter, Marcon Tigges, Roger Troughton, Jane Waugh, .

**The Chairman welcomed us to the meeting and read the APOLOGIES FOR ABSENCE**

Apologies for Absence received from: Leslie & Keith Childs, Roseanna Collingwood, Jackie Cox, Karen Emerson, Caroline Evans, Carole Hartney, Elsbeth Moran, David Pryor;

**1. CHAIRMAN'S INTRODUCTION including charity conversion**

We have managed to reduce the overall cost of the upgrade to £203,000. Savings included reducing the number of filters needed so it is not necessary to increase the size of or rebuild the pump room. We can now proceed with the first phase of the upgrade which is to install new pipework, new filters and skimmers, re-render the entire pool. The second phase to replace the changing rooms is scheduled for next year.

Raising Funds and Conversion to a Charity

A vision and upgrade email was circulated to all members to let them know your Committee's ideas for upgrading the Pool and converting to a Charity and for the future of the Pool.

A large amount of money, in addition to SSPC savings, is needed to undertake the upgrade. To facilitate fund raising we were advised that we should convert the Shere Swimming Pool Club to a Charitable Incorporated Organisation. Becoming a CIO would help in getting grants and allow gift aid on any donations.

The Fund Raising sub-committee put in a great deal of work sourcing grants and on the conversion to a Charity. They got the grant from Sport England and the conversion to a Charity is now in place, so all are now voting members of Shere Swimming Pool CIO.

Money raised so far: £75,000 grant from Sport England; £20,000 from Shere Parish Council; £10,000 from the Bray Estate; £2,000 from other donations.

Other grants are being applied for.

EGM 12.06.19

To ask the members for their approval to conversion to a Charity and the proposed upgrade plans, an EGM was held on 12.06.19. At this meeting the members agreed to the conversion. They also approved going ahead with the upgrade plans.

New Constitution. This is required by the Charity Commissioners in their prescribed format. Our new constitution has been prepared by our Solicitors, Wellers Headley. Quorum is 14 members. The Committee Members have to be registered with the Charity Commissions as Trustees of the CIO and this has been done. It also requires a third of the Trustees to retire each year at the AGM; they can be re-elected immediately, if there are no more applicants..

**MINUTES OF THE A.G.M. of 21.10.18 and EGM 12.06.19.**

Agreed as a correct record and the Minutes to be signed by the Chairman.

**2. REGULAR COMMITTEE REPORTS:**

**Pool Operation – Clive Stevens**

**A. Summary**

Overall the pool filter room equipment has had very few problems this year with the DOSI only locking out a few times caused by blocked injectors, or problems with the acid pump head, which had to be replaced and injection probe repaired and replaced five times.

- Dosi records and recently introduced twice daily, often 3 times daily, checks confirmed that the water clarity, PH reading with chlorine levels of 2ppmd were normally well within limits.
- No abuse of emergency exit button reported this year.
- The gate closing wire snapped; our thanks to Andrew Taylor who replaced it.
- 2 steps on the deep end ladder broke and needed replacing.,
- We were blessed with warm weather and complaints of cold pool were minimal. Temperature between 24-31 degrees.

#### **B. Technical report and issues in plant room**

- No leaks noticed this year.
- The solar shower was reconnected after a thorough flushing and cleaning
- At start of season an air leak or vorticing in the inlet pipe made priming difficult
- A problem with slow water circulation in the pool has been identified and the need to upgrade inlets nozzles, outlet skimmers and piping plantroom equipment is under way.
- Our thanks go to all the devoted plant room rota volunteers who have operated and cleansed the pool so diligently during this season.

#### **Health & Safety – Steve Moggs**

SSPC commissioned a Risk Assessment from a specialised expert and also had a ROSPA Inspection. Following their recommendations various actions were taken and Steve agreed to be our Health and Safety Officer. Steve is now qualified to carry out risk assessments for the pool.

#### **Managing Safely Course**

- Attended by H&S Manager – Steve Moggs
- Qualified to carry out risk assessments

#### **Annual Risk Assessment**

- Additional signage added on the fencing and gate (pool capacity, profile, lone swimming, supervision).
- White edging painted on steps around the pool.
- Key area of risk was shown to be the need to increase the turnaround time, dosing and filtration process – all of which is to be addressed with the proposed redevelopment.

#### **Plant Room Team,**

- Recruitment of additional volunteers onto the rota has meant we have been able to carry out two tests per day on most days.
- Additional volunteers are required. If you would like to join the rota team, please contact Steve.

