

Arthur Hill working group minutes

Wed 8th Feb 2017

Present: Chris, Phil V, Liz, Marjan, Nikki, Philip J, Tom, Marlon, Sarah, Gerard, Peter

Apologies: Blair

1. Agree logo and company stationery

All agreed the logo that had been proposed.

The comms group will have a play with different colour sets to see if the lightness of the font proposed works better in different configurations.

2. Agree website

Chris showed the new website <http://websites.chrisbeales.net/ArthurHill/index.html>.

All were happy with the layout and the fact that live tweets were shown received particular positive feedback.

The story so far and other pages are still in the old format but will be converted to the new format.

All in the comms group will be given access to the web site so they can edit the page.

Peter asked that the title on the home page was a bit more obvious.

All were happy with the new website.

3. Bank accounts

We have settled on Metrobank as our bank.

Peter has been to see Metrobank and collected the forms that are required and a mandate. The intention is to sign these at the Directors' meeting.

One of the policies that Peter has circulated is our financial policy. The meeting suggested that up to £100 could be signed off by 1 person, two signatures for between £100 and £4999, and anything over £5000 to be signed by three signatories.

Nikki, Chris, Marjan and Peter volunteered to be signatories. Peter will prepare the mandate accordingly and bring this next week to the Directors' meeting.

Nikki has found someone to do the bookkeeping for us and will pass details on to Peter.

Phil J described separating out the activity of approving an expenditure and paying for the expenditure.

4. Update Trello plan

The majority of the Trello plan was updated. By next week all to look at plan and to update anything that needs updating by the 19th Feb which is the RBC deadline for preparing information.

5. Brief update from Arundel Lido visit

Tom's notes on the meeting covered the visit. Tom's biggest take from the meeting was seeing the three trustees who had been there from the beginning, but particularly the engineer and the value of this skill.

6. Brief update on preparation for AGM

Sub group met on Friday and will meet again. Date of 2nd March agreed and room has been booked at warehouse centre and curry has also been booked.

Chris will give the presentation he has given previously.

The Arthur awards are also coming along well.

Draft design for leaflet have been agreed and will be ordered. Phil V asked for posters too.

7. Directors' meeting

Arranged for 15th Feb at Phil's house.

Some formal resolutions will need to be passed. One of these is to do with the bank.

We will need to agree specific roles. One of these is H&S issues, and another is safeguarding with responsibility for receiving any reports of safeguarding concerns and acting on those. Marlon volunteered for safeguarding.

Chris highlighted that even though some of the working group are Directors of the Community Interest Company and others aren't, all members of the working group are equal. All members of the working group are welcome to the Directors' meeting, although they will not be able to be involved in company decisions.

All agreed that a rotating Chair would be better than a standing Chair for the Director's meeting.

8. Training

We need to get people involved in a number of training sessions.

There is health and safety training coming up. The fee will be paid.

There is a Lifeguarding course coming up at Central pool. It was decided that this was not needed.

There is a pool operators' course coming up.

Chris will put this on the agenda for next week.

9. Review outstanding actions

Update below

10. Date of next meeting

Directors' meeting 15th Feb at Phil V's

Light grey – suspended

ID	Action	Owner	Progress	Status
2.2	Approach Gurdwara secretary to see if there is any help available from them	Tom/Nikki	Unfortunately the secretary has died. 14/12 Nikki is taking this action on and will see if one of the school mum's can provide contact within Gurdwara 22/12 Nikki will pick this up when school is in again. 18/01 Still not seen each other 01/02 Action Suspended.	Suspended
3.1	Talk to 1Life, Fusion and Thames Lido	Nikki, Peter, Marjan	14/12 Both Nikki and Marjan have struggled to make contact with 1Life and fusion but both will continue by phone and email. Peter has made contact with Thames Lido and has circulated the response. 22/12 Both Nikki and Marjan are following up but no response yet. Sarah has sent out further organisations but not to be actioned at the moment.	Superseded

