

## Friends of Bude Sea Pool Committee Meeting – Minutes

Held on Wednesday 12.04.2023 @ 6.00 p.m. at Bude Golf Club

<p><b>Present:</b> Paul Tilzey (PT) - arrived late, Martyn Holehouse (MHo), Mark Matthew (MM) , Sarah Moore (SM) Chris Menlove-Platt (CMP) and James Marshall (JM) – arrived late , Stella James (SJ), Sean Collins-Powell (SCP)</p> <p><b>Apologies:</b> Mark Henderson (MHe),</p> <p>Staff initials (for info): Fay Hargreaves – (FH), Josie Dean – (JD), Debs Rosser – (DR)</p> <p>Minutes taken by Margaret Burch (MB)</p>				
		Action Owner	Target Date	Status
1	<p><b><u>Chairman’s welcome &amp; apologies</u></b> – MHo started the meeting in PT’s absence.</p> <p>Welcome to Stella James our new Trustee.</p> <p>See above for apologies.</p>			
2	<p><b><u>Declarations of interest</u></b></p> <p>Discussions regarding the Sales Manager vacancy – Declaration of Interest from CMP.</p>			
3	<p><b><u>Minutes of last meeting and matters arising on 08.03.2023 – PT</u></b></p> <p>2022.11.11 Organisation Chart updated, but will require further amendment if Committee vacancy is filled.</p> <p>2022.12.10 b) - Lease on toilet block (wait for PT to arrive – but understand still no progress by Cornwall Council)</p> <p>2023.02.05 b) QS report on sea-wall reinstatement costs. We have heard that Shoalstone Pool, which is a lot smaller pool, was quoted a cost of £0.5m for a small area of reinforced walling, so Bude Sea Pool should be a much bigger amount than the £1m which was quoted by Vanstones. We would need a written estimate. Also expecting a quote from MacPlant – via James.</p>	JM	End May	<p>Closed</p> <p>Ongoing</p> <p>Ongoing</p>

	<p><i>JM arrived 18.13pm</i>  JM has spoken to Macplant, and has asked him to come and look at pool when it is drained, in order to get an idea of volume etc. So that a quote can be given.</p> <p><i>PT arrived 18.14</i>  2023.02.11 b) WattsApp group – MM will start up a new one for Comm and Trustees.  2023.02.11 f) Oltco Resin flooring at the pool, test patch in hand – no show 5 April Mho will chase.  2023.02.11 j FoBSP Website. Done  2023.02.11 l) Signage – This audit will be finalised soon  2023.02.11 n) Committee Meeting Minutes to be held in password protected area on the Website.  2023.03.06 a) Safe now anchored to the floor in the hub office. Still need to reset the combination code. SC-P to contact Ginger and advise DR accordingly.  2023.03.06 b) Space behind Hub.  2023.03.06 c) New hut for summer rental. This has been ordered by MHo.  2023.03.06 e – Membership for those who hadn't paid the increase, has been closed.  2023.03.08 a) MHe - has completed the H&amp;S documents for the pool and shop, with the golf club still to do when JD returns from A/L next week.  2023.03.08 c) Drainage of the pool to take place from 9<sup>th</sup> May. To be announced on social media asap and on website, and JM to inform BOWS.  2023.03.08e) Transfer made to FoBSP account.</p> <p>The Chairmanship of the meeting was handed over to PT</p> <p>2022.12.10 b) PT - Lease on Toilets – still waiting to hear from Cornwall CC, will continue to push them.</p>	<p>MM MHo</p> <p>JD/DR</p> <p>SC-P</p> <p>SC-P/Mho Mho</p> <p>MHe</p> <p>JD/DR/JM</p> <p>PT</p>	<p>End April End April</p> <p>End May</p> <p>End April</p> <p>End April</p> <p>End May</p>	<p>Ongoing Ongoing</p> <p>Closed Ongoing Closed</p> <p>Ongoing</p> <p>Ongoing Ongoing Closed Ongoing</p> <p>Ongoing</p> <p>Closed</p> <p>Ongoing</p>
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4.	<p><b><u>Trustees Report</u></b> – PT</p> <p>2023.04.04 There is a prospective applicant for our Committee vacancy, whom the Trustees will be meeting soon. A brief discussion arose regarding potential role/responsibilities. PT to facilitate ‘interview’.</p>	PT	End April	Ongoing
5.	<p><b><u>Financial update</u></b> – SM</p> <p>2023.04.05 a) Thanks to Chris for producing the report.</p> <p>2023.04.05 b) Gift aid now sorted.</p> <p>2023.04.05 c) Season starts 1.4.23. Income should start to increase now for the next 6 months.</p> <p>2023.04.05 d) Beach Huts invoices to go out 1<sup>st</sup> June, charges now include vat. Discussion followed re beach hut charges, and it was explained that last year the charge went up by VAT + £50, making £1250. It was thought too late to increase amounts this year, but when the letters go out this year, hutters will be advised that next year there will be a further increase to £1400 inc vat. MHo will draft a letter. Hut 19 will be available for daily or weekly let in the summer, at circa £20 a day, and also for a 6 months winter let.</p> <p>2023.04.05 e) SM to speak to DR about the cost of deck chairs. CMP suggests £2 a day.</p> <p>2023.04.05 f) Business Sponsor invoices to go out now that CMP has the list.</p> <p>2023.04.05 g) SJ queried a few points on report. She feels we need to make more of sales at the pool now that there is better storage for merchandise at the hub. SJ will join the Marketing sub-committee</p>	<p>MHo</p> <p>SM</p> <p>CMP</p> <p>SJ</p>	<p>End April</p> <p>Soon</p> <p>Soon</p> <p>Soon</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

