

Friends of the Peterborough Lido

Minutes of Meeting held Tuesday 1st November 2022 Hampton Library & Leisure Centre, Clayburn Road, PE7 8GL

Present:	Clare Marshall (CM) (Chair for this meeting) Monica Ilett (MI) Maggie Divers (MD) Sue Godfrey (SG) Paul Chapman (PC) Karen Brine (KB)	Sam Hickman (SH) (Vivacity) Jemma Rees (JR) (Vivacity) Ian Spence (IS) (Vivacity) Dom Gray (DG) (Vivacity) Fiona Syme (FS) (Vivacity) Hazel Barnard (HB) (Vivacity) (Notes)
Apologies:	Janet Martin (JM) Nick Carter (NC)	Julie Johnston (JJ) Darren Kelly (DK)

Actions:

- KB to review the current Constitution to make it more reader friendly in line with feedback from similar groups and will bring to the next meeting for review.
- Hoist and signage - SH to liaise with contractors and obtain quotes.
- KB to send email to members requesting a volunteer to help with IT and Website – MI to send electronic version to KB.
- MI/KB to investigate setting up a new Friends email address with individual email addresses for officers of the Committee.
- MD/MI to work together to arrange for website/IT costs and expenses to be changed so that payment is not taken from MI's personal bank account before next payment is due in April 2023.
- MI/KB to look at options to include the full constitution on the website.
- CM to send the adopted proposal for Membership Secretary out with the minutes.
- SG to send customer feedback to FS who will take into consideration along with previous footfall figures and viability and suggest café opening times for next year.
- CM to put Hannah Drury (HD) of Mask Theatre in direct contact with SH to arrange a site visit, and negotiate terms in relation to possible Shakespeare in the Park.
- CM to arrange a joint meeting with Harrison Fuller (HF) of Young Technicians Academy (YTA) Vivacity, FOPL Treasurer, and a committee member to consider the Lottery Community Awards for future events.

Item	Subject	Action
1	Apologies	
1.1	<ul style="list-style-type: none"> • CM shared apologies from JM, NC, DK and JJ and confirmed that she continues to "hold the fort" whilst the Chair is away from duties 	
2.	Introductions and welcome	
2.1	<ul style="list-style-type: none"> • CM welcomed everyone and there was a round the table introductions of all present 	
3.	Minutes and Matters arising from the last meeting held on 18 August 2022.	
3.1	<ul style="list-style-type: none"> • All agreed the minutes were a true and accurate record of the meeting. • CM confirmed written approval had been received from NC, DK and JJ 	
3.2	<ul style="list-style-type: none"> • KB is reviewing the current Constitution to make it more reader friendly in line with feedback from similar groups and will bring to the next meeting for review and approval. 	KB

	<ul style="list-style-type: none"> MI drew attention to the Constitution currently stating that appointment of Committee Officers is for a period of one year, after which they can be re-elected. She suggested that the number of years they can be re-elected should be for a fixed time after which, they would need to stand down for a period before standing for re-election. Those present agreed. KB agreed to look into this as part of reviewing the Constitution and present at the next meeting. IT/ Website- to be discussed under item 3. Ellis Hannon was delighted to accept the honorary membership as agreed at the last meeting and is keen to work together with the Friends. Café and Catering: SG to present to FS at item 6. Secretary Role: KB has approached similar Lido Friends Groups to develop and compare ideas and suggestions for the role and responsibilities of Secretary. A list of these has been drafted and was circulated for discussion, review and approval at item 4 Visitors' book implementation - discussion to be postponed to next season. JJ has produced a list of ideas for future communications, marketing, publicity and merchandising – it was agreed to discuss at the next meeting when JJ is present. All Midsummer Magic proceeds have now been banked. Post-season swim successfully went ahead – 28 people attended. FOPL funding -List of items provided by SH/JJ for discussion under Finance. 	JJ
4	Finance	
4.1	<ul style="list-style-type: none"> MD advised there is £2415.72 in the bank account, which includes the proceeds from Midsummer Magic of £959.43 after costs have been paid. SH and JR provided a list of items required by the lido for FOPL to consider funding. It was agreed, the purchase of a children's hoist and lane signage would be the most beneficial. Both items to acknowledge the Friends of the Peterborough Lido. SH to liaise with contractors and obtain quotes. KB agreed to find an auditor, if needed for finance. 	SH KB
5	IT/Website	
5.1	<ul style="list-style-type: none"> Together with JJ and CM, MI has drafted an email to be sent to all members to seek a volunteer to replace or work alongside her on FOPL's website and social media. There was a discussion around whether the role could be split into two or remain one role. If the role were to be split in two, KB would be happy to help on the social media and front end of the website but would need another volunteer to work on the back end. It was agreed that the email should go out and whether or not to split the role can be discussed depending on the response. MI to send an electronic copy of the email to KB who agreed to send out to members. KB/MI to investigate the possibility and cost of setting up a new Friends email address with individual email addresses for officers of the Committee. This to replace officers using their personal email addresses as soon as possible. MD/MI to arrange for website/IT costs and expenses to be changed so that payment is not being taken from MI's personal bank account. To be completed well in time for when the next payment is due in April 2023 and after the new email address has been set up. KB/MI to look at options to include the full constitution on the website. 	KB/MI KB/MI MD/MI KB/MI