			<p>Nikki to draft a standard letter to send to pool operators.</p> <p>4/1 Nikki went into 1Life and has been given a contact, but has not got through to business management yet. Marjan has had no response from Fusion.</p> <p>26/1 Peter to chase Fusion, too.</p> <p>01/02 Still no contact, keep trying</p>	
4.3	Talk to Tony Jones to see if it would be possible to put a banner on the building after closure	Tom	<p>22/12 Tom and Peter are meeting Tony Jones and will raise this at that meeting.</p> <p>26/1 Matter raised with Reading BC – awaiting feedback. 01/02 Ben Stanesby is the person to talk to and he is looking into it.</p>	Ongoing
4.4	Develop banner	Chris	22/12 to be picked up after permission has been received.	Suspended.
5.2	Register with data protection registrar	Peter	Waiting for re-registration.	Ongoing
6.6	Check fees for coop	Peter	<p>26/01 Co-op charge fees and RISC pay around £20 per month in banking fees for them.</p> <p>Recommendation to Directors Meeting will be to open an account with MetroBank.</p> <p>01/02 Awaiting directors meeting for final sign off. Peter will visit the bank to find out what</p>	Superseded.

			paperwork etc is needed. 08/02 Metrobank has been selected.	
SD.1	Contact leisure operators to discuss meetings	Marjan/Nikki.	18/01 Marjan to look at SPORTA list and come up with operators in our area. Marjan and Nikki to come up with list of questions to ask operators. Tom and Marjan to ask Ben Stanesby Nikki's questions. 01/02 Answer from Ben has been received.	Ongoing
SD.4	Chase up ASA about structural survey	Peter/Tom	01/02 Dennis (ASA) has responded to Peter but he hasn't identified what are the priority issues. Awaiting Dennis' reply to this. 08/02 Ongoing Tom to look over plan	Ongoing
SD.5	Prepare fundraising plan	Peter/Gerard	26/1 Peter and Gerard have met. Next step is to speak to RVA. 01/02 Peter and Gerard have met with Harjit to help start the funding plan. Useful meeting. Building up a list of useful funding sources. 8/2 Have started work. Peter and Gerard will talk to Liz and Phil	Ongoing
7.2	Ask RVA if there are any potential Treasurers.	Marjan	26/1 Peter and Gerard to discuss with RVA when meet. 01/02 Peter is going to advertise for a treasurer through the RVA forum. To forward list of 10 people who identified	Complete

			that they have book keeping skills.	
7.6	Select date for AGM and invite volunteers to plan.	Peter	Meeting arranged for 3 February. 01/02 Group are Peter, Phil, Gerard, Marlon and Amanda.	Complete
7.7	Send link for kids in sport to Peter	Phil	01/02 Action passed to Phil	Withdrawn
7.8	Read ASA document on running community swimming pools	All	01/02 Postpone to next meeting.	Ongoing
7.13	Book on H&S course	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.	Ongoing
8.1	Write to Arundel Lido to let them know what we want to discuss with them.	Peter	01/02 We have sent them a lit of items to discuss, including: Can we see their business plan How did they recruit manager Tom , Gerard and Peter to visit on 6 th Feb and report back at next meeting.	Complete
8.3	Keep a watching brief on Historic Pools website and provide updates when necessary.	Phil		Ongoing
8.4	Circulate list of suggested changes to website to Communications group and then discuss with Steve	Phil to circulate	01/02 Phil till working on content. Chris demonstrated concept for a new website (see update in minutes.	Complete
8.6	Table a Council question about RBH / RBC learning on pool closures	Phil		Complete
8.7	Write to Chronicle about RBH / RBC learning on pool closures	All		Complete
9.1	Prepare policies,	Peter		Complete

	statement of our current finances, materials for opening the bank account			
9.2	Put Loddon valley life guard training course on Facebook	Nikki		Complete
9.3	Bring welcome letters from Companies house to next meeting	Peter		Complete
9.4	Re-send logo, letter head etc. Add to agenda for next meeting. Send Chris info for bottom of letter head.	Chris/Peter		Complete
9.5	Send link for new web site concept to all.	Chris		Complete
10.1	Play with fonts for stationery	Comms group		New
10.2	Obtain high res and web res version of logo	Chris		New
10.3	Agree content for web site	Comms group		New
10.4	Prepare mandate for bank account	Peter		New
10.5	Provide Catherine's details to Peter. Peter to contact Catherine	Nikki/Peter		New
10.6	Print and deliver leaflets	Tom		New
10.7	Upload operations group stickies from strategy day	Nikki, Marlon, Sarah		New
10.8	Look at options for filing documentation	Liz		New
10.9	Put operators on Trello board	Marjan		New