

Friends of Bude Sea Pool Committee Meeting Minutes

Held at The Beach, Bude. Monday 21st October 2019 at 6 p.m.

Present: Paul Tilzey, Ken Ashman, Mark Matthews, Gill Cannon, Fay Hargreaves, Frances Faulkner, Sarah Blake, Janet Barraclough, Lucy Coles, Sean Collins-Powell, Jeff Palmer, Mark Henderson - arrived late, Margaret Burch (Minute taker) All present introduced themselves.

Apologies: Martyn Holehouse, Gill Saunders

1. Welcome & Apologies -PT

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

2. Minutes from the Meeting on 25th September 2019 - PT

The minutes were agreed as an accurate record and signed off by Paul Tilzey

3. Matters Arising and actions (other than those below as separate items.)PT

None.

4. Chair & Trustees Report - FF

FF reported that all recent Trustee meetings have been concerned with the recruitment of new Trustees and Committee members, and looking at the Draft Accounts. The Trustee recruitment exercise is complete, the Committee recruitment is on-going.

5. Introduction of 2 New Trustees, 1 New Committee Member - PT

Trustees - Mark Matthews & Ken Ashman. New Committee member - Gill Cannon

6. Final Governance and Planning Update 2019 - FF n Gill Saunder's absence.

FF reported that the update to the Task list and Review of Strategic Plan has been circulated. Both will be finally reviewed by Trustees before the AGM. The final Task list will be circulated before the next Committee meeting on 11 November and hopefully the relevant tasks for 2019/20 can be allocated to Committee Members. The final Strategic Plan will be uploaded on to the Website.
Mark Henderson arrived at 6.25 p.m

	Action	By Whom	By When
	Trustees to meet to review SP and Task List Circulate final versions to Committee	All Trustees FF	ASAP Before 13 th November

<p><u>7. Report from the Reflect Event</u> FF reported that following the minor oil spillage Incident at the Reflect event, GS had asked organisers for an Incident Report. This had been circulated to all Committee along with GS' recommendations on how we should improve our procedures for events that take place at the pool organised by outside organisations. MM to meet with MHenderson to look at FoBSP's outside event procedure including having a formal written agreement for each event. (Also look at Beach Hut lease agreement).</p>	<p>Meeting to discuss booking arrangements for outside events</p>	<p>MM/MHenderson</p>	<p>Report back to next Committee</p>
<p><u>8. Financial Report - JP</u> JP reported that FoBSP has received accounts from Philip Sanderson. Draft Accounts prepared by JP were tabled at the last Committee meeting, but in a different format. There was an Insurance overpayment last year, so this is shown as a prepayment in this year's accounts. This increases profit by about £3K. Some figures are slightly different between the two accounts. JP to talk to PS regarding the figures, once he has gone through PS accounts. The Chairman thanked JP for all the work he has done since taking over the book-keeping earlier this year. KA advised that FoBSP assets need to be shown on the Balance Sheet including merchandise. Ken to join in meeting with JP and PS, and PT.) Accounts need to be ready for the AGM on 13th November.</p>	<p>JP to meet with PS/KA/PT to review final accounts</p>	<p>JP</p>	<p>ASAP</p>
<p><u>9. Introduction to Fundraiser Manager and Findings so far - GC</u> Gill Cannon has been looking at the current income streams for FoBSP. She stated that it was important to know in detail where all income comes from so that we can see where we need to focus our future fundraising. The new Customer Record management system (Beacon) should make this easier. Need to check that all income streams are uploaded into Beacon ie Paypal, Stripe, Zettle, etc. Ken to meet with Jeff, Lucy, Fay and Janet to discuss. JP raised the issue of bank account limits as we do not want to exceed the £85 government guarantee, so a transfer may need to be made. .</p>	<p>Meeting to discuss income stream recording.</p>	<p>KA, JP, LC, FH & JB</p>	<p>5th November</p>

