

Arthur Hill working group minutes

Wed 22nd Feb 2017

Present: Gerard (chair), Phil, Liz, Peter, Tom, Nikki, Chris (minutes), Dave Smith (new member – chartered engineer)

Apologies: Blair, Marjan, Marlon, Sarah

1. Update on business plan

- Deadline is 27 Feb to submit council's requested documents
 - will be able to submit part of the requirements by the deadline, e.g insurance docs, but wont be complete
- Business plan will need to follow shortly after
- Build on Option A, B, C - pros and cons listed
- Will include hope that council will run operations
- Will include assumption that 7 year lease is required
- If council refuse community right to challenge:
 - Option to buy the pool and build a new one
 - Work with leisure company to develop as a gym
 - Use £11k to promote sports and improving access to local pools
 - Or fold
- Concern about cash flow / reserves ... we may need a loan
- Also need to make assumptions about sponsorship, grants, etc
- Got letter from an insurance broker
- Agreed H&S, safeguarding, etc, policies for CIC
- Need more work on supply chain but planning to follow RBC existing
- Need to create business plan risk & liability register
 - Leaking into groundwater issue has been followed up by Ben
- Need Unique Selling Point:
 - swimming lessons
 - community focus
 - lane swimming
 - healthy people: mobility and exercise
 - not expensive but encouraging those who can afford to pay more to do so
 - inclusive: e.g. disability, ethnicity,
- Note that material will come out over the weekend for review – comments from working group will nbe gratefully recieved

2. Website

- New website is close to completion. See <http://websites.chrisbeales.net/ArthurHill>
- Chris spoke to Steve, who put the campaign website together for us.
 - Steve bought the domain www.arthur-hill.org.uk - he is happy to own this on behalf of the company. The working group are comfortable with this and appreciative.
 - Steve can switch over to the new site when we are ready. We agreed to aim to set this up in time for the AGM (2 March).
- Chris will be hosting the new site on his personal webspace

3. Update on public meeting

- Chris to chair
- Leaflets being delivered
- Prize draw
- Aiming to
 - Update community on community right to challenge
 - Sign-up members

4. Review of condition survey

- Dave and Tom looked at this
- Work to be split between short term (2/3 years) and longer term work
- Structural survey well done but the costs look very high (RBC standard contractors? Look 2-3 times too high)
- Good chance of asbestos - prob £20k
- H&S survey required
- Good idea to get a commercial quantity surveyor to look over the what we've got
- Tom & Phil
- Maybe £50k per year

5. Date of next meeting

AGM 2 Mar
Working group @ Nikki's on 8 Mar, 8pm

Add Trello update to next meeting

Actions List

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

			<p>not to be actioned at the moment. 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> <p>22/2 – no update</p>	Ongoing
4.4	Develop banner	Chris	22/12 to be picked up after permission has been received.	Suspended.
5.2	Register with data	Peter	Waiting for re-	Complete

	protection registrar		registration. 22/2 - done	
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. 22/2 - Rob Wilson has been in touch with 1 life. Pushing with fusion leisure	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 22/2 Engaged Tom and Dave to review	Superceeded
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	Ongoing

			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 22/2 Ongoing – has progressed	
7.8	Read ASA document on running community swimming pools	All	01/02 Postpone to next meeting. 22/2 Ongoing	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. 22/2 Peter is attending tomorrow.	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 list 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	22/2 Ongoing	Ongoing
8.4	Circulate list of suggested	Phil to circulate	01/02 Phil till working on	Complete

	changes to website to Communications group and then discuss with Steve		content. Chris demonstrated concept for a new website (see update in minutes.	
10.1	Play with fonts for stationery	Comms group	22/2 – Ongoing	Ongoing
10.2	Obtain high res and web res version of logo	Chris	22/2 – Part done. Chris to send even higher res version.	Ongoing
10.3	Agree content for web site	Comms group	22/2 – on agenda	Complete
10.4	Prepare mandate for bank account	Peter	22/2 – papers sent to bank. Metro Bank buisness manager looking at this. Agreed to open a community account: limits on transactions and no debit card but can do internet banking.	Ongoing
10.5	Provide Catherine’s details to Peter. Peter to contact Catherine	Nikki/Peter	22/2 – done	Complete
10.6	Print and deliver leaflets	Tom	22/2 – done / being delivered	Complete
10.7	Upload operations group stickies from strategy day	Nikki, Marlon, Sarah	22/2 – ongoing	Ongoing
10.8	Look at options for filing documentation	Liz	22/2 – in progress. Liz has setup a dropbox and linked to trello	Ongoing
10.9	Put operators on Trello board	Marjan	22/2 – no update	Ongoing

11.1	Check will Steve that we can setup business e-mail address info@arthur-hill.org.uk	Chris		New