

**MINUTES OF THE THIRTY FOURTH ANNUAL GENERAL MEETING OF
THE SHERE SWIMMING POOL CLUB HELD ON MONDAY 12TH DECEMBER 2022
at 8 PM – AT THE TANYARD HALL, GOMSHALL**

9 TRUSTEES (T) and 12 MEMBERS SIGNED INTO THE MEETING, Ian Allen (T) Marc & Nicola Anstey, Barry(T) and Diann Arnfield, Amanda Childerstone, Caroline Evans, Betty Fitzpatrick (T), Stephanie Gallo, Amanda Hall (T), Carole Hartney,, Jenny Kingcombe(T), Ian Miller, Steve Moggs (T), David Roe (T), Jenny Taylor (T), Marion Tigges, Roger Troughton (T), Jane Waugh, Kath Webster and Sue Pears. Shere Parish Council representative, Jonathan Cross was also present.

APOLOGIES FOR ABSENCE: Janice Burton & Euan Meldrum, Rosemary Carr, Martin Knight (T), David Pryor (T), Christian Staunskjaer. Clive Stevens (T), Marion Taylor-Cotter (T).

1. The Chairman, David Roe welcomed us to the meeting and thanked all for coming.

David indicated that we have had a successful though slightly shorter season. Opening was delayed to allow the new changing rooms to be finished. The pool opened in the second week of May 2022 with a revised post Covid booking system which allows some free swimming and increased numbers per lane. Work on the changing rooms had been delayed waiting for permission for the oak tree root protection, covid and other difficulties, resulting in Rob Arrow's team starting later than planned. Rob and team did a marvellous job, working extremely hard to finish when they did and we are most grateful to them. Next season we hope to open in early April and close around mid- October. This may depend on how we can manage the much increased gas and electricity costs.

Shere Swimming Pool Club (SSPC) is a Charitable Incorporated Organisation (CIO), in which 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, Trustees Annual Report and any changes to the SSPC Constitution. In accordance with the Charity Commission requirements all members emailed access to the Annual Accounts including the Independent Examiner's report on the Accounts, and the Trustees' Annual Report, together with the 2022 AGM Agenda and 2021 AGM minutes. in advance of the AGM.

2021 AGM Minutes. The meeting agreed that these were a correct record and can be signed by the Chairman of the Trustees.

2. ANNUAL COMMITTEE REPORTS:

Pool Operations and Health & Safety

Steve Moggs (report attached)

Steve took us through the operations report (written by Steve in the absence overseas of Clive Stevens). The change from Chlorine to Bromine has been a success and, despite initial problems, the system is now working reasonably smoothly.

The monthly independent water quality check has shown good quality and no problems.

Four team members of the team are checking the pool every two days over the closed season.

Health & Safety

Child supervision. Our present requirements have been brought into line with the CIMSPA recommendations this season.

Steve thanked everyone on the 14 member Plant Room Team; without them we would not be able to run the pool. Steve also thanked Clive for all he does as Operations Manager.

A questioner mentioned that children have been seen messing about with tablets put in a skimmer to help manage the bromine application. Steve said that there is no danger in touching the tablets and that now the system was under control he hoped there would no longer be any need to put tablets in skimmers.

The Chairman thanked Steve for all his hard work as Health and Safety Manage and Pool Operations member.

Cleaning Rota

Betty Fitzpatrick

This has worked well most of the time. There were only a very few instances of people not providing help in their allotted week. A shortage of loo rolls was raised as an issue. Betty indicated that rota members replaced these when there was a shortage and that there was also a supply in the maintenance shed.

The Chairman thanked Betty for all her work and time spent on the Rota for many years.

Booking System operation, emails and website

Roger Troughton

Roger has managed to improve the booking system website to make it easier to run. Of the 545 membership cards, 106 made no bookings. Around 7,500 bookings were made in total, of which 1364 were cancelled - which allows standby booking by others. The main problem had been people booking but not turning up at the pool to take up their bookings. The membership secretary, David Pryor, is dealing with this problem and has actually suspended several offenders identified during the season. Roger will also address this problem in the rejoining/joining letter for 2023. The booking system will remain the same for 2023.

Complaints have been received that the lane marker ropes have not been replaced after open swimming sessions. Clips making a quicker and easier way to attach and detach the ropes, and new ropes where necessary will be provided for next season.