6.	<p><b><u>Staff and Beacon update</u></b> including previously circulated staff reports  2023.04.06  Pool Manager Report</p> <p>a) Changes in the stock room at the pool are much better. We will start using “low stock” recorder on IZettle, to be notified when stock is low. Stock can now only be at pool and shop. CMP recommended that DR will get goods that we are low on, and FH will be on top of the ordering. As not an auto reorder, to discuss with SM about setting low stock alarm according to demand.</p> <p>b) SJ to be Chair of marketing committee (see above). SJ asked who decides what merchandise we buy, she was told it would be her and the marketing comm. Ask FH to send last minutes to SJ.</p> <p>c) CMP commented that the new changing hut is not wheelchair accessible, as was promoted, but it is suitable for a family. MHo will speak to builders on it not being wheelchair friendly. Got to sort out roofing felt too.</p> <p>d) Bude at War - Report has been circulated from DR. MM asked if DR has got the time to run this given previous discussions. Can someone else run the event? Surf Veterans should be running the event as would align with Military theme. FoBSP would be allowing the event to happen as TUS, not running it. SM will advise DR of the outcome. We should make use of the extra people around to sell our merchandise.</p> <p>e) As SM has too much to do with financial matters etc, she will not be summarising the reports as Gill Cannon had started. Full reports will be available on Sharepoint eventually. Ideally need to look at them before the meeting. SJ knows Sharepoint very well, so is happy to help JD with transition.</p> <p>Beacon</p> <p>f) IT and printing is posing a problem at the new office as the Internet is too slow. Mark Jenkins arranging for it to be boosted. SJ to chat to JD about way of doing this.</p>	<p>SM/DR/FH FH</p> <p>MHo</p> <p>SM</p> <p>SJ</p> <p>SJ</p>	<p>Soon End April</p> <p>Soon</p> <p>Soon</p> <p>Soon</p> <p>Soon</p>	<p>Ongoing Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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<p>g) Model Release form with SM. h) GDPR requirements that after 7 years, personal membership forms can be destroyed. Records can be deleted if there has not been any contribution or activity. At present there are 4374 records on Beacon.</p>	SM CMP		
<p>FH report i) MM enquired if a soft copy PDF of the annual Handbook should be circulated to committee before printing. MHO suggested "stuffing" at Golf Club room upstairs as there is plenty of room, we could provide refreshments as a thank you. SM to speak to FH and Julie Barlow.</p>	SM	Soon Soon	Ongoing
<p>SCP spoke re letter to go with the booklet. Download happening Monday. SCP speak to JD. Properly formatted letter now done.</p>		Soon	Ongoing
<p>j) Stock-take completed. Values need to go to MM for insurance purposes – per instructions of 15/02. Figures needed based on cost price and uplifts to allow for seasonal stock levels. SM to remind FH.</p>	SM/FH	Soon	Ongoing
<p>k) New flooring for the shop. There was a box of carpet tiles that can be used, which maybe in the attic. Avoid new flooring if possible (given lease duration), as may be refitting in due course. SM to brief FH on this. Query as to whether the shop is in the right place? Needs better signage, which should be covered in the Signage audit.</p>	SM/FH	Soon	Ongoing
<p>l) Official resignation now received from FH. SM had asked FH to give a list of suggested leaving gifts. Discussion followed, amount and items agreed.</p>	SM	Soon	Ongoing
<p>m) Quiz night – nothing agreed. Let FH move forward with it. Contact MHO re dates.</p>	FH/MHO	End May	Ongoing
<p>n) MM to liaise with Chris Cannon, when appropriate, about the status of FoBSP golf event Sept 2023. Agreed that it should be named the Gill Cannon memorial trophy. Also need to transfer any FoBSP files onto memory stick from their PC.</p>	MM	End April	Ongoing

