

# **Cullompton Swimming Pool Campaign**

## **Committee Meeting 50**

### **Tuesday 9<sup>th</sup> September 2014 – Padbrook Park**

Present: Dave Haslett (Chair + minutes), Lynne Read, Mary Christie, Camille Harrison, Roy Gould, Lynn Craddock, Meryle Staddon, Joyce Giffard

Guest: Carol Harrison

Apologies: Cat Margrie, Kevin Hurford

#### **1. Acceptance of Previous Minutes**

The minutes were not available in time for the meeting, so will be approved at the next one.

#### **2. Updates and matters arising**

Dave has notified the shop landlords that we will be continuing for a further 6 months (taking us up to 31 March 2015). We will review the situation again in February.

We are still waiting to hear about the grants that are available to projects which will create jobs in the area. Roy thought we might not hear whether MDDC's application for funding was successful until December. If this is the case then we should be able to bid for it in January.

#### **3. Feedback from the Family Fun Day**

##### Private tour

Of the 45 people we invited on the private tour, only the Gazette turned up. One other lady attended, whom Dave had been in touch with via Facebook. None of the town councillors, schools, doctors or physiotherapists we had invited turned up. A lady from Tiverton who has a disabled daughter arrived later in the day having been told about the tour by her doctor. One of the town councillors said he had not seen the invitation, so it appears that the town clerk failed to circulate it. The event received a good write-up in the Gazette.

The architect was unable to stay beyond the first hour and he only brought a rough outline of the new plan, which will need significant alterations. We will need a further meeting with him to enable him to produce a more accurate design that incorporates all the things we would like, including a seating area for spectators, a sales area for swimwear and accessories, etc. As space will be tight, it might be possible to raise the seating area, perhaps putting it above the plant room.

Mary has written a letter to Vranck House to invite them to come and look at the site and tell us exactly what is needed for the hydrotherapy pool, and to confirm sizes of the pool, changing areas, etc. It is important to get the views of potential users as well.

An important thing we learned on the day was that there is *considerable* interest in the hydrotherapy pool – and not just in Mid Devon but also in Exeter. We will need to think of ways of getting Exeter people on board to help us. With so many people wanting to use the hydrotherapy pool, we will also need to look at how we can make it as big as possible, while still retaining all the facilities we will need for the other pools.

Cat thought we ought to have two or three plant rooms rather than a single one. She knows people in the plant room business and will have a chat with them.

Mary said it would be worth visiting Northbrook Pool in Exeter, as they combine all sorts of activities, for all the different age groups, in a single pool.

The owners of Padbrook Park told the architect they have plans for the hangar and old sports bar. They would like to turn the hangar into a Monster Mansion-like facility, with climbing frames, nets, slides, and ball pits for children. They would like the sports bar to become a café. Both of these will fit very well alongside the pool, so we were happy about this.

### Activities

The event did not make as much money as last year, and we thought that this was mainly because the schools had only just gone back and parents had spent their money on uniforms, etc. Also, grandparents who had been looking after children during the summer holiday had gone away. We will try moving the event back to June/July next year – ideally a week or two before the town fayre.

We were not impressed with the bouncy castle company. They failed to keep appointments to come and inspect the site, and on the day found that one of their vehicles couldn't access it, so we only had half the activities promised. The slide seemed to be under-inflated and unsafe, with only a mat to land on at the bottom, and there were some minor injuries. Older children were bouncing on it and knocking the younger ones off. The operator did not seem interested.

The idea of putting all the games together in an arcade backfired as parents would only let their children have a go on one thing, and most of them chose the hook-a-duck game. The human fruit machine, which was extremely popular last year, hardly saw any use at all. We will need to spread the games around next time.

Many of the balls for the coconut shy were lost in the hedge and stream, despite a backing sheet being in place. Mary had to buy a new set of balls during the day, and most these were lost too. Lynne has some bigger tarpaulins and side walls for gazebos that we can use next time.

