

**MINUTES OF THE THIRTY SECOND ANNUAL GENERAL MEETING OF  
THE SHERE SWIMMING POOL CLUB HELD ON WEDNESDAY 18<sup>TH</sup> NOVEMBER 2020  
at 8 PM - VIA ZOOM**

11 TRUSTEES and 32 PLUS MEMBERS (Plus because this probably includes several sign-ins for more than one member) SIGNED- IN TO THE MEETING, including our Patron, Handa Bray and Shere Parish Council Representative, Jonathan Cross.,  
APOLOGIES FOR ABSENCE: Ian Allen (trustee); Sue Pears (member).

Steve Moggs explained the procedures for a Zoom meeting. Very many thanks to Steve for setting it up.

**1. The Chairman, David Roe, said he was very pleased to welcome so many members to the meeting.**

He explained that now that Shere Swimming Pool Club (SSPC) is a Charitable Incorporated Organisation (CIO) all members are voting members and are required by the Charity Commissioners to be advised of and to ratify and vote for various items, e.g. the Annual Accounts. In accordance with the Charity Commissioners requirements all members have been sent copies of the Annual Accounts, the Independent Examiner's report on the accounts, and the Trustees' Annual Report. In addition all members were sent the 2020 AGM Agenda and 2019 AGM minutes.

**2019 AGM Minutes.** The meeting agreed that these were a correct record and can be signed by the Chairman of the Trustees.

**2. REGULAR COMMITTEE REPORTS:**

**a. Opening under COVID restrictions and Health & Safety – Steve Moggs (~Report attached)**

Summary: After a lot of work from the Trustees and others, following advice from Swim England, SSPC was able to open a Covid safe pool for a short season from August 1<sup>st</sup> to October 11<sup>th</sup> 2020. Three swimming lanes were installed and a booking system of half-hour slots was put in place, with hand sanitisers and advice posters around the pool. This worked extremely well; members were very sensible and followed the rules. Many thanks to Roger Troughton for organising the booking system.

H & S. Following the upgrade there is a better circulation of water and a UV system. Regular independent water testing showed good water quality. Steve thanked all who had made this possible and especially the plant rota team of about 14 volunteers, without whom the pool could not be opened and run. Steve would welcome more volunteers putting themselves forward to help for next year. See **Report attached** for more information.

**b. Members Survey Feedback – Rosie Williams**

164 members returned this Survey, devised by Rosie to assess member reactions to the refurbished pool and the 2020 swimming arrangements. There were many good positive comments: 98% approved the pool: 82% liked the booking system. 63% were family members.

Subject to the Covid situation, members' requests to book more than one session at a time; longer slots, and an extended season will be taken on board by the Committee.

Many thanks to Rosie for organising and collating this Survey and to those members who returned it.

**c. Pool operations using new plant room systems – Clive Stevens (Report attached)**

Clive took us through his report on the technical aspects and various problems with the new system, most of which have been rectified. The pool was now using mains water which is more expensive than the ground water supply. It is possible that there could be a return to ground water after repairing the sump next year.

Clive was asked if the pool could stay open longer. If at all possible the pool will be open from April to mid-October in 2021. Any longer than this would require not only more heating and chemicals but also an even longer season for the plant and maintenance volunteers. The pool also requires a fixed winter cover, not easily removable.

The contractors' guarantee requires the pool to be heated to 10° throughout the winter. To heat the pool to a more reasonable swimming temperature during the colder months would require a new boiler and installation of an air source heat pump (ASHP). The Committee is already looking into moving to use of an eco-friendly ASHP for the future (see 6. below).

Clive thanked all the devoted and hardworking rota team of volunteers.

#### **d. Maintenance Cleaning Rota – Betty Fitzpatrick**

Betty thanked everybody on the cleaning rota, especially those who did more than one week. She wished all a good Christmas and said ‘stay safe’. Betty was thanked for her tireless work for the pool and the cleaning rota people were thanked too.

#### **e. Membership – David Pryor**

420 members in 2020 instead of 450. 265 Local = 63%. 155 Remote – 37%. 71 new Remote, many more than usual. 689 adults; 536 children – total membership 1225.

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

David Roe thanked Peter Gellatly, who has been Treasurer for the last 13 years. Peter is retiring both as Treasurer and from the Trustees Committee. Peter has been a great Treasurer and kept a tight control over expenditure with the best interests of the SSPC to the fore. Thanks were also expressed to Julie Dudley for examining and signing off the accounts over the years and for her invaluable help in preparing the accounts in the format required by the Charity Commissioners.

David Roe took members through the accounts and explained their new format, which includes accruals for the first time (rather than being on a cash basis, as for all previous years).