Membership

David Pryor

David was unable to attend the meeting but has worked tirelessly at a very demanding and difficult job, for which we all thank him.

3 families received special memberships via the Henry Smith Fund and several refugees from Ukraine were given memberships this year.

Jane Waugh asked if there would be any places for new remote members in 2023.

SSPC is required by the Shere Parish Council to give priority to people living within the Parish. If the total membership of 450 has not been reached, from 1st April there might be places for new remote members. It is not practicable to have waiting lists. In the 2022 season about 70 applicants could not join as the maximum membership number had been reached by the time they applied. Although it has been agreed with Shere Parish Council that the limit of 450 memberships can be exceeded at the discretion of the trustees, this is still considered by trustees to be a sensible maximum. The pool is very popular and overcrowding could become a problem if the membership numbers were materially increased.

3. RATIFICATION OF CHANGES TO THE CONSTITUTION

David Roe

Members had voted to ratify minor changes to the Constitution, regarding the objects and benefits in kind clauses (as set out below) at the 2021 AGM. However, these need to be notified to the Charity Commissioners within 15 days, of the vote, which unfortunately was not done. David Roe therefore asked the meeting to reconfirm the ratification to enable SSPC to comply with the Commissioners' requirements.

In summary:

1. Section 3 page 3. Broadening the aims of the SSPC to include lessons by schools, private lessons, swimathons and similar activities, as and when these might be approved by the committee.

2. Sections 6 pages 5/6. To continue free membership for the Trustees and Pool Room Rota personnel. The precise changes in wording (with additions highlighted in blue) which members were asked to ratify were as follows:

1) Objects - Section 3, Page 3.

The objects of the CIO are:

The promotion of community participation in healthy recreation for the benefit of the inhabitants of Shere Parish and the surrounding neighbourhood, by the provision and maintenance of swimming facilities, as well as **facilitating the provision of swimming activities and support services.**

(Explanation: This change is simply to broaden our objects so that we can readily facilitate activities which enhance participation in and enjoyment of swimming at the pool and/ or promote competence, such as putting on swimming events and providing lessons, if members support provision of these activities).

2) Benefits in kind Section 6, Pages 5/6

No charity trustee or connected person may:

(a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public, with the exception of their own membership subscriptions, as allowed for and explained in (2) below

(2) Waiver of membership subscriptions for trustees and the pool rota team

The annual membership subscription for the trustees and the pool rota team is waived, in recognition of the substantial time commitment they make each year to the running of Shere Swimming Pool Club and the operation of the pool itself, as all such services are freely given.

(Explanation: It has long been the practice of the Swimming Pool Club to waive these fees, before we became a charity, but this now needs regularisation within the more stringent regulations applying to charitable organisations. It is hoped that members appreciate the efforts of the volunteers who act as trustees and support the smooth running of the pool, so will support this concession continuing).

Ian Allen proposed and Steve Moggs seconded the motion that the ratification of the changes to the Constitution above is reconfirmed. The meeting voted in favour unanimously.

4. TREASURER'S REPORT Amanda Hall (Accounts and Trustees Annual Report attached)

Amanda took us through the Accounts. Amanda reported that the financial affairs of the Club were in good order, with a healthy operating surplus resulting for the year and funds available to be carried forward of nearly £17,000. Donations received from members during the year of £8,300 were substantially augmented by an extremely successful fundraising campaign in October which fully met the target set of £20,000. Subscriptions increased slightly to £44,358.

The main financial concern is the much increased price of gas and electricity. The Trustees have committed to new fixed price contracts from 2023 (electricity from 1 April but gas only from 13 July), at the best much higher prices offered. However, it is not yet known whether and to what extent the government will provide financial support to offset higher prices for businesses, and swimming pools in particular. The budget for 2023 is in draft, pending this clarification, but allows for the higher contract prices and still indicates an expected strong operating surplus.

The accounts have been examined and signed off by Julie Dudley.

Caroline Evans proposed and Diann Arnfield seconded that the Accounts be adopted. All attending were in favour.

Trustees Annual Report

David Roe explained that this was a resumé of the year to be submitted to the Charity Commissioners.

Kath Webster proposed and Sue Pears seconded the adoption of the Trustees Annual Report. The meeting agreed unanimously.