#### **Water Quality**

- Very good throughout the season
- No incidents where we have had to close the pool.
- Independent tests carried out monthly using Aquacert. 4 of the 5 tests showed very good water quality, with the 5<sup>th</sup> showing TVC (total viable count) as slightly higher than normal but with no bacterial issues. All in all an excellent year which has improved upon last year

#### **GBC Environmental Health Officer Visit**

- Two cases of Giardia reported with both families having used Shere Pool – although no blame was being apportioned to SPSC, these cases had to be investigated.
- The visit comprised a full inspection of the pool, including plant room documentation. They were very impressed with everything, especially the records kept by the Plant Room Team. They took away their own water sample and they later confirmed the water to be of good quality.
- They were pleased to hear about our plans for redeveloping the pool, especially the **introduction of UV treatment, and would like arrange a follow up visit next season when the work is completed.**

#### **Flaunting of Rules**

- The Committee had agreed to ensure where possible that the Rules are followed by users and to take appropriate action.
- On one particularly hot weekend it was reported that around 70 people were in the pool at one time (maximum allowed = 50), with a number of children bombing others. A number of complaints were received and the Shere Parish Council raised concerns. A message was e-mailed out to all members warning that the rules must be adhered to and a large board was situated close to the entrance emphasising this. Additional patrolling of the pool by volunteers was put in place.
- During the season at least two families received suspensions to their membership for non-supervision of children. One family was suspended for not signing in guests. Reports were also received of dangerous diving, when no diving is allowed.

#### **Membership 2019 Summary - David Pryor** was unable to attend and his report was read by the Secretary.

Membership was full in 2019 (450 Memberships).

Local Renewals 258: Local New 77: Remote Renewals 115: = Total Membership 450

**2020 Applications:** The application forms for local renewals and new local memberships will be available to download from the website as from 31st December and may be submitted by post from 1<sup>st</sup> January 2020.

The application form for remote renewals will be available to download from the website as from 31<sup>st</sup> March 2020 and may be submitted by post from 1<sup>st</sup> April 2020. The application forms for new remote membership will be available to download from the website as from 30<sup>th</sup> April 2020 if, but only if, there are spaces still available at that time. If spaces do exist, these applications may be submitted by post from 1<sup>st</sup> May 2020 (there were no spaces available for new remote memberships in 2019).

#### **Maintenance Rota - Betty Fitzpatrick**

Betty thanked all the volunteers on the maintenance rota for the loo cleaning, surround sweeping, cubicle disinfecting etc. that they do. More volunteers would be welcome. Some members have not been signing in and out properly. This is essential and entries are checked against the card system so discrepancies show. An adult member should sign all their party in on arrival and out when they leave.

### **3. TREASURER'S REPORT**

The accounts have been examined by Julie Dudley and signed off, and are now in the format required by the Charity Commissioners. Peter took us through the accounts for the year to 30.09.19. Copy attached. There were no questions on the accounts. The accounts were accepted unanimously – proposed Roger Troughton; seconded Marion Taylor-Cotter.

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

The Chairman thanked Peter for all his work as our Treasurer and in many other spheres.

### **4. CHANGE TO CIO, CONSTITUTION AND TRANSFER OF ASSETS**

#### Change to CIO and Constitution

The meeting was asked to vote to confirm our status as a Charitable Incorporated Organisation.

The meeting was also asked to vote for the adoption of the new Constitution.

Proposed by Ian Allen, seconded by Handa Bray. All members present voted in favour.

#### Transfer of Assets

To comply with the Charity Commissioners requirement for a CIO the assets of SSPC had to be transferred to SSPC CIO. Our Solicitor advised that this could be done by the Committee at a Committee Meeting. At our last Committee Meeting on 28.08.2019 David Roe proposed and Ian Allen seconded the proposal to transfer the assets of SSPC to SSPC CIO and this was agreed unanimously.

The transfer next needed to be ratified at this AGM. Jane Waugh proposed and Clive Steven seconded the motion that the meeting confirmed the transfer of the assets. All members present voted in favour.

#### Assets of SSPC:

Lloyds Bank, Guildford – Current account as at 28.08.19	£72,449.50
Nationwide Treasurers' Deposit Account as at 30.07.18	£15,421.96
Lease of Shere Swimming Pool Club from Shere Parish Council	
Plant and Equipment – as per lists kept, with asset value still to be re-assessed	

It is not practicable to assign an actual value to the Lease of the pool from the Shere Parish Council to SSPC CIO, which is currently being re-written. The new lease of the swimming pool from Handa Bray, as freeholder, to Shere Parish Council will now be 33.5 years to April 2053 (rather than for the approx.. 76 year remainder of the original 200 year term). The under lease from Shere Parish Council to SSPC CIO also needed to be updated and this new lease will also be for 33.5 years. The rent is to be increased from £10 pa to a still very reasonable £100 pa.

### **5. ELECTION OF TRUSTEES and APPOINTMENT OF OFFICERS**

To comply with the requirements of our new Constitution a third of the Trustees must retire at each AGM. In terms of rotation 5 need to retire at this AGM. Of the present Committee Jackie Cox, Stephanie Gallo and Richard Stoten had indicated that they wished to stand down, so were not willing to become trustees. The two longest serving members, Betty Fitzpatrick and Marion Taylor Cotter, agreed to retire in rotation to make up the 5 required, but indicated that they would be willing to stand again as trustees for re-election immediately.