Net pool revenue received during the **year to 30 September 2020** of **£30,206** (after refunds) is down on the 2019 total of £33,840 because membership was capped at 90% of capacity, due to the covid restrictions. Operating expenditure (before depreciation) for the reduced period of opening until the year end totalled only **£14,139** (compared with £22,642 for 2019). This has left a cash surplus from operations of **£16,185** for the year and a net surplus after depreciation of **£12,985** amounting to **£3,200**. HMRC will allow 60% of 2020 subscriptions, representing the time when the pool was closed, and amounting to **£17,952** to be declared as a donation on which Gift Aid can be reclaimed, provided that 2020 members will agree to complete a gift aid form to implement this.

Shere Parish Council owns the pool but SSPC is responsible for maintenance. Expenditure to refurbish and upgrade the pool infrastructure and plant room systems amounting to **£211,944** has therefore been capitalised. Although all these assets are expected to last for many years now, it is considered prudent to set aside funds for eventual further upgrade of the pool and replacement of systems, so depreciation has been charged over a 20 year period for the pool refurbishment costs and 10 years for the plant room refurbishment costs. Stated after the depreciation of **£12,985** fixed assets amount to **£198,959** net. Thanks to Julie Dudley for her help with the procedures for depreciation and capitalisation.

Net current assets amount to **£24,289** at the year end, which is available to cover running costs next year before any more income is received. Bank balances amount to **£34,971**. Financial commitment expenses include electricity, gas, water and chemicals costs over the winter months, to keep the pool heated to a minimum; these have been estimated as likely to amount to around **£2,000**. In addition, yearly insurance fixed cost commitments are expected to amount to about **£2,750**. A policy has been proposed to establish a reserve to cover such fixed costs, amounting to **£6,000**. SSPC will not be embarking on Stage 2 (changing rooms) of the refurbishments until sufficient funds have been procured.

More detailed explanation of the financial activities for the year is provided in the Trustees Annual Report, a summary of this document and the detailed Accounts, including notes, all of which can be accessed on the SSPC website.

#### **MEMBER VOTING**

<b>Stage 2 Changing room rebuild</b>	Most members voted for this, with only two abstentions
<b>In favour of a Reserve Policy</b>	Unanimous in favour of agreeing
<b>Accounts</b>	Unanimous in favour of accepting
<b>Trustees Annual Report</b>	Unanimous in favour of accepting.

#### 4. ELECTION OF TRUSTEES and APPOINTMENT OF OFFICERS

A third of the 12 Trustees must retire at each AGM: This year the four Officers are retiring:

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

David Roe, Jenny Taylor, David Pryor are willing to stand for re-election as Trustees.  
Peter Gellatly is resigning as Treasurer and Trustee.

Three offers to stand for election as Trustees had been received:

**Amanda Hall; Martin Knights; Jenny Kingcome**

The three new candidates each gave a brief personal resumé.

The Charity Commissioners require that any new Trustee applicant is checked for suitability and the new candidates' election at this meeting is subject to those checks. There were no other candidates volunteering at the meeting..

As Chairman David Roe had retired at this stage of the meeting, trustee Rosie Williams agreed to chair the remainder of the meeting.

Rosie proposed that David Roe, Jenny Taylor and David Pryor be reappointed and Amanda Hall, Martin Knights and Jenny Kingcome be appointed as Trustees of SSPC CIO.

The Meeting agreed unanimously.

It was confirmed that Officers would be appointed from within the revised group of trustees, at the next Trustees Committee Meeting. David Roe thanked the new Trustees for putting themselves forward.

#### 5. STAGE 2 – CHANGING ROOMS & DISABLED ACCESS UPGRADE – Peter Gellatly & David Roe.

The revised drawings, now incorporating a disabled changing room with couch and toilet, are ready to go for revised planning permission. An indicative price estimate for Stage 2 of **£95,000** has been provided by the builder who has prepared the specification for the building work required. Several local builders have expressed interest in giving a price for the job. An invitation to tender will be sent out shortly to choose the most cost-effective building supplier to undertake the work. It is hoped that there will be sufficient funds available to commence work following the end of the 2021 swimming season, next October.

The plans provide for a level site, doing away with the step down into the changing rooms but will be wood clad and as near as possible in style to the present ones. Although the plans provide for the retention of two general use toilets, the possibility of the disabled changing room toilet also being made available for general use (when not needed for disabled swimmers) was also discussed. A suggestion was made that this might also provide a facility for nappy changing. A question was raised by Caroline Evans as to whether a hot shower might be included in the upgrade proposals. It is possible that this might be facilitated as an added benefit of upgrading the heating systems (see 6. below).

It was agreed that all members should be given a final opportunity to comment in writing or raise questions about the plans. The practicality of all these suggestions will need further trustee debate, but the final decision on confirmation of the plans will need to be with the trustees.