Roger Troughton proposed and Carole Hartney seconded that Julie Dudley, our Independent Accounts Examiner be appointed in this role for next year and this was also approved by the meeting. Many thanks to Julie.

David Roe also thanked Amanda for all her work as Treasurer in in a year of very difficult circumstances.

5. ELECTION OF TRUSTEES

The Constitution requires that a third of the Trustees should retire by rotation at each AGM. **This year the following three Trustees were due to retire: Barry Arnfield, Betty Fitzpatrick, Marion Taylor Cotter.** Barry and Betty are willing to stand for reappointment.

Caroline Evans proposed and Carole Hartney seconded that Barry and Betty be reappointed. The meeting agreed unanimously.

Marion, Ian Allen and Martin Knights are retiring.

Marion and Ian have served on the Committee for many years and we thank them for their considerable input. Martin joined mainly to oversee the rebuilding of the changing rooms and we thank him very much for all the work he put into this successfully completed project..

Two members had put themselves forward to become new trustees, these being **Kath Webster** and **Christian Staunskjaer**.

Kath Webster has agreed to be our new Secretary and will take over most of the secretarial duties from Jenny Taylor. Kath and family have been members of SSPC for many years. She is well qualified for the position. Now retired from her Government job, she is keen to be involved in the continuance of the Club's service to the community.

Stephanie Gallo proposed and Carole Hartney seconded the appointment of Kath as Trustee and the meeting agreed unanimously.

Christian has put in an enormous amount of work to help the pool in many ways and recently especially with the proposed Air Source Heat Pump. He also organised the very successful Swimathon and fundraising event this October to raise money for the ASHP. This was a great success, which boosted extra fundraising to over £20,000.

Jane Waugh proposed and Jenny Kingcombe seconded the appointment of Christian as Trustee and the meeting agreed unanimously.

6. UPGRADE Stage 3 AIR SOURCE HEAT PUMP & NEW GAS BOILER **David Roe**

A different ASHP (a Calorex), with a more demonstrable track record is now being proposed, coupled with a much more efficient gas boiler for backup to the ASHP, especially in the winter. The total cost is expected to be **£37,500** from the preferred supplier, PPE Ltd. This should substantially reduce energy consumption costs as well as carbon emissions. We have applied for a LoCase Grant up to a maximum of **£15,000**, to make up the shortfall in our finances. We hope to hear before the end of December. If this is awarded it is hoped that the new equipment can be installed before the start of the 2023 season.

Stephanie Gallo asked if the ASHP would heat the pool to 26° and above. David explained that the temperature had been lowered to 26° as this reduced heating costs by about 30% currently, but that the ASHP and gas boiler would be capable of heating the pool to 28 ° if we decided that we could afford to revert to that.

The new contracts for gas and electricity entered into in August cost are at prices of 16.15p per kwh for gas and 58.66p per kwh for electricity. Although market prices have fallen somewhat since then three year contract prices are still above those levels, at around 21p for gas and 67p for electricity and there are no signs that energy shortages are going to reduce and prices come down any time soon.

Mark Anstey asked if the boiler would keep the pool up to temperature if the ASHP was not working, which David confirmed that it should be able to. Diann Arnfield asked if one gas boiler would be enough, as we presently have two. David indicated that although we would only have one gas boiler in future, it is only a back-up itself for the ASHP, which we anticipate should be being used nearly all of the time. Diann also asked where the ASHP is going to be sited. The current plan is to sight it just behind the pool enclosure fence, adjacent to the plant room.

We have been asked to consider opening in the winter months and will investigate the possibilities this next year, any further extension of the season being dependent on being able to adequately resource active pool maintenance during this period.

7. MEMBERS SURVEY

Jenny Kingcome

Further information on the Survey is now available on the SSPC website. It is felt that the balance is just about right between times for lanes and open swimming. The response to the survey was about 50-50. Overall 70% were happy with the system and 8% were not. Some open time swimmers found the lane ropes markers a problem. Clips to facilitate easier connection will be in place for 2023.

Jane Waugh asked if children could use inflatable toys. Steve said these were not allowed for H & S reasons, except at special events. David suggested that more special events might be organised in future.

Regarding pool use by other groups, Shere School had said they would be keen to use the pool once the improvements were completed, (possibly on Tuesday and Friday afternoons in term time). They have not yet come back to us to arrange this, despite prompting. Access is now much improved and a disabled changing room with WC is in place. Cherry Trees charity are still considering using the pool once they have got a hoist for the most needy, but could be using it now for many of their service users. We hope they will come back to us to take up this opportunity before next season.

