



Minutes – 2nd May 2017 - Blackwater Valley Canoe Club

1. Chairman and Operator Introductions

Attendees: Alistair Dudley (Lido Staff), Chris (Lido Staff) Gary Tripp, Steve Nicholas and Gemma Clements

Apologies: None

2. Matters arising/minutes of the previous meeting - see previous actions list below (s)

- None Discussed.

3. Equipment

- Security of equipment has been known as an issue. It has been raised to the club in past years' that smaller items such as wooden paddles have gone missing and even a member's wheel chair
- Access Granting
 - It was noted that there would be no possible way of granting 24hr access with the current building set up. **Action:** Gemma/Steve – raise with the council prior consultations if we want this to be a consideration in their development
 - It was decided that
 - prior notice of access should ideally be sent to the lido access, **Action:** Gemma to circulate/remind members of the equipment access process and forward the lido contact details to Steve and Gary
 - either chair, secretary or equipment officer should aim to be present
 - failing the above a contact sheet could be used to validate the access, **Action:** Gemma to forward the sheet to Alistair with contact numbers to print a second
- Physical Securing
 - It was noted that the catering require access to the escape door and thus there is no way of fully locking down the facility/area itself if it is shared by them
 - There is also a possibility that the catering company may wish to use the room we currently use for some limited storage **Action:** Gary to investigate removal of the old filing units and flood lights and a new home for the paperwork
 - It was asked if there was any reason why we could not utilise the cupboard area at the end to home more valuable items **Action:** Alistair to verify that there would be no objections from the maintenance teams, **Action:** (should there be no issues from maintenance) Gary to investigate a shared lock, door fixture, shelving/storage and re-homing of the less valuable or bulky items
 - It was raised that there are items that are under used and taking up space i.e. the Little Annie's, it was proposed that we should evaluate at the next meeting if we should keep these or not or donate them to a School or Scout Group. **Action:** Gary to evaluate what equipment may be redundant and give first refusals to members
- It was raised the light switch by the door can be easily damaged by boats **Action:** Gary to investigate if we can protect the light switch
- The lido was informed that we shall be aiming to do some cataloguing on the 6th May if possible.

4. Lido Reviews

- It was reiterated that the lido image distributed by the council is just an artist's impression
- We were notified that the costing had been raised to £53.53 per hour, in previous years we have paid a per session fee. **Action:** Alistair to investigate the possibilities of any further discounts, **Action:** Gemma to circulate final price to the committee
- It was raised that if the prices were to dramatically increase if we could be informed before January 2018 that would give sufficient time to re-evaluate fees for the following year
- It was also raised that there could be possibilities of fees being introduced on storage particularly on any new developments

5. Session Arrangements

- Open Air Cinema – the event clashes with one of the proposed come & try it sessions whereby a scout group would like to bring along beginners. **Action:** Gemma to communicate to relevant group that we shall have to put the session on hold until we have more details or rearrange subject to the outcome of lifeguard cover
- Early Arrival for Setup – Coming in pre-session should be ideally no more than 15mins ahead of time and conducted with discretion. Absolutely no young children and only committee and volunteers
- It was raised that there may be a shortage of lifeguarding for the evenings the Tue/Wed are on the rota as they are regular, but it still may prove difficult to always provide cover, however the club as tightened its session coordination and safety coverage over the last year, a few options were explored:
 - Keep things as they are
 - Train internally or borrow a lifeguard from another club. Alistair raised the main issue with this will be them keeping on top of the qualification and keeping up with the minimum requirements, but we should ask members and at the volunteer's fair if anyone could be interested to help us **Action:** Gemma to communicate out for interest, **Action:** Alistair provide the details of the minimum lifeguarding requirement
 - Re-visit the requirements for a lifeguard or if the club could provide its own sufficient safety coverage. We can use our new walkie talkies, to have 2 on desk, 2 on water and 2 on bankside to cover the session sufficiently an increase visibility. We shall only those who have training or are known to the club as suitable competency to paddle uncoached, otherwise individuals shall be allocated to a supervised group. **Action:** **Gemma** to re-visit our risk assessment and procedures and send the venue specific ones to Alistair along with the latest British Canoeing Guidelines, which are publicly available.
- It was noted the lifeguards typically operate on channel 5. Gary raised that we require a practise with the club walkie talkies ahead of the session so that everyone is sufficiently able to use them. It was also proposed we should have a lido prep meeting and suggested incorporating this pre-or post the next Coach-2-Coach as the Canal sessions continue right up to the first Lido sessions. **Action:** Gemma to circulate a Lido Volunteers Briefing Session

6. A.O.B. (15mins)

- None Discussed

7. Meeting Close

Actions

Who	Actions	Status	Target Date
3. Equipment			
Gemma/Steve	Raise with the council prior consultations if we want this to be a consideration in their development		Jul 2017
Gemma	Forward the lido contact details to Steve and Gary		a.s.a.p
	Circulate/remind members of the equipment access process		May 2017
	Forward the contact sheet with photos and numbers to Alistair so as he can print more copies for the staff		a.s.a.p
Alistair	Verify if there are any objections from the maintenance teams for securing the cupboard area		May 2017
Gary	Should catering want to use the room, investigate removal of the old filing units and flood lights and a new home for the paperwork		May 2017
	Provided there are no issues with maintenance, to investigate a shared lock, door fixture, shelving/storage and re-homing of the less valuable or bulky items in the cupboard area		May 2017
	Evaluate what equipment may be redundant and give first refusals to members i.e. Little Annie's		Jun 2017
	Investigate if we can protect the light switch near the cupboard area		May 2017
	Equipment inventory cataloguing shall begin from the 6 th May		May 2017
4. Lido Review			
Alistair	To investigate the possibilities of any further discounts on the new per hour prices for this year and circulate the outcome		a.s.a.p
Gemma	To circulate final price to the committee		a.s.a.p
5. Session Arrangements			
Gemma	Communicate to relevant group that we shall have to put the session on hold until we have more details or rearrange subject to the outcome of lifeguard cover		a.s.a.p
	Communicate out for interest of becoming a lifeguard to members and at the volunteers fair		May 2017
	Re-visit our risk assessment and procedures and send the venue specific ones to Alistair along with the latest British Canoeing Guidelines, which are publicly available		May 2017
	Circulate a Lido Volunteers Briefing Session		May 2017
Alistair	Provide the details of the minimum lifeguarding requirement		a.s.a.p