David Roe outlined the potential finance currently expected to be available to fund Stage 2. This comprises **£25,000** – awarded by Sport England (although confirmation is still required that this will continue to be available if Stage 2 cannot commence within 12 months of the grant having been agreed – which will not be possible with a start delayed till the Autumn 2021); Shere Parish Council loan - **£20,000** (repayable from future surpluses over 5 years): **£18,000** SSPC funds carried forward (after setting aside the £6,000 reserve); about **£9,000** gift aid; possible **£4-5, 000** in additional donations already pledged. This amounts to a possible **£76,000**, which would leave only a further **£19,000** to be found during 2021.

Earning a surplus from the pool being open throughout the extended 2021 season could contribute at least a further (say) **£6,000** (although very difficult to predict at this stage), leaving a balance of only a further **£13,000** needing to be raised to cover Stage 2, at the initially estimated cost of **£95,000**. David is hopeful that a small number of other potential sources of grants can be identified and confirmed, over the next few months, as well as some cost savings, to fully bridge the remaining shortfall funding gap.

**6. POSSIBLE HEATING SYSTEMS UPGRADE (gas boiler and air source heat pump) - David Roe**  
Advice from the upgrade contractors, PPE, and Christian Staunskjaer (a member who has provided extensive advice relating to the pool upgrade) suggests that an Air Source Heat Pump (ASHP), coupled with one new 'combi' boiler, could be more efficient, cheaper to run and more eco-friendly than the two existing gas boilers. It would reduce winter heating costs and save gas in the swimming season, as well as considerably reducing carbon emissions. This could cost about **£18,000**, although this needs further research to assess feasibility and obtain the best quote. SSPC intends to pursue this further investment when additional funds can be raised.

**7. POOL OPENING & ARRANGEMENTS 2021 – COVID & BEYOND – Steve Moggs**  
It will be necessary to see whether Covid 19 will still necessitate restrictions on swimming at the pool next year before plans and detailed arrangements can be finalised. Many members said that the lanes improved their swimming experience and would like to keep them in some form, perhaps with the booking system still in use for part of the swimming day. However, Christian Staunskjaer pointed out that, in his view, many children would still appreciate an afternoon 'no lane' period so that they can play together as they used to. Jane Waugh also pointed out that it will also be necessary to consider the requirements of Shere School, which it is hoped will be able to use the pool at a few (to be agreed) times each week during term time next year. All this means that there is still further discussion needed to agree the optimum plan, in balancing diverse preferences for lanes and continuing partial use of the booking system.

As indicated above, the intention is to extend the swimming season and open from the beginning of April to the middle of October next year (subject to when Stage 2 might need to commence in October). The further extension of the swimming season in future years beyond this will be considered in conjunction with implementation of the ASHP and new combi boiler system envisaged.

See 'Plans for Next Season – attached.

**8. SUBSCRIPTION RATES & MEMBER ENROLMENT PROCEDURE FOR 2021 – David Pryor**  
**Subscriptions.** The Committee recommends that **subscription rates for 2021 be increased from £40 to £50 for single members and from £80 to £100 for family members.**

David Pryor outlined that there are several reasons for this. Firstly, subscriptions have not been increased for four years, during which time cost inflation for operating expenses has continued to be experienced. Secondly, SSPC has invested in a much enhanced new pool, which will be run in future for an extended swimming season, at further increased operating cost. Thirdly, extra funding is still needed to fully fund Stage 2 of the pool upgrade project, as well as investment in a new boiler and an ASHP.

In order to help local people who may find the cost prohibitive, SSPC intends to set aside a fund to help those in severe financial need still to join. This will be administered by the Membership Secretary at his discretion and with total privacy.

**Members at the meeting unanimously approved the proposed new subscription rates for 2021.**

#### **Enrolment for 2021**

Given that it may be possible to open from April to mid-October, membership applications are likely to be able to be submitted as follows:

Local renewals – from 1.01.2021: Local New applications – 1.02.21: Remote renewals – 1.03.21: Remote new 1.04.21. Application forms will be available on the website and at the Co-op, Shere as usual.

#### **9. ANY OTHER BUSINESS**

There was no AOB

**The Meeting ended at 10.30 and David Roe thanked all the committee and members for their attendance.**

**SHERE SWIMMING POOL CLUB  
CHARITABLE INCORPORATED ORGANISATION  
REGISTERED NUMBER 1184796**

# H&S Report

## 18.11.20

As you will all painfully be aware the government restrictions put in place in response to the Covid pandemic meant that sporting facilities such as swimming pools were forced to close during much of the Summer season. It was not until during July that pools were allowed to open and this was only possible providing the pools could adhere to strict social distancing guidelines.

In response to these requirements the new procedures we put in place were based on the advice provided by Swim England. It was necessary to put in lanes to ensure swimmers were socially spaced and along with this we devised a booking system which gave members the ability to book a half hour slot. A sanitizer station was put next to the gate and in the signing in room and Members were asked to arrive at the pool changed and not more than 10 minutes before their swimming slot. It was only after their swim that they were allowed to use the shower and changing rooms.