8.SUBSCRIPTION RATES & MEMBER ENROLMENT PROCEDURE FOR 2023 – David Pryor
Subscriptions. Due to the present increase in gas and especially electricity prices and the future uncertainties as to prices for the future, the Committee recommended that subscription rates for 2023 are raised – from £50 to **£60 for single members** and from £100 to **£120 for family members**. **Guest tickets** should be increased for **adults to £2** but remain at **£1 per child**.

Mark Anstey asked what the income from guest tickets and cash was. Amanda said it was difficult to say exactly as members bought books of tickets but we did not know if all were used.

Nicola Anstey proposed and Diann Arnfield seconded the proposal to accept the increased subscription and guest ticket rates. The meeting agreed.

Enrolment for 2023

It is hoped to open the pool from the beginning of April to mid-October next year.

Renewal arrangements should remain the same as this year. **Local Renewals – from 1.01.2023: Local New applications – 1.02.23: Remote renewals from 1.03.23: Remote new 1.04.23.** Applications forms will be available on the website and at the Co-op, Shere as usual. No applications to be submitted before the relevant due date.

9. ANY OTHER BUSINESS

More **hooks** for the changing cubicles were requested. The committee undertook to address this issue and install more.

Path to pool. Mark Anstey asked if there will be a path to the pool. We have a quote for a path of £5,400 and intend to install a path as soon as finances allow.

Amanda thanked our Chairman, David Roe, for all the time and expertise he has continued to devote to pool matters. Due to his input we have a refurbished and much better pool. The meeting gave him a round of applause.

The Meeting closed at 21.45. David Roe thanked all the committee and members for their attendance. Wine and nibbles were enjoyed by all.

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

Shere Swimming Pool AGM – December 2022

Operations and Health & Safety Report

Disinfectant

Due to the issues incurred with previous disinfectant types this season we decided to trial the use of bromine.

It's fair to say that initially we did have some issues, which was very much down to the fact that none of the plant room team had had experience of using this chemical, and despite Pool Plant Experts recommending its use we received no advice on setting up the dosing system (Dosi) to handle this.

As we soon found out, the bromine tablets took longer to dissolve than previous tablets used, and as a consequence when the pool was officially opened it was found that the disinfectant levels in the pool were too low and hence the decision was reluctantly taken to close the pool for a few days to give the plant room team more time to resolve the issue. In hindsight it would have been better to have allowed more time to get the pool properly ready prior to opening. Hence, next season we intend to input the chemicals a few days in advance of the opening to allow time to get the chemical balance right.

Following the reopening it was noted that the Dosi continued to misread the amount of disinfectant in the pool and hence would sometimes dose chemical when not needed, or not dose when the disinfectant needed boosting. The other complications were that the Dosi does not read bromine levels – only chlorine – and hence there was some initial uncertainty as to at what point to set the dosing levels in order for the desired levels of bromine to be achieved. Another other issue found was that the Dosi will switch off after 6 hours of dosing irrespective of whether it has achieved the correct chemical levels. On some occasions this resulted in the system switching off during the night and only being discovered when testing was carried out in the morning and which resulted in low bromine levels due to no dosing being able to happen for many hours.

To try to overcome the above issues there was a fair bit of trial and error carried out, which finally hit on a system that worked. Firstly, we ensured the bromine stack was topped up fully every day. Secondly, we placed a few bromine tablets in a floating dispenser that sits in one of the skimmers, which ensured there was always some bromine injected into the pool even if the Dosi locked out. The result was that since this system has been put in place testing carried out then showed there to be satisfactory levels of bromine in the pool.

So, having overcome the initial issues, the conclusion was that using bromine has proved to be a great success. Although it is more expensive than the Calcium Hypochlorite and Trichlor which we'd previously used, the comparative ease of use for the Operations team in maintaining good water quality in the pool more than justifies this and we will be continuing with its use during the forthcoming season.

As a secondary source of disinfectant we also operate a UV system. Apart from one brief period during the season where it was out of action, I'm pleased to report this worked well throughout the season.