There was a complaint that at least one of the draw prizes had already been on sale in the shop. We must ensure that all prizes are kept back from sale next time.

The dog show was not successful and is not worth having next time. It only made a profit of £7. It ended very quickly, and there were people still coming in with their dogs later in the day asking where it was, when it had already finished and the organisers had left.

There were comments that the event had not been well advertised, but we had 70 posters up, it had been mentioned on Radio Devon, in the Gazette, on our website and on Facebook, and we had 4 banners and 3 sets of roadside paddle boards. There really isn't much more we could have done. It wasn't mentioned in the school newsletters this time, which it was last time, because they were all closed for the summer. Lynne also didn't have her display board set up outside the pre-school and rear entrance to the community college, as the school was closed. The leaders of the Guides and Scouts were also unable to contact their children to tell them about the event or ask them to help run activities for us. Moving the event back to June/July next time should prevent this problem from happening again.

The council workers were asked to have the gazebos erected by 8:00 am, and Mary had confirmed this with the council office, but they didn't turn up to erect them until 8:00 am.

The children running the coconut shy and target football need adult supervision.

People were not circulating around the stalls very well. This was because (a) the stalls were all down one side because the dog show arena needed a lot of space and (b) there weren't many people taking part in or watching the dog show. We will need to put the stalls down both sides next time.

Lynne thought a smaller arena would still be a good idea for next time, and it could feature entertainers such as the juggler, Yarak birds of prey – and whatever else we can think of. The majorettes would also do two displays (one at the start and one later in the day) if the dog show wasn't there.

There needs to be two people doing the guided tour and running the information stand.

We need to have a proper list of jobs and who will carry them out. We had planned to do this at one of our fundraising meetings, but apparently it wasn't done. No one was given responsible for things like collecting the tables from Padbrook to put in the stalls, taking stuff to/from the shop, etc.

Joyce will contact the winners of the draw prizes and ask them to collect them from the shop.

We need to send MDDC a return for the draw. Dave has the form for this.

#### **4. Feedback from Second Meeting with Involve**

Camille has completed all the policies and circulated them to the committee. There are also printed copies in the shop for the staff to read. Everyone needs to read and agree the policies, and the agreement needs to be recorded in our minutes. Once this has been done, Involve will be able to advertise for volunteers for us.

**Action Point** – everyone to read through the policies by the next meeting and note any questions or points they are unhappy with.

We discussed how to set ourselves up as a Charitable Incorporated Organisation (CIO). We will need to agree a new constitution at an AGM, record the acceptance of this in the minutes, and upload it to the Charity Commission's website with our details. They should then approve our charity status within a month. Camille circulated a copy of the new constitution – we will also need to display a copy in the shop. The constitution is a legal document based on the wording approved by the Charity Commission, so we will have to go through a solicitor if we want to make any alterations, and this will also delay our application. Dave and Camille confirmed they were happy with the wording.

Anyone on the committee can be a trustee of the new charity, but they don't have to be if they don't want to. However, only trustees are allowed to vote. We must have at least 3 trustees, and these will be Dave, Camille and Lynne R.

Dave suggested holding the AGM on Thursday 9<sup>th</sup> October. Lynne will check that Community House is available on that date and book it for us, and will then produce a poster to advertise it. [Update: 9<sup>th</sup> Oct is confirmed.]

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

Lynne does not want to run the shop any longer, but will cover occasional sessions as a regular volunteer as and when needed.

Carol agreed to manage the shop for a trial period.

We discussed some of the issues in the shop, with Carol providing a fresh pair of eyes:

The green recycling bags are too heavy to carry downstairs. It would be better to take down half-loads and put them into one bag downstairs.

The CDs are in the wrong place and people can't get to them easily as they are too close to the window display. (The area immediately behind the window display is supposed to be kept clear, but never is.)

Every little thing seems to need someone else's permission, even if a very minor change is needed.

