

# MINUTES OF AN EXTRAORDINARY GENERAL MEETING OF THE INTERNATIONAL CLUB OF ESTEPONA HELD AT THE CLUBHOUSE ON THURSDAY 12 NOVEMBER 2015 AT 10.30AM

**PRESENT** 105 Members including the Management Committee of Susan Potter, Joan Thompson, Ted Lunnis, Terry Smith, Julie Wood, Brenda Taylor, Diane Hackett, Tracy Bird, Wilma Keeley, Margaret Whittlely

1 The President, Susan Potter (23012) welcomed and thanked members for attending before explaining the purpose of the Meeting ie to discuss and vote on the following items:

- Install a lift to the first floor
- Build an additional toilet on the first floor
- Do both of the above
- Do none of the above

She made it clear that we were there to discuss the above items only and Members would only be allowed to speak once unless there was available time after everyone else had spoken.

She asked Members to be respectful of other Members' opinions and stated that derisory comments would not be tolerated and people would be asked to leave the Meeting after being given one warning if they continued to do so (they would be able to leave their vote with the Membership Secretary if required).

Asking of questions would only be allowed after the two presentations and one letter read out from the Auditor.

She explained that voting would be done by secret ballot and that under the Club Statutes a two-thirds majority would be required before any item could go ahead.

2 A presentation was given by Terry Smith (28143) regarding a lift installation - Appendix 1 attached

3 A presentation was given by Rob Potter (23011) regarding installation of an upstairs toilet, re-siting of the stairs and alterations to the bi-fold doors required for lift installation, and price comparisons for both projects - Appendix 2 attached

4 The President read out a letter received from the Club Auditor (Ron Pegrum 211010) - Appendix 3 attached and explained that a Contingency Fund has to be kept by law. Although there is quite a lot of money in the bank the Club tries to keep a contingency fund of 20,000€ to cover the cost of a possible roof repair.

5 Open Forum took place:

**Diana Berns** (25064)

Q. Why are the building regulations so expensive?

A. The Town Hall requires 10% of the total cost

**Anne Hardwick** (Honorary 90011)

Q. It is a known fact that the electricians are not good in Bahia Dorada, what would happen to the lift if a power cut happens?

A. There is battery back-up so no problem.

**Angela Bladen** (28066)

Q. Do building regs require tax to be paid?

A. No.

**Judy Morris** (28002)

Q. Can we have costs for a hydraulic lift please as opposed to electric?

A. Under 11,000€ including IVA.

**Christina Woodward** (Honorary 99114)

Expressed concern at lift taking up valuable space eg for artistes when events take place. Stated that members' fees would probably need to be increased to supplement extra income.

**Klara King** (214059)

Thought the Auditor's Report suggested there was not enough money in reserve. She suggested that the voting should be changed to just one project, perhaps the lift, but the President informed the meeting that voting couldn't be changed as the agenda had been printed so the 4 options had to stay.

**Patricia Smith** (28142)

Pointed out that all Club events yielded income and felt that profits from these should be used for installation of a lift. All members paid the same annual fees and therefore all were entitled to use the whole of the premises rather than only those areas which they could physically access.

**Joan Thompson** (Honorary 88018)

Has been a member for 27 years and thought a lift was essential as we are all getting older. Income was being derived from many areas and especially the Bar. Money should be spent now for all members' use and not in 20 years' time.

**Norman Midworth** (214027)

Q. Was confused by costings, was IVA included or not? If new bi-fold doors were not required this would leave more money in the Contingency Fund.

A. Only the hydraulic lift price includes IVA. Any new bi-fold doors could be more as the figures quoted (4,7000€) were based on 2009 figures.

**Audrey Jinks** (Honorary 20033)

Agreed the Club made money but was concerned about utilization of valuable space and suggested bringing back use of the dumb waiter shaft.

**Joe Thorley** (27096)

Thinks we have an excellent Club but wheelchair access is poor. Supports the lift installation and if not enough assets available willing members could be asked to make up the shortfall by way of loans.

**Terry Smith** (28143)

Had seen a lady in a wheelchair at one of the Friday Computer Club meetings but she had not been back to his knowledge.

The President replied in answer to both of the above members' comments that there was a slope at both sides of the building.

**Stephanie Monahan** (26024)

Q. If all these projects were carried out what would happen if there was hardly any money left.

A. (a) Bonds could be taken out but obviously interest would have to be paid.

(b) One project could be deferred for the time being.

The President advised members not to expect any projects to be done immediately.

**Bernard Berns (25063)**

Q. Has the possibility of receiving Council financial help for disabled access been investigated?

A. Not until voting has taken place when it is known what members' requirements are.

**Doug Mitchell (26152)**

Q. Could Rob explain more fully what space would be required downstairs for lift installation and where artistes and the serving of meals would take place.