There were only a couple of other brief periods when the pool had to be closed for part of a day. One resulted from an issue with the pumps following a backwash which prevented disinfectant going into the pool. Secondly, following a routine shocking of the pool carried out

in order to remove some cloudiness in the water the pool had to remain closed until the disinfectant levels had dropped to safe levels.

Daily Testing

Despite losing a couple of last season's team we managed to recruit a few new volunteers with the result that in addition to the volunteers covering the two tests carried out each day we had 4 reserves to use as back up..

Monthly Water testing

We have an independent company take water samples from the pool every month which are sent off for analysis. All the tests carried out in each month showed the water to be of good quality.

Winter Operations

As you will know, the pool was closed during October and is scheduled to reopen during April next year. The Winter cover is in place which prevents debris from the surrounding trees getting into the pool and helps insulate the pool. In order to safeguard the tiling and plant room equipment the pumps and boilers are thermostatically controlled to come on in order to prevent the pool water temperature dropping below 5 degrees and the plant room 8 degrees. We have a small dedicated team of 4 who are taking it in turn to check on the pool every couple of days.

Accidents

Total - 1. Prior to the start of the season the H&S Manager had a fall on site within the changing room building works, sustaining a cut forehead, grazed knees and torn trousers. Accident report completed.

Child supervision

The revised rules for child supervision as recommended by CIMPSA were put in place from the start of the season. The membership appear to have adhered to the these revised supervision rules well.

Members behaviour

It is pleasing to report that the vast majority of members are abiding with the H&S rules. No significant issues to report

In closing, I'd like to take this opportunity of thanking every one of the plant room team for their help throughout the season. Quite honestly, without them we would not be able to open and run the pool. I'd also like to thank Clive for his work throughout the season in his capacity as Operations Manager.

If anyone has any questions I'd be pleased to answer them.

Steve Moggs
Health & Safety Manager

Booking System Report 2022

The booking system was kept pretty much the same as for 2021. The changes that were made were “behind the scenes” and were primarily to support Open Swimming periods where lanes cannot be booked. The way this was implemented also allowed the changes in opening hours that come with increasing or decreasing daylight hours to be set up well in advance. Previously this had required manual intervention a week or so beforehand. Similarly automation was introduced to remove old bookings in order to keep the system running smoothly. The net result was that the booking system now requires virtually no day-to-day management; only unplanned changes which might result in the need to close the pool will require any intervention.

Other changes made it easier for messages to be presented to members – whether they chose to read them is another matter!

This year 545 cards were defined to the system, although 106 were not used to make a booking, but may well have been used during open swimming periods.

The booking system registered 7,514 transactions since we opened this year – fewer than last year due to both the introduction of Open Swimming and the later start to the season. [2021: 14,760]

Members cancelled 1,364 bookings. [2021: 2,655]

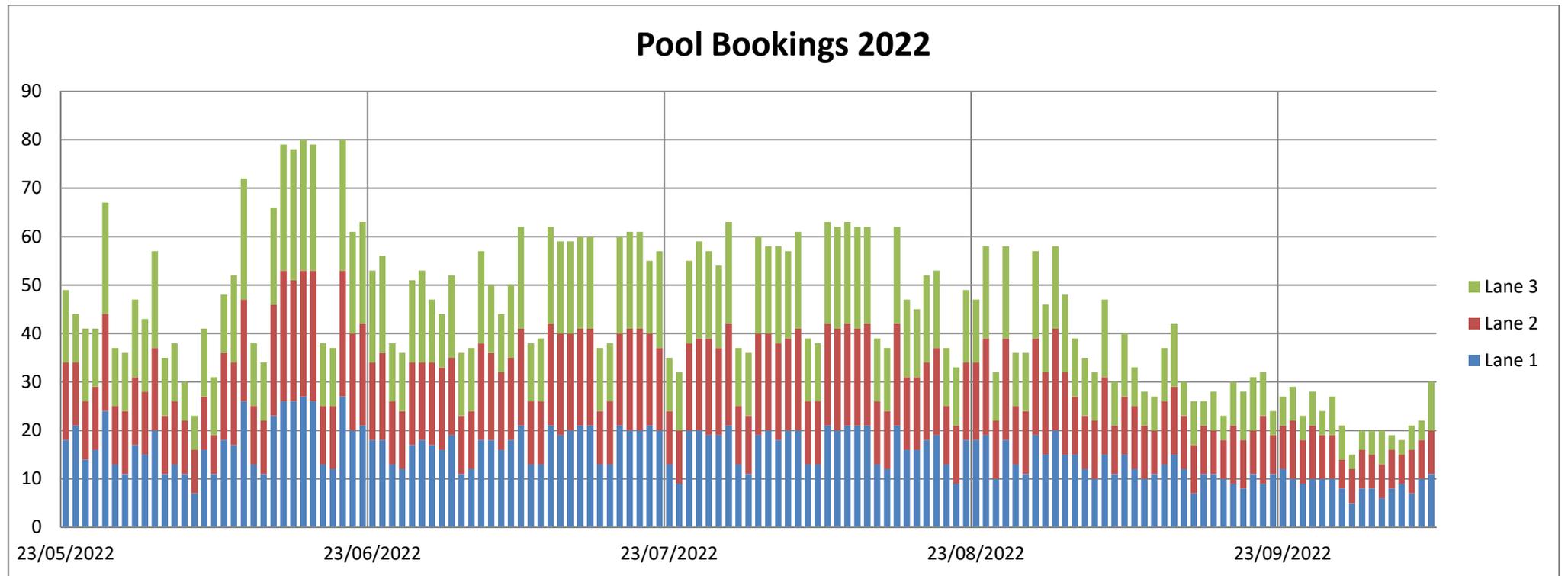
In all, a total of around 6,150 effective bookings have been made this season. [2021: 11,770]