I'm very pleased to say that the whole system seemed to work extremely well, and special thanks should go to Roger Troughton for devising the booking system which I believe rivalled similar systems put in place by professionally run organisations.

It was also very pleasing to see that almost without exception the Members followed the new procedures as requested and as far as I'm aware there were no issues of Covid transmission relating to the pool. In addition, there were no reported accidents at the pool. All in all from a health & safety point of view you could not ask for a better result.

On the operations side of things Chlorine levels in the pool were deliberately pitched higher than normal as a further safeguard against Covid. The new plant room now enables us to circulate the pool water in around 3 hours compared to over 5 hours previously so we are at last meeting the guidelines laid down for swimming pools. We also have installed a UV system which will kill off Cryptosporidium – although we were advised that as we were running with higher Chlorine levels it was not necessary to run this system for most of the shortened season.

In addition to the regular water testing that we carry out we also have the water independently tested and I'm pleased to report that all the tests showed the water to be of good quality.

Lastly, I would like to thank all the members of the plant room team who have kept the pool running and tested throughout the season. In addition to Clive and Barry we currently have a team of about 14 people who carry out the essential regular testing of the pool. Quite simply, without all these volunteers we would not be able to allow the pool to be open. If I have one request it would be that it would be good to have more volunteers to join the plant room team to help out with the testing so if you are interested in joining the team next season then please let me know.

Anyway, to summarise, from a health & safety point of view it's been a successful season at the pool. If you have any questions I'd be happy to answer them.

# Plans for Next Season

Obviously, at this stage no one knows what restrictions we will need to adhere to in respect to the Covid pandemic.

It may be that swimming pools will be asked to continue to operate with the social distancing procedures that were put in place this season. If this is the case then we would probably continue to run the pool along the same guidelines as we did this year.

If the restrictions are lifted we then have a choice as to how we want to operate the pool.

There is no doubt that the use of lanes in conjunction with the booking system that we put in place has been a resounding success and this has been borne out from the results of the recent survey that members were asked to complete. So popular has this been that it would be our intention to retain the use of a booking system with lanes for next season, but, with some possible tweaks, those being as follows:

- Firstly, possibly providing the ability to view overall availability before booking
- Secondly, possibly allowing members to book more than one swim ahead except during popular periods,
- Thirdly, possibly providing a facility to allow actual bookings to be viewed to help resolve any disputes over lane occupancy (This situation occurred a couple of times unintentionally when a member inadvertently turned up for their swim a day early.)
- Lastly, possibly operate a period of the day where no booking is required – if this were put in place it would still be necessary to retain the lane markers although there would be no restriction as to where people could swim within the pool.

The other significant change we would look to introduce is an extension of the swimming season by opening the pool at the beginning of April and extending the season into October.

I should stress that none of the above are definite changes but are being considered by the trustees. If you have any questions relating to any of the above points then now is the time to ask.

## DRAFT SHERE SWIMMING POOL AGM MAINTENANCE REPORT 2020CS

### 1.

- The pool opened late this year due to the Corona Virus 19. The pool and plantroom have been fully refurbished, which has resulted in a much faster water turnover, with more powerful pumps and 3 times as many sand filters, plus a bacterial removing UV unit. This huge improvement has much improved our ability to keep the pool completely safe for swimmers, which now meets all the new requirements for public pools.
- Dosi records confirmed that the water clarity, PH and chlorine levels were always within limits and the pool was not closed at all for technical or safety reasons this year.
- The average pool temperature varied between 26-31 deg. Most mornings it was 27C although on several occasions the temperature dropped to 23 deg.C, due to the pump tripping out on earth leakage. We apologise for this and the Contractor has agreed to supply a type B replacement RCD to solve this problem. PPE will also be scrubbing the stains off the tile grout in the bottom of the pool; we are confident that this will resolve the issue.
- Barry, Steve and I have spent a lot of time trimming the new chlorine feeder and pump controller to obtain the most reliable and economic way of running the system safely. This work will continue over winter, until we establish the optimum settings.
- Tree pruning needs to be undertaken soon; to stop acorns and leaves dirtying the pool.
- No abuse of emergency exit button was reported or vandal activity around the gate
- We were blessed with some warm weather and had only a few complaints of a cool pool, mostly in the October period during the extended swimming season. No overcrowding complaints were received as the 3 bookable lanes were restricted to 6 persons each.
- Expensive manual controlled water from the town mains is being used this year, instead of the timer controlled well water.
- Monthly running expenses will be around the same as last year with saving on the alternative chemicals being offset by an increase in the gas and electric power used. Wintering anti-frost costs will however be higher than in previous years by around £2k or so, if we maintain the temperature at 10deg.C .
- 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.