<p>10. CRM System Report - LC</p> <p>1. CRM/BEACON a) Chris has stepped down from his role as membership secretary. LC will now lead, and GC will assist once training undertaken. b) Terry Jordain who also previously worked on the membership processing, met with FF, JB, GC & FH to go through details of membership procedure. A Procedure List has now been drawn up itemising each step of the membership application process. c) 14 people have been re-engaged following an email being sent to lapsed members, and most have set up standing orders. Good exercise, around half of the 600+ mailed haven't as yet even opened their emails. Possible to delete if not heard 4 weeks? d) Tracey's Handover - Lucy advised that she is currently still working her way through Tracey's handover list and will give an update at the next committee meeting.</p> <p>2. Volunteers a. Volunteer Handbook & Welcome Pack - meeting took place on 22nd October 2019 to go through final amends with FF, Deana & Fay b. Coffee mornings - Next coffee morning is being held at The Barge, Bude on 31st October @ 10.30 am. Further coffee morning dates are TBC. c. Winter Rota - will be starting to action at the next coffee morning. Volunteers have been in touch expressing an interest and this will be discussed at the October coffee morning</p> <p>3. Email Campaign via Beacon & Mailchimp Will be emailing all Friends this week about the following events; - AGM, - Dog Show- - Auction.</p> <p>Margaret Burch left the meeting, and FF took over minute taking.</p>	<p>Training for GC on Beacon</p>	<p>GC/LC</p>	<p>ASAP</p>
<p>11. Operations Report - MH In his absence FF reported that the CCTV cameras at the pool would be installed soon. MM and KA asked to see a copy of the agreement FoBSP has with the Town Council/operators of the CCTV scheme.</p>	<p>MM and KA to see copy of CCTV agreement</p>	<p>MH to circulate</p>	<p>ASAP</p>
<p>12. Pool Users Report - SB SB report attached to the Minutes. In addition SB reported that a £50 donation had been received from the Royal Marines Charities. SB and FH to discuss having a sign board at the bottom of the steps and a fluorescent green dot at end of the pool. SB to discuss Trusted User scheme with MH. New vandal-proof box donation box to be fitted at pool. JB requested upgrade to Events Software, approved by Committee. James Marshall has offered to be new Pool User Rep on Committee, needs a meeting with him to discuss.</p>	<p>Meeting re signboard and dot</p> <p>Get quotes for donation box</p> <p>PT/FF to meet James Marshall</p>	<p>FH/SB</p> <p>FH</p> <p>PT/FF</p>	<p>November</p> <p>November</p> <p>Before AGM</p>

<p>13. <u>Co-ordinator- FH - Report circulated</u> In addition:- Need more volunteers for Dog Show on 27th October. Excellent prizes for Auction on 9th November. Eden Workshop was very successful, FH had circulated the recommendations on recruiting and retaining volunteers. FH to find out from BLEND if they are involved in the Young Persons Awards scheme. New Ipad to take memberships etc is fixed on counter now in office/shop.</p>	<p>Check YPA with Blend</p>	<p>FH</p>	<p>November</p>
<p>14. <u>AOB & Date of Next Meeting -</u> JB - JB offered to do Poolside newsletter. Also a new Beacon addition - when doing a mailshot if BCC is added, the mailing is noted on each Friend's record. SCP - Can we add FoBSP Life Membership as an Auction Prize? Proposed by SCP, KA seconded, All agreed. KA - Is there a FOBSP document depository? JB has set up Drop Box but on-one is using it. KA to explore this with JB. SB - has the tap at the pool been fixed? PT advised that it was being fixed the next day, 22nd October. FH - Is there a conflict of interest if a Trustee or Committee member is related to a FoBSP staff Member? It was confirmed that there would be so a form needs to go to the Charity Commission and also a declaration of interest confirmed and relevant Trustee of Committee Member to leave any Committee Meetings when Staff are discussed.</p> <p>DONM - Monday 11th November 6.00pm (following Trustees Meeting at 5.00pm). Both at The Falcon.</p>	<p>Meeting to discuss document depository.</p>	<p>KA/JB</p>	<p>November</p>