

Friends of Bude Sea Pool Committee Meeting Minutes

Held at The Falcon Hotel on Wednesday 21st August 2019 at 6.30 p.m.

Present: Paul Tilzey, Mark Henderson, Martyn Holehouse, Tracy Robinson, Gill Saunders, Frances Faulkner, Janet Barraclough, Margaret Burch (Minute taker)

Lucy Coles & Fay Hargreaves (from 7.05 p.m.) Jeff Palmer (from 7.30 p.m.)

Apologies: Sarah Blake, Sean Collins-Powell, Debs Rosser

1. The Chair welcomed everyone to the meeting, and gave apologies as above.

| | Action | By Whom | By When |
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| <p>2. Minutes from the Meeting on 15th July 2019 The minutes were agreed as an accurate record and signed off by Paul Tilzey</p> <p>LC & FH joined the meeting at 7.05</p> | | | |
| <p>3. <u>Matters Arising and actions</u> (other than those below as separate items.) None.</p> | | | |
| <p>4. <u>Chair & Trustees Report</u> Conscious of lacking Trustees and Committee Members. Jeff Palmer joined the meeting at 7.30 p.m.</p> | Sort out application forms | GS | ASAP |
| <p>5. <u>Governance and Update on strategic plan review and business plan for 2019</u> Business Plan flowing from Strategic Plan, no further forward at this stage.</p> | | | |
| <p>6. <u>Financial Report</u> Draft accounts sheet handed round for year ended 31.3.2019. Still have to be signed off by Philip Sanderson Accountant. Most of the profit is from the Gift Aid that has been claimed during this tax year for the (we believe) previous 3 years. In future this will be claimed through the new CRM system by automatically producing a list, which can then be used to claim from HMRC. Discussion took place about various giving platforms eg Virgin Giving. Thanks given to JP from FF for the production of the set of figures, confirmed by all the committee.</p> | | | |

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| <p>7. CRM System - report to date (See Report) Payments can be made monthly as well as annually. People may even, therefore, pay more than their £10 a year membership. At the moment all the sums promised are reconciled against the bank account, so monthly payments would create a lot extra work. Will not carry this idea forward. Gift Membership - buy a membership for someone else. Yes. Gift Aid meeting with Philip Sanderson - tba. Reports that can be produced. One so far, amounts donated on the Save our Step Campaign. Friends signed up the current month would be useful. Donations, inc membership or just donations. Can decide on what degree of reporting we want. LC will take over CRM from TR at the end of September. Can input details of meetings etc, digital timeline. Can then have all the information in one place. Information can also be used in Strategic Planning for the Business Plan. TR to speak to Chris Russell regarding taking on the whole of the membership management when Terry Jordain ceases from being involved in a few weeks time.</p> | <p>Arrange GA Mtg</p> <p>Speak to CR</p> | <p>????</p> <p>TR</p> | |
| <p>8. Marketing Report TR recommends we get a second IT opinion on File Sharing/Server Change Visitor Giving - Sharps reported on the pubs etc that have the Sea Pool Coaster on sale. Wish to carry on after September, could be done, but Sharps say the %age we receive would go down to 5%. Need to have a meeting with Dan Frost from Sharps, with MH/PT and TR/FH. Promote via Facebook when the various establishments have the beer on sale. Lapsed Members - letter in place, just waiting to add the Link, then TR will send to Trustees for them to confirm ok. LC will take over the Lapsed Members PayPal - we are listed as a Charity. Make sure wording of Gift Aid Declarations is up to date. Training Calendar, someone to check on the training. Thanks given to TR for all she has done.</p> | <p>Get 2nd IT opinion</p> <p>Letter to Trustees</p> <p>Gift Aid wording Check courses available</p> | <p>TR????</p> <p>TR</p> <p>????? LC ???</p> | <p>Once link sorted</p> |
| <p>9. Operations Report - MHo CCTV cameras to be fitted on Lifeguards aerial. Work starting soon. Locksmiths to give advice on weatherproof locks for the changing room doors. Ongoing process. Volunteer was looking at the various jobs to be done as follows: Ventilation in Hub still outstanding. Background heating. Bigger dehumidifier. Safe catering trolley/area. Not heard from the volunteer of late. Somebody needs to manage these requirements - PT</p> | <p>Manage outstanding jobs in Hub</p> | <p>PT</p> | |

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| <p>10. Pool Users Report - See Report Historic Pools - JB will have another look into this. The book was not available at Amazon. Good idea, but need to look a bit more. Paddle Boarding - not going in rock pool area any more. Safety mat in the pool. Discussed at last meeting for the slippery areas. Swimmers can purchase mat, and it can be stored in the cage, and users can put in the water each time from the cage.</p> | Look further at Historic Pools membership | JB | |
| <p>11. Co-ordinator and Administrator reports See FH report. Suggestion of having details of Trustees and Committee, photos plus info for welcome pack. PT left the meeting at 9.05p.m.</p> | Info on Trustees & Cttee | FH | |
| <p>12. AOB and date of next meeting TR - Izettle + LC. Beacon can be set to automatically send email receipts to customers, if they agree. FH - Any news on FRS letter re the roof. Nothing heard as yet. FF - AGM, ask all members about date and timing of AGM. SB, GS & TR resigning at AGM. Others will let FF know. Closed 9.10 p.m. Date of next meeting - Wednesday 25th September, 6pm at Paul's home - 3 Breakwater Road, Bude</p> | Contact members re AGM | ??? | |