The Committee, who were willing to stand again and are registered as Trustees, were Ian Allen, Barry Arnfield, Betty Fitzpatrick, Peter Gellatly, Steve Moggs, David Pryor, David Roe, Clive Stevens, Marion Taylor-Cotter, Jenny Taylor, Roger Troughton.

Rosie Williams had also indicated that she would like to join the Trustees as a new Trustee and she was proposed by the Chairman, who indicated that we would be pleased to welcome her. There were no other offers to stand for election.

A proposal was made to elect the above members to take up the role of Trustees of the SSPC CIO and to re-appoint 4 of these as officers: Chairman, David Roe; Treasurer, Peter Gellatly, Secretary, Jenny Taylor; Membership Secretary, David Pryor.

Proposed Richard Stoten, seconded Sue Pears. All members present voted in favour.

### **SURVEY RESULTS**

A presentation of the results of the online survey relating to the pool organised by Claudia Drake was made by David Roe, who thanked Claudia for all her work in undertaking it. The survey was completed by over 300 members and the results were most interesting and helpful.

## 6. POOL, SYSTEMS & CHANGING ROOMS UPGRADE

### Where we are now

There is a need to become registered with HMRC for Gift Aid as soon as possible, so that donation pledges can be paid over to SSPC. This will be done shortly.

The total of funds available now stands at **£170,000**, including £60,000 of SSPC's own funds which can be allocated for the Upgrade Project. Applications have been to the Garfield Weston Charity for a grant of £23,000 and to the National Lottery for £10,000; a further grant application is to be made to the Heritage Lottery, with the amount requested still to be confirmed (at least £10,000). So this will amount to at least £40,000 if all were to be confirmed.

Additional funds recently received: the Swimathon in September, held jointly with Peaslake School, raised £1,400 so SSPC will receive 50%, equating to £700. Many thanks to Stephanie Gallo for organising this for SSPC.

A film night 'Swimming for Men' with food, is to take place on Sunday 10<sup>th</sup> November 2019 in Shere Village Hall organised by Stephanie Gallo and Jane Waugh. Tickets £12, under 16's £6.

More ideas for grants and fund raising dd needed.

### Pool upgrade

Efforts are still being made to try to achieve further savings against the budget for **Stage A. Upgrade to the pool pipework and systems. £131,000** (including re-rendering, concreting, new skimmers and sumps, and larger filters and pumps).

This may be through sub-contracting of groundworks, screeding and rendering. Christian Staunskjaer, a swimming member who is also a local builder, is looking into the possibilities, including to take on some of the sub-contracted work through his own company. Christian thanked all the grant sub-committee for all their hard work and David Roe thanked Christian on behalf of us all for his hard work to date.

SSPC now has a third quote for the Stage A work, from BTU. This makes up the three required, alongside existing quotes from PPE and Fowlers. A revised specification for the work has now been produced, so quotes will need updating, including for any possible sub-contracting, as a basis for making a firm recommendation as to the preferred supplier. This is a matter of urgency now.

Sport England has agreed that all its grant can be attributed to Stage A, so there is no need to procure the remaining Stage B funds required prior to commencing Stage A. The Sport England grant requires the work to start by November 14<sup>th</sup> 2019. David Roe will see if he can persuade them to agree to a later date.

### Changing rooms

**Stage B. Improving access to allow use by disabled people and replacement of the changing rooms** may cost more than the initial **£72,000** budgeted. This is because no revised invitation to tender has yet been issued, following increasing the specification to include a dedicated changing room for disabled swimmers. (The budget is just based on original tender responses some four years ago).

It is now not considered practicable for work on this Stage B. to commence before the end of the 2020 swimming season, in October 2020. Simon Best has done the drawings and has applied for planning permission. The work needs to be put out for tender as soon as possible, with a need to obtain 3 quotes.

## 7. SUBSCRIPTION RATES & MEMBER ENROLMENT PROCEDURE FOR 2020

**It was proposed that subscriptions remain at £80 family; £40 single, Guests £1 adults and children.**

Proposed Marion, seconded Clive. All members present voted in favour.

## 8. ANY OTHER BUSINESS

### **SSPC CIO PATRON**

The previous 4 Trustees of the Pool, including Handa Bray, are now no longer needed and a motion had been agreed that they should stand down. **Handa Bray**, Lord of the Manor, was asked if she would consider becoming our Patron so that our link with her could be maintained. She agreed.

Betty proposed and Diann Arnfield seconded the proposal that Handa become SSPC CIO Patron. All members present voted in favour.

**Handrail at shallow end steps** A request that a handrail be fitted to make access easier was made by Ian Allen and accepted.

**THERE** was no further business and the meeting closed at 10.15pm. 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  
CHARITABLE INCORPORATED ORGANISATION  
REGISTERED NUMBER 1184796**