7.	<p><b><u>Pool users report – JM</u></b>  2023.04.07 Everything good. DR very good PR. No complaints. Feedback from AGM – none. Great legacy from GC that pool and sales manger job has been split.</p>			
8.	<p><b>A.O.B – ALL</b>  2023.04.08 a) CMP – none. Leaving meeting as conflict of interest. Left at 19.30.  2023.04.08 b) SM – Plan to have a leaving do at Golf Club for FH on 28<sup>th</sup> June, as this is her final working day.  2023.04.08 c) Job applications – 3 received so far, one more due to be received shortly, maybe 5 or more applicants in total. These have come from advertising on our website and facebook. Also put vacancy on other job websites, and extend deadline to 21<sup>st</sup> April. Short listing on 24 April. Initial interview with SM and FH, if another interview is needed, this will be done by the Trustees.  2023.04.08 d) SM – Open Hub to continue, talk with DR. Suggested early start until 9.30 am. To be run by BOWS under the trusted users scheme.  2023.04.08 e) DR outreach programme to local schools to incl. vandalism, graffiti and glass/rubbish at pool.  2023.04.08 f) Question asked if we need an alarm at The Hub. MM said not stipulated by insurance company presently for the low values at risk.</p> <p>2023.04.08 g) MM-corrections to AGM minutes. Wire netting fixed, no routine maintenance – remove. New changing hut will be for disabled – confirmed.  2023.04.08 h) MM, Specification for pool works requested from Vanstones. PT to speak to them and circulate and PT will supervise the programme.  2023.04.08 i) Are we entering the carnival this year? – nothing progressed as yet. Not part of DR’s role this year. MM to liaise with FH. MM will take the lead on this. A nominal budget of £2,000 was approved in this regard. Possibly partner with other organisations i.e. BOWS. MM to get ball rolling and to advise JM if joint entry required.</p>	<p>SM/PT  SM  SM  DR  MB  PT  MM</p>	<p>Immediate  Before school hols  Soon  End July</p>	<p>Ongoing  Ongoing  Ongoing  Ongoing</p>

	2023.04.08 j) SJ – free fish-eye CCTV camera opportunity available, in order to test the software, we would need ethernet connection. It can be remote controlled and look at pool etc. Not sure of best place for it. SJ to give more details to SCP.	SJ/SCP		
9.	<p><b>Meeting closed at 20.11.</b></p> <p><b>DONM – Committee Meeting - Wednesday 10<sup>th</sup> May 2023 @ 6 p.m. at The Golf Club</b></p> <p><b>Dates for 2023</b> - Suggested dates, working on second Wednesday of each month:</p> <p>June 14<sup>th</sup>                      July 12<sup>th</sup>                      August 9<sup>th</sup>  September 13<sup>th</sup>                October 11<sup>th</sup>                November 8<sup>th</sup>  December 13<sup>th</sup></p>			

**ADDENDUM**

**Extract from FoBSP strategy day notes - 20/10/21 – outstanding actions only**

**STEPS TO TAKE NOW**

1. Update memorandum and articles of association and review mission, charitable objectives and vision statement (??).

**ONGOING**

**STEPS TO TAKE NEXT (to be prioritised)**

6. Funding for feasibility study for major pool enhancements (toilets, shower, kitchen, outdoor cover and lighting, changing rooms) (consultant to be identified to produce outline plan). (PT) - **ONGOING**