Of these, 154 were standby bookings – these additional bookings can only be made on the day if there are slots available. This year during the busiest period, the ability to make a standby booking was briefly disabled in order to give maximum opportunity to those without a booking. [2021: 563]

Lane 1 proved to be marginally more popular with 35% of bookings followed by Lane 2 (34%) and then Lane 3 (32%). [2021: 36%, 33%, 31%]

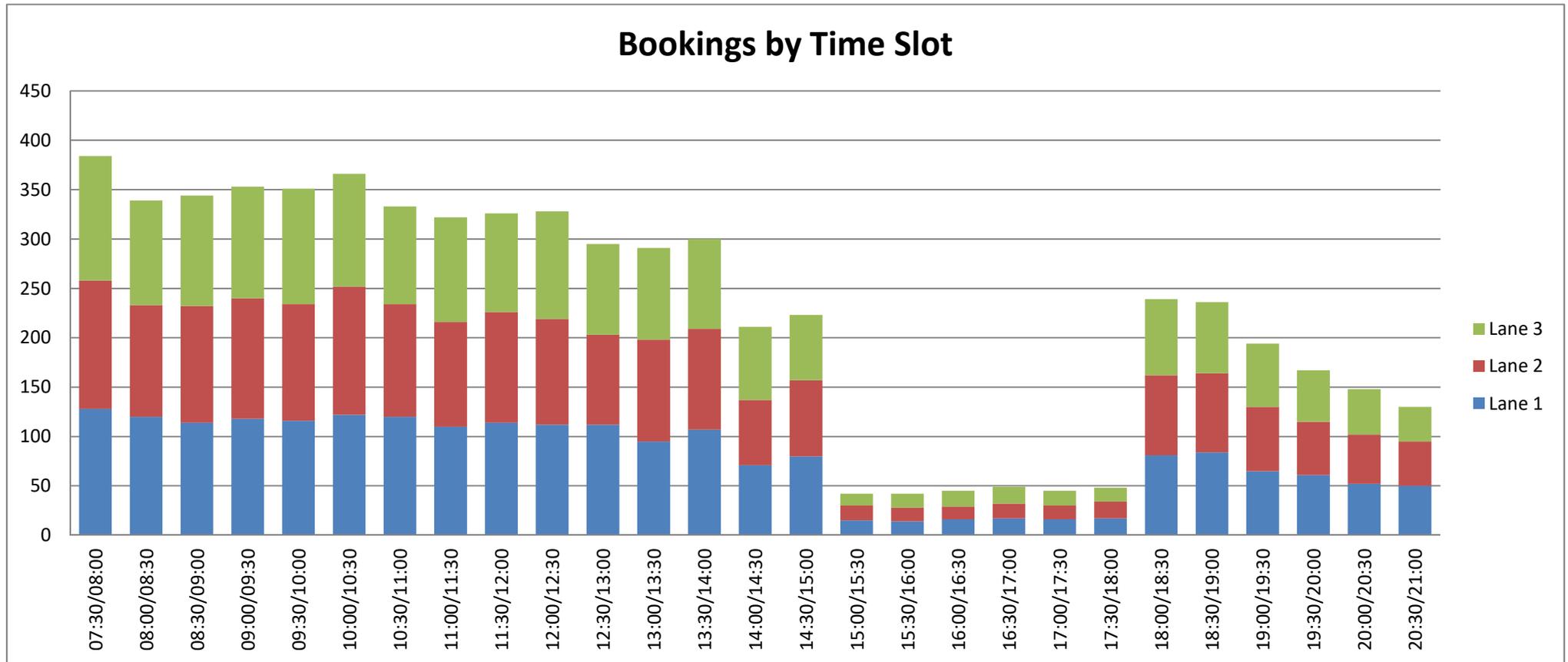
The Availability page, which allows bookings across the next 3 days to be seen at a glance, continued to prove popular and was accessed over 8,400 times. [2021: 9,000]