It's important to check that donated CDs, DVDs and video games actually have discs in the cases, as they are sometimes empty.

The children's section seems to make very little money. Parents often leave their children there while they shop, and collect them at the end, but they don't buy many of the toys or children's books. The children are left there unsupervised (except by shop staff if they are at the till). Carol thought it might be better to have a much smaller children's section at the back of the shop, well away from the door and road. The existing children's section could then be used for something that makes more money. It should not be the staff's responsibility to mind customers' children. The other charity shops have much smaller children's sections (if they have them at all).

It might be worth trying a notice board with photos of larger items for sale that we don't have room for in the shop. There could also be a wanted board where people can list what they're looking for.

There was a debate about whether it was better to store things for Christmas or put them on sale as soon as they come in and let the customers buy them immediately and store them for Christmas themselves. We were previously advised to store things and have themed displays at the right times of the year.

We should have instant sales when we have a lot of the same thing that we need to clear, rather than sending it for recycling or taking it to the tip. Whatever is left over at the end of the sale week can be disposed of, but at least we've had a chance to make money from it first.

The office upstairs is intended for the storage of clothing (on the shelves and rail) and books (in the storage section at the back). Any campaign materials and items from the fun day that are currently stored there will be going to our storage unit within the next week or so. Any bric-a-brac that is donated should be stored behind the curtain at the back of the changing room.

We still have half a sack of coconuts left. Mary suggested having a jungle-themed window display and letting people have a coconut if they give a donation. Camille suggested offering them as an incentive to buy draw tickets – a free coconut with each ticket.

Carol has drafted a contract for a manager (in case we ever need another one). The list of duties/skills should include:

- Making sure the shop has adequate goods and they are well displayed
- Adhering to cash-handling and banking procedures
- Ability to supervise a team

A sound understanding of customer care  
Good organisational skills  
Creative flair and a good eye for detail

It would be worth inviting Lynne R's friend who manages a charity shop to come back and see the changes since her last visit and suggest where we can make further improvements.

Carol would like to bank the takings from the shop at the end of each day, as she feels it is much safer than carrying the money home. If the bank is closed, the money can be left with Camille who will bank it the next morning.

We discussed having a bargain of the week but felt that if someone came in specially to buy a particular item and it had already been sold then they wouldn't be too happy with us. It would be better to have themed sale weeks, such as half-price clothes or buy-one-get-one-free on books. We have a lot of children's books at the moment, so they would make a good sale.

Dave recommending keeping the shop open until 4.30 pm on busy days, if the last volunteer(s) on duty that day don't mind staying on for the extra 30 minutes. You can often take quite a lot of money in those last few minutes so it's worth the effort. But if the town is quiet, or if the volunteer needs to get away by 4pm then it's fine to close at the normal time.

### First aid training

Lynne R. said she has a friend who can train a whole group of us for a low cost. She will find out the price and report back to us.

### Monthly draw

We agreed that we would have a Christmas draw. We will resume the monthly draws after Christmas. We will need to start collecting prizes immediately. Carol suggesting making up a Christmas hamper. It would also be worth visiting the shops again to see if they could contribute prizes and vouchers, both for the Christmas draw and for next year's auction of promises.

## **6. Accounts update**

We currently have about £47,000 in the bank, plus the £20,000 held by Dr Dixon for the hydrotherapy pool and £40,000 promised by Devonshire Homes, making a total of £107,000.

All the different bank accounts have been consolidated into one single Nat West account.

When we get our own charity status we will need to apply for a new bank account, as we will technically be a different organisation, even though we will still have the same name.

## **7. Fundraising**

### Sponsored Swimathon

We agreed previously that the swimathon would be on 4<sup>th</sup> October, but Cat wants to move it to half term and hold it on Saturday 25<sup>th</sup> October. We agreed that this was fine. Cat has already produced a poster for it, which we can start circulating immediately.

**Date of next meeting**

Tuesday 30<sup>th</sup> September, 6.30pm at Padbrook Park.