

# Arthur Hill working group meeting

Wed 1<sup>st</sup> February 2017

**Present:** Phil (chair), Chris (minutes), Pete, Nikki, Tom, Gerard and Liz Hayes  
**Apologies:** Marjan, Graham, Sarah, Marlon, Blair

See below for updates on existing actions.

The meeting w/c 13 February will be partly a Directors meeting. For this **[Action] Peter** to prepare:

- Policies
- Statement of our current finances
- Materials for opening the bank account

Phil notes that Dr Ian Gorden is a influential voice in the ASA. He has written a book on historic pools. Peter notes that the ASA are being very supportive already, and are for happy for us to say publicly that we are working with them.

When approaching potential funding organisations, note that they are often specific about what aspect of the finances they are willing to fund.

Add standard items to the agenda. These should be established as subcommittees

- Fund-raising - Peter and Gerard leading
- Business planning - Liz

Peter has drafted a letter to John Littlefair (RBC procurement officer) to respond to their requirement. This includes our need for a 7 year lease and a relaxing of the timescales. Peter to send tomorrow.

**Nikki** to put Loddon Valley life guard training course on Facebook

**Peter** to bring welcome letters for directors from companies house.

Company logo and letter head were discussed, and we agreed that these need to be signed-off in the next meeting.

- **Chris** re-send logo, letter head, etc
- **Chris** add to agenda for next meeting
- **Peter** to send Chris info for bottom of letter head.

Chris demonstrated new website concept.

- **Chris** to send link round to group.
- **All** to comment back and agree in next meeting

Next council policy meeting is on Mon 13 February, at 18:30pm

- Tom to ask the following question “Has the procurement process for building the new pool in Palmer Park started? And if so what is the target date for appointing the new contractor to design and build the pool? And is the council anticipating making a financial contribution to the project?”

**DOMN:** 8pm, 8 February 2017  
Nikki's house  
Chris to chair

In this meeting we will go through the Trello plan. We need 3 laptops: Tom, Chris and Marjon to bring laptops.

## ACTIONS UPDATE

- 2.2.** Contact Gurdwara secretary for any help available from them. ~ **Tom/Nikki.**
- 14/12 **Nikki** taking the action on, will see if one of the school mums can offer contact in Gurdwara.
  - 2/12 **Nikki** will pick this up when school is in again.
  - 18/01 Still not seen each other
  - 01/02 Action Suspended
- 3.1.** Talk to 1Life, Fusion and Thames Lido ~ **Nikki, Peter, Marjan**
- 14/12 Nikki & Marjan tried to make contact with 1Life and fusion; will continue by phone and email. Peter has made contact with Thames Lido and has circulated the response.
  - 22/12 Nikki & Marjan following up; no response yet. Sarah has sent out further organisations but not to be actioned at the moment. Draft a standard letter to send to pool operators ~ **Nikki.**
  - 4/1 Nikki went into 1Life and was given a contact, but has not got through to business management yet. Marjan has had no response from Fusion.
  - 26/1 **Peter** to chase Fusion, too.
  - 01/02 Still no contact – keep trying
- 4.3.** Talk to Tony Jones re a banner on the building after closure ~ **Tom.**
- 22/12 Tom and Peter to meet Tony Jones and will raise this.
  - 26/1 Matter raised with Reading BC – awaiting feedback.
  - 01/02 Update from Tom: **Ben S** is person to talk to. He is looking into it.
- 5.2.** Register with data protection registrar ~ **Peter**
- 26/1 Waiting for re-registration.
  - 01/02 Ongoing
- 6.6.** Check fees for coop. ~ **Peter.**
- 26/01 Co-op charge fees; RISC pay c. £20 per month in banking fees. Recommendation to Directors Meeting will be to open an account with MetroBank.
  - 01/02 Awaiting directors meeting for final sign-off. **Peter** will visit the bank tomorrow to find out what paperwork, etc is needed
- SD.1** Contact leisure operators to discuss meeting. ~ **Marjan/Nikki.**

- 18/01 Marjan to look at SPORTA list & find operators in our area. Marjan & Nikki to list questions to ask operators. **Tom and Marjan** to ask Ben Stanesby Nikki's questions.
- 01/02 Answer from Ben has been received

**SD.4** Chase up ASA about structural survey. ~ **Peter**

- 01/02 Dennis (ASA) has responded to Peter but he hasn't identified what are the priority issues. Awaiting Dennis's reply to this

**SD.5** Prepare fundraising plan ~ **Peter/Gerard**. 26/1 Peter & Gerard met; next, speak to RVA.

- 01/02 Peter and Gerard have met with Harjeet to help start funding plan. Useful meeting. Building up a list of useful funding sources.

**SD.7** Identify volunteers with business planning skills. ~ **Tom**.

- 26/1 **Peter** to contact.
- 01/02 Close – note this led to Liz and hopefully also Phil Johnson joining the group

**7.2.** Ask RVA re potential Treasurers. ~ **Marjan**. 26/1 Peter & Gerard to discuss with RVA.  
**Ongoing**

- 01/02 **Peter** is going to advertise for a treasurer through the RVA forum. **Tom** to forward list of 10 people who identified that they have book keeping skills.

**7.6.** Select date for AGM and invite volunteers to plan. ~ **Peter**. Meeting set for 3 February.

- 01/02 Group are Peter, Phil, Gerard, Marlon and Amanda

**7.7** Send link for Kids in Sport to Peter ~ **Nikki**

- 01/02 Action passed to Phil

**7.8** Read ASA document on running community swimming pools ~ **All**

- 01/02 Postpone to next meeting

**7.12** Circulate Response to the council to all. ~ **Peter**

- 26/1 Circulated.
- 01/02 **Peter** forwarded letter received from Rob Wilson (MP) to the group.

**7.13** Book onto H&S course. ~ All - as many as are able

- 01/02 We need to create a training log. We could make this available online. Update this log at next meeting

**8 - New actions from 26/1**

**8.1** Write to Arundel Lido to say what we want to discuss. ~ **Peter**

- 01/02 We have sent a list of items to discuss, including:
  - can we see their business plan
  - how did they recruit manager
  - Tom, Gerard and Peter to visit on Monday 6 February. **Group** to report back at next meeting

**8.2** Contact Earley Charity – report back to Fundraising group. ~ **Gerard**

- 01/02 Complete

**8.3** Monitor Historic Pools website and provide updates when necessary. ~ **Phil**

- 01/02 Ongoing

**8.4** Send suggested website changes to Comms group; discuss with Steve. ~ **Phil**

- 01/02 Phil still working on content. Chris demonstrated concept for a new website (see update in minutes).

**8.5** Check Gmail address regularly & forward messages as needed. ~ **Graham**

- 01/02 Complete

**8.6** Table question to RBC about RBH / RBC ‘learning’ on pool closures. ~ **Phil**

- 01/02 Ongoing

**8.7** Write to Chronicle about RBH / RBC ‘learning’ on pool closures.~ **All**

- 01/02 Ongoing