A. Would lose the current serving/artist area. The use of the lift could be isolated when artistes were in place as people didn't really need to go upstairs on those occasions and food would have to be served in the toldos area. Food was not allowed to be brought out of the kitchen via the back door and back into the premises as this would compromise our insurance policy cover. Need at least 1 or 1.5 metres distance from the bottom of the stairs and also 1 or 1.5 metres clearance at the top of the stairs.

It was pointed out that the current storage area of the Drama Group's items would be halved if a toilet was installed.

**Richard Wood (20017)**

Q. The Royal Institute of Architects may need to be involved; have these charges been included in the financial calculations?

A. No, not involved architects or the Town Hall as yet but it is realised that extra costs would be involved if this was required.

**Debra Coleman (24130)**

Once a Building Licence was issued building works had to be carried out within a specific time. If we could not do these due to lack of funds the costs would increase further which gives her concern.

**Raymond Oldfield (88016)**

Q. Has experience in construction. Does the minimum width for the escape staircase meet the requirements? Door must open out on a disabled toilet.

A. Lift is designed to take a standard wheelchair with one carer and the doors will open automatically.

The door on the upstairs toilet would not be able to open out due to lack of space at the front doorway so would need to be called a unisex toilet rather than disabled.

**Julie Wood (20016)**

Q. Is a sliding door on the toilet a possibility?

A. No, the level of privacy required would not be given by a sliding door.

There being no other questions/comments a comfort break was taken before the counting of votes which took place in secret downstairs before a shortened version of the usual Thursday meeting took place upstairs.

The Secretary Margaret Whittle (210040) announced that as the postal voting forms had made provision for members to add their name and membership number, this information had been removed from the forms before being handed to the tellers for counting to ensure confidentiality of a secret ballot.

The results are as follows:

Install a lift	75 votes
Build an upstairs toilet	7
Do both of the above	5
Do none of the above	48
Void/spoilt	6
<b>Total</b>	<b>141 (including 36 postal votes)</b>

As required by the Statutes none of the voted items obtained a two thirds majority and therefore none of the works will be carried out in the foreseeable future.

There being no other business the Meeting closed at 12.45pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

# APPENDIX 1

## Lift presentation by Terry Smith (28143)

There has been a concern among some members with regards to access around the Club. The installing of a lift would allow access for the less able members to get to all facilities throughout all the Club premises. The subject was brought to the Committee at the 2015 AGM and statement within the minutes by the past President was that a lift was within long term plans. The current President stated and minuted within AOB of that AGM that if the Committee decided a lift was feasible a vote would be taken from members at an AGM.

At the first Committee meeting following the 2015 AGM it was decided to inquire of the Maintenance Manager the possibility of fitting an upstairs toilet.

An upstairs toilet would **not** be the conclusion or answer to access for the less able members to get to all facilities throughout all the Club premises. The only answer is the fitting of a lift to overcome the difficulty of access.

I was asked by the Committee, due to my background, to contact lift companies and to prepare a presentation to members for a lift to be a consideration of an EGM.

My background was working within the lift industry for many years until my retirement after wearing various hats during that time as draughtsman, technician, commissioning/testing engineer, management and sales, so I believe I have the experience to guide the Club.

A show of hands was requested from those that now find difficulty going up and down the stairs, or find it difficult using stairs safely, and while carrying items like glasses and crockery, possibly not being able to use the handrail. A number of hands were raised. There are many forms of disablement this can also be poor eye sight. We are all getting older and I suspect if I ask for a show of hands to the same question in 3 or 5 years time the number will have increased.

I have been asked some questions about the type of lift:

1. Stair lift, this would not be practical due its slow speed and builders work would be required to upgrade stairs to fit this type of equipment. Would cause obstruction during busy periods especially at narrow bottom section of the stairs.
2. Why not a full sized regular passenger lift like fitted in apartment blocks? This would mean big costs, not only for a lift of this type but without extensive building work for a lift pit and headroom at top of shaft this is really outside of requirement for this Club.

So the type of lift I believe is right for this Club is designed specifically for the less able persons to safely access all areas of the Club. I trust most of you have viewed the lift proposal on the notice board, on the web site and in your Club magazine. A self supporting, glass lift shaft is proposed and would be completely safe for all to use. It is not a platform, it has an enclosed lift car.

There would be builders' work required, the main work being turning the staircase 90 degrees to enable fitting of the lift, also shallow lift pit would be made to 60cm depth. With redesign of the stairs there would then be no need of the narrow bottom bottleneck section of stairs.

To comply with current standards the lift would comply with all standards for use by the less able; slow at 0.15 m/s. Lift landing doors would be semi automatic, car controls for safety would be constant pressure. Includes lighting, alarm and isolation key switch to isolate lift when required. The lift footprint would take up less of the valuable space required in the Club, space as you know always seem to get filled.