Below is a visual representation of bookings throughout the season by Lane. The peaks in mid-June correspond to the period before Open Swimming was introduced between 15.00-18.00 on weekdays. From September there are fewer bookable slots in the evening as the nights draw in, however poorer weather may also have a part to play in reduced popularity!

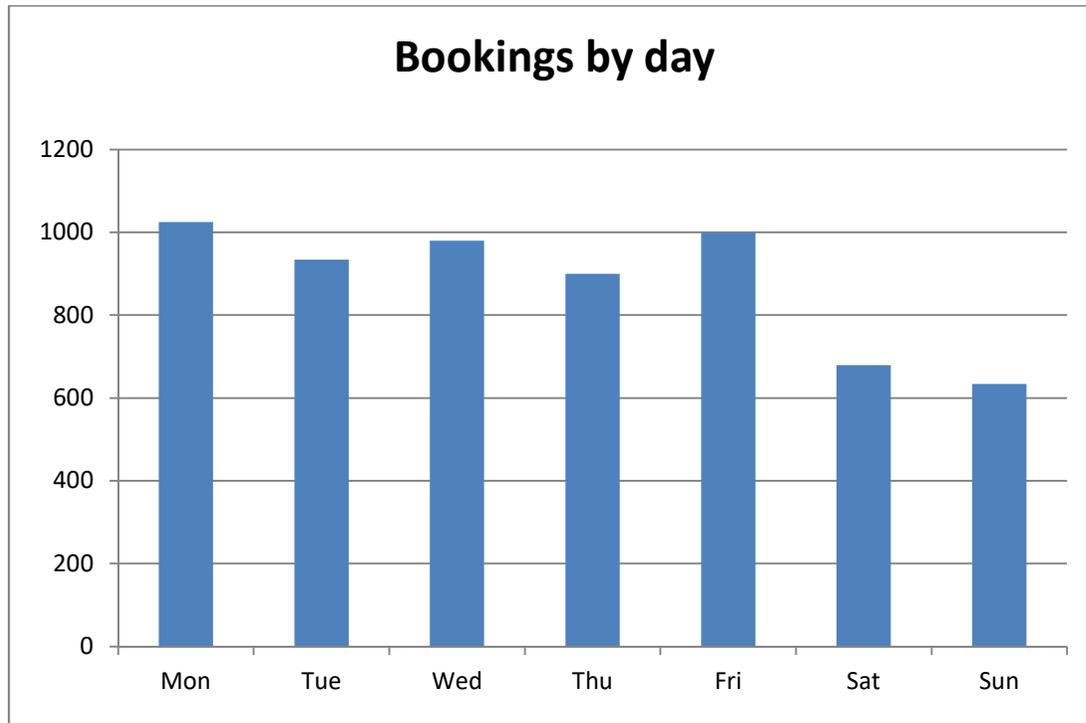


The following chart shows the bookings for each lane by time slot.

The period 06.00-07.30 is excluded as no bookings can be made during this period. Similarly at weekends with no bookable slots between 14.00-18.00, or, from late June for the 15.00-18.00 period Monday-Friday, this accounts for significantly fewer bookings for these time slots. Some of the later slots are not available all of the season due to reduced hours of daylight.



Lastly, this chart shows bookings by day of the week, however, it is important to note that there are fewer bookable slots on Saturdays and Sundays:



Roger Troughton 16.11.2022