

**Cullompton Swimming Pool Campaign  
Committee Meeting 24  
Tuesday 29th January 2013, Padbrook Park, Cullompton**

Attendees: Dave Haslett (Chair), James MacPherson, Lynne Read, Roy Gould, Lynn Craddock, Chris Mussen, Mary Christie (minutes)

Apologies: Sharon Vaughan, Helen Giles

### **1. Acceptance of previous minutes**

Proposed acceptance: Lynne Read, seconded: James MacPherson, vote: unanimous.

### **2. Updates and matters arising from the previous minutes**

Sean has resigned from the committee due to other commitments. We hope he will be able to rejoin us in the near future and wish him well. Mary volunteered to become Secretary and was duly elected.

Lynne requested that the signatories on the bank account should not be altered immediately as she is still sorting out the accounts. In the meantime Dave and Lynne will remain as the signatories. This was also accepted by the committee.

Sean was investigating community enterprises but this work now be carried out by the feasibility study team.

The CCA has received our acceptance of the terms of reference and will discuss it at their next meeting (20<sup>th</sup> February).

### **3. Fundraising team update**

Helen has asked to stand down as chair of the fundraising team. Mary was asked to consider taking over the role, and will report her decision at the next meeting. Dave will chair the fundraising team in the meantime.

Letters to businesses regarding the Mile of 20ps and recycling of office consumables have not been sent out. Dave said he would do this.

**Action point** – Dave to send out letters to businesses.

At their meeting on 18<sup>th</sup> January the fundraising team decided to cancel the Scottish Evening and Caribbean Night due to low ticket sales. They agreed to contact the Community Centre and Padbrook to let them know, to announce the cancellation on Facebook and the website, and to mark posters “cancelled” or remove them. Unfortunately there was a considerable delay in contacting Padbrook and the

Community Centre and they found out via our announcement on Facebook rather than directly from us, which apparently caused some anger.

The committee felt that this was totally unacceptable and agreed that a formal letter of apology should be sent to both parties, and also to Jenny Radford who worked hard at selling tickets in the final week.

**Action point** – Dave to send letters of apology.

We do not know whether the Community Centre will charge a cancellation fee. If they do not then we will consider making a goodwill contribution.

**Action point** – Await further correspondence from the Community Centre by the next meeting

Mary presented a set of communications guidelines that she felt the committee should adopt in order to prevent a repeat of these problems. (See Appendix 1.) The committee agreed that these should be adopted.

The manager of Cullompton motorway services has given us permission to collect money there, as long as we book in advance. We agreed that we would aim to collect money for the four days of the Easter holiday, from Good Friday (29<sup>th</sup> March) to Easter Monday (1<sup>st</sup> April) from 10am to 9pm. Helen knows the manager and will ask her to confirm the booking.

**Action point** – James to order collecting tins and buckets

**Action point** – Mary to order a banner (6 feet by 2 feet, to include our logo and the words Cullompton Swimming Pool Campaign)

Mary will organise the teams of volunteers who will collect the money. She will try to get some of the shop staff involved as well, and will discuss the arrangements further at the fundraising team's next meeting on Friday 8<sup>th</sup> February.

The Easter Egg Hunt will take place on Easter Saturday (30<sup>th</sup> March), and the stall will be based outside the Baptist Church, as last year.

Collecting unused Tesco Club Card points: apparently Tesco's computer system automatically collects any unclaimed points and awards them to Tesco's chosen charity of the year.

EasyFundraising.org.uk: online shoppers can register with this scheme and select their chosen charity. Retailers who are part of the scheme will then make a contribution to that charity for every purchase made. We agreed that we should be part of this. The CCA have already joined. Dave felt it was important that we are not seen to be taking money away from the CCA, and the committee agreed that when promoting the scheme we should give people the option of selecting either ourselves or the CCA as their chosen charity.

**Action point** – Dave to register the swimming pool campaign with EasyFundraising.org.uk

Recycling old books from the shop: Dave said he had found at least two places in Exeter that would take unwanted books. He will arrange to take our stock of old books to them. This would be far better than taking them to recycling centres, which will charge us if they consider the books to be trade waste.

100 Club: Lynne is still trying to collect membership payments for Jan – June 2013 from fifteen people.

Outreach to schools and village communities: Lynne reported that letters had been sent to all schools in the area, though few replies had been received so far. She agreed to give presentations to village communities after she has finished her presentations to the schools.

James said it was important to get the other town and villages on our side as we will need to gather evidence for the need for the pool and letters of support from them in order to apply for funding.

**Action point** – James to contact parish clerks to enlist their support

#### **4. Feasibility team update**

Applications for funding: James said there are usually two slots each year in which we can apply for funding: March and September. The feasibility study team will start collecting all the information and evidence we need, based on the Investment Ready Checklist provided by the Communities Council for Devon. We will aim to make our first application in September this year.

Both the architects we are working with have said they work with people who can apply for funding on our behalf. They know which funding organisations to contact, how to do it, and when to do it. But they charge a fee for this service, which is usually a percentage of the grant that is awarded if the application is successful.

**Action point** – Dave to find out more about the people who apply for funding and the amounts they charge.

#### **5. Shop update**

Lynne reported that the shop is working well and volunteers are filling the shifts. She stressed that it was important that people let her know if they are unable to turn up.

## **6. Accounts update**

Mile of 20ps: total raised to date = £184.60.

Lynne has paid £300 from the 100 Club (Jan – June 2013) into the bank.

We have received a £35 donation.

Our bank account balance now stands at £5,856.60.

We are continuing to investigate high interest bank accounts. The best we have found so far is Virgin at 3.5%. Lynne said some of the money handed over by the previous committee was held in National Savings and Investment accounts that offered good rates of interest.

**Action point** – James to look at the Virgin account in more detail to see if we would qualify.

**Action point** – Lynne to look at the NS&I accounts.

## **7. Any other business.**

The feasibility team had to postpone their first meeting due to adverse weather conditions, but had difficulty passing the message to all members of the team as they didn't have everyone's full contact details. The committee agreed that all members should have everyone's contact details. Everyone at the meeting gave their details to Dave, who will also collect Sharon and Helen's and circulate them to all members of the committee.

**Action point** – Dave to collect outstanding contact details of committee members and circulate them.

## **Date of next meeting**

Tuesday 19th February, 6.30 pm at Padbrook Park

## **Cullompton Swimming Pool Campaign**

### **Communications Guidelines**

The committee has agreed to adopt the following guidelines.

1. Be absolutely certain about who is doing what, and when, ensuring that the process is done in the right order.
2. Be as certain as we can be that individuals who have volunteered to carry out an appointed task will carry out that task without fail, or will enlist help from someone else who can.
3. Communicate the outcomes of plans to everyone, keeping all relevant people informed and in unison, including the relevant outside agencies, before being made public.
4. Never make big decisions unless the whole committee and all parties are involved.
5. Never underestimate the importance of personal interaction with outside groups and individuals who are keen to be supportive.
6. Find ways to distribute all up-to-date information of developments to key people e.g. a newsletter, as not everyone is on Facebook or has computer/email access.
7. Have the courage of our convictions to see everything through to its end, and if it hasn't worked, to learn from it.
8. Have faith in the 'snowball effect' – support for popular things will grow year on year.
9. Set a deadline for minutes of meetings to be distributed.
10. Ask everyone involved with the campaign to list their personal skills, to assist in supporting and encouraging the right people on the right task, and to enable tasks to be shared.
11. Learn from past mistakes and move forward.
12. Encourage enthusiasm and new ideas.