I have quotations from 3 companies not easy to decipher costings as they seem to work on different specifications but I would expect top budget costing of lift 12,000€ /14,000€, however should a vote for the lift to go ahead this would be negotiated by the Committee and possible change of our specification to

reduce costs. I was looking for the best aesthetics for the Club as the lift would stand in a prominent position, so should the vote go ahead those negotiations would take place for the best deal for the Club.

Building and electrical costs 13,000€ again to be negotiated with a local builder.

To put this in context this makes the total cost of the works about one third of the price for a BMW top of range series 3.

The fitting of the lift would be a one off expense and be the conclusion of all access issues for the future years for all members, not only just the less able at this time, to access easily all the Club premises and facilities. **The lift is the only option to overcome access issues for all.**

Just a selection of questions I have received recently that I will answer now to save time later:

1. I had a comment that this Club premises has been in operation for about 15 years why do we need to change? A question that I am sure we could all answer without my input.
2. Do we need a lift just for a few on a Thursday meeting? Are we forgetting Sundays and Tuesdays, and other regular events where access by the less able could be required between the 2 floors.
3. Maintenance costs must be high? Remember this is not a high speed lift as would be fitted in an apartment block. I would expect for a lift as proposed costs to be far less.
4. Electrical running costs will be high? Again not for this type of lift that will run on 10amp single phase supply.

I trust this proposal to be clear and helpful.

## **APPENDIX 2**

### **REPORT FROM MAINTENANCE MANAGER ROB POTTER (23011)**

My job is to explain about the necessary alterations that will have to take place if you vote for the lift, toilet or both.

#### **LIFT**

The existing staircase descends to a mezzanine floor then turns 180 degrees to reach the ground floor; this will have to be changed to a 90 degree to enable the lift to be fitted. A new pillar supporting the mezzanine floor will have to be built. The new staircase will descend from the mezzanine landing next to the big window overlooking the toldos area. It will reach the floor next to the pillar where at the moment you queue for the lunch service. The stairs will also affect the bi-fold doors. These doors will need to be altered if possible or new ones bought so that they open the other way.

The lift will be fitted where the old staircase meets the downstairs inside the pillar. The door to the lift will open onto the lunch service area which means a new area for the lunch service has to be found, possibly in the toldos area.

On the first floor the sliding glass doors over the staircase will have to be replaced with either a fixed window or 2 smaller glass doors.

The lift size is approximately 1m x 1.2m at the base plus we will need clearance for the door opening 1square metre, this applies to upstairs and downstairs.

#### **UPSTAIRS TOILET**

As you enter the front Club entrance, on your right is the Club notice board, the unisex toilet will be constructed behind the notice board into the theatre storage area. It will be approximately 1.8m x 1.8m with a recess for the television/video storage box. The whole construction will be built with sound proofing to the walls and ceiling. The door will open inwards as it is by the main entrance thoroughfare.

The theatre group will have to purchase a new stage as there is no room for the existing one.

Costings overleaf ....

## **COSTINGS**

<b>Lift</b>	14,000 €
New staircase/alterations	4,500
Bi-fold doors replacement	4,700
Upstairs window	1,800
New staircase railings	500
New electrics	1,500
Sub Total	<b>27,000</b>

<b>Toilet installation</b>	6,000
New stage	1,000
Sub Total	<b>7,000</b>

Lift sub total	27,000
IVA	5,400
Building regulations	2,700
<b>TOTAL FOR LIFT</b>	<b>35,100</b>

Toilet sub total	7,000
IVA	1,200
Buildings regulations	600
<b>TOTAL FOR TOILET</b>	<b>8,800</b>

<b>GRAND TOTAL</b> for both projects	<b>43,900</b>
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## **APPENDIX 3**

### **LETTER FROM THE CLUB AUDITOR RON PEGRUM (211010)**

As the Club Auditor, and having reviewed the costings on the ICE website, I thought it worth mentioning a few points that I feel should be briefed to the meeting prior to any votes being taken.

Firstly, the overall cost of the two projects (lift/staircase and the toilet) once tax has been paid, would use most of the current liquid assets of the Club. Indeed, the cost of the lift/staircase alone would use a significantly portion of the Club's available cash assets. Should this project proceed, it would leave the Club with a much reduced contingency fund, a situation which I feel would be most imprudent.

Secondly, there are no ongoing costs mentioned in the estimate: Have these been considered? I refer to the need to have a maintenance and servicing contract for the lift, possibly an emergency communications contract for the lift, and additional building insurance. In the long run these could be a constant unacceptable drain on Club finances, and must be carefully considered in advance.

Thirdly, the changes to the building would not in my opinion add to the value of the fixed assets, namely the perceived value of the Clubhouse.

Fourthly, both projects would undoubtedly cause significant disruption in the Clubhouse, and we will probably need to close the Club for a period of time. Has the loss of revenue during closure been quantified?