6	Secretary Role	
6.1	<ul style="list-style-type: none"> • KB shared discussion document (“the proposal”) listing the responsibilities for the Secretary role with members of the Committee. The Committee members agreed it was a comprehensive and appropriate list of duties. • CM shared an email she had received from JM which stated JM wished to retain “the Membership Secretary role” as she wished to “meet and greet” new members and “maintain a relationship with them”. • The Committee discussed JM’s points and felt it was not the usual protocol and inappropriate for the Chair to carry out the role of Membership Secretary. • KB proposed a compromise that the Secretary should be responsible for processing and renewal of membership but could liaise with the Chair once processed, so that the Chair could then continue to meet and greet /welcome those new members if the Chair so wished. • The Committee discussed and considered the list of responsibilities for the Secretary role (“the proposal”) which would be known as the Membership Secretary role and agreed to hold a vote. This was proposed by MD and seconded by SG and MI. A vote was held and it was unanimously agreed to adopt the proposal. • CM to send the adopted proposal out with the minutes • It was noted that Vivacity has no hard copy FOPL membership application forms to give out. CM stated that JM has confirmed she holds 25 hard copies left over from last year which can be shared to make copies. 	<p>CM</p> <p>CM/JM</p>
7	Feedback from FOPL Members and Vivacity	
7.1	<ul style="list-style-type: none"> • CM has been contacted by Mask Theatre who are keen to consider using the lido for their next Shakespeare in the Park annual performance in 2023– IS/SH agreed they would be in favour of discussing this further. CM agreed to put Hannah Drury (HD) of Mask Theatre in direct contact with SH to arrange a site visit, negotiate terms and take this forward. • CM has also been contacted by Harrison Fuller (HF) the business manager of Young Technicians Academy (YTA) in relation to putting together a joint bid to the Lottery Community Awards funding to hold an event/ or events at the lido. This would be a joint project between FOPL, YTA with involvement from Vivacity. IS/SH were keen to be involved and CM agreed to take this forward and contact HF of YTA to arrange a joint meeting to include representation from Vivacity in an advisory capacity, FOPL Treasurer, and FOPL committee member initially, and then forming a sub-committee. • KB has been invited to become a Charity Trustee on the Board of Jubilee Woodhall Spa and was delighted to accept and felt this would be a great crossover with FOPL. • The dog swim was very successful. However, there were complaints there were not enough sessions – SH/JR will try to increase for next year. • The Committee felt that it had been a very good season with favourable weather and thanked JR and Lido staff for their hard work. • It has been suggested the Lido could be open through the winter for cold water swims, but staffing would be a problem – SH/JR looking at the possibilities. • The Lido has been selected as 1 of 5 pools in the country to be written about in Pool and Spa Scene, the quarterly B2B publication for the water leisure industry. SH is liaising with the writers to take this forward. 	<p>CM/SH</p> <p>CM/IS/SH</p>

8	Café Discussion and Feedback	
8.1	<ul style="list-style-type: none"> • Café staff were thanked for their hard work and cheerfulness throughout the season and especially for going above and beyond at the Midsummer Night Magic event. • SG thanked the Committee for sending in their suggestions for café provision. Key points discussed were: <ul style="list-style-type: none"> – Café is underused but could be an asset with improved promotion. – Planning permission has been granted to create a servery (serving hatch) onto the road which would be open to passing trade, the cost implications are under discussion. – The sub-aqua room under the clock tower could make a great to restaurant site although cost implications. – It would be beneficial to open the café to early morning swimmers, however staffing might be a problem. – Clear notification of café opening times on the website would be beneficial. – It was agreed the menu should stay as it is (chips, burgers etc.) rather than introduce healthy options which, in the past, have proven to be unpopular. – The introduction of a picnic hamper was suggested. – Combined swim and drink or snack offer were suggested. FS and JS had looked into this but as the café is run separately to the swim booking, setting this up would not currently be manageable. – Local colleges running catering courses or any possible government volunteer schemes were suggested as a source of volunteer potential. FS agreed to explore possibilities of taking on a volunteer/s to help staff the café but pointed out the potential pitfalls of this, as they would need full training and supervision etc. – SG to send customer feedback to FS who will take into consideration along with previous footfall figures and viability and suggest café opening times for next year. – 	SG/FS
9	Working Together Towards 2023	
9.1	<ul style="list-style-type: none"> • A list of marketing and event ideas had been provided by JJ following the last meeting in August. This will be discussed at the next meeting when JJ is present. • Key points, ideas and suggestions as below <ul style="list-style-type: none"> – Fund raising events- with local theatre companies MASK/ YTA. – Crowdfunding as an option for funding specific projects. – A schedule of events could be published by Vivacity for the new season. – A local beer has been launched called Walter’s Lido, it was suggested the brewery could be approached re sponsorship. 	
10	Dates of next meetings	

10.1	<ul style="list-style-type: none"> • Future meeting dates in January and February have been rescheduled and agreed as follows: • Monday 16th January 2pm - 4pm Hampton Leisure Centre Tuesday 14th February 2pm - 4pm (Planning the AGM) Hampton Leisure Centre Tuesday 21st March 6 pm -8pm at Premier Vivacity Premier Fitness. 	
Meeting closed at 4 pm		