

## Friends of Bude Sea Pool Committee Meeting – MINUTES

Monday 21 August 2023 @ 6.00 p.m. at Bude Golf Club

<p><b>Attendees:</b>  <b>Trustees:</b> Paul Tilzey (PT), Martyn Holehouse (MHo), Sarah Moore (SM), Chris Cannon (CC)  <b>Committee:</b> Sean Collins-Powell (SCP), Mark Henderson (MHe), Elaine Viner (EV), Chris Menlove-Platt (CMP),  <b>Staff:</b> Deb Rosser (DR), Josie Dean (JD),  <b>Apologies:</b> Stella James (SJ), James Marshall (JM), Julie Barlow (JB)  <b>Minute taker:</b> Ros Stow (RS)</p>		
		<b>Action owner</b>
1	<p><b><u>Chairman’s welcome &amp; apologies</u></b>  PT welcomed the attended.  Apologies as above.</p>	
2	<p><b><u>Declarations of interest</u></b>  None made.</p>	
3	<p><b><u>Minutes of last meeting 19.07.2023 and matters arising – MHo</u></b>  The minutes were reviewed and approved.  Matters arising:</p> <ul style="list-style-type: none"> <li>• Teams training was delivered in early August but additional sessions still required. SJ has arranged fortnightly Teams clinic to resolve additional issues.</li> <li>• Google analytics: CMP has reviewed and identified that interesting information is available. Further work is continuing to refine the information that will be extracted.</li> <li>• Facebook and social media – a volunteer, Jodie Harper, is now helping with this and is starting to respond to posts. The management of the Facebook channel has been transferred from Fay Hargreaves. JD has set up an automated reply.</li> <li>• Business sponsors forum: CC reported that, currently, sponsors are not showing interest in the event planned for October, therefore further consideration needs to be given to the viability of the event, its structure and cost, making sure that the right people at the sponsors are being contacted and understanding their needs from such an event. It was agreed that the event should be postponed until next year pending this further consideration and research.</li> <li>• Pentire drinks are now being sold at events and in the shop. The trial is continuing, but demand to date has been fairly low.</li> </ul>	<p>SJ</p> <p>CMP</p> <p>SJ, CC</p>

	<ul style="list-style-type: none"> <li>Anniversary celebrations and new building: PT reported that details are still being compiled to enable applications to relevant Councils and for grant funding for the building, which would include toilet facilities. There was discussion about whether the new building would include a café. Views were expressed that the ethos of FoBSP has always been not to compete with other local businesses (for refreshments or other merchandise) but will be further discussed in due course. JD not to pursue grant application to Community Capacity Fund.</li> </ul>	PT
4	<p><b><u>Trustees Report – SM</u></b> SM noted that the Trustees had agreed to hold a strategy meeting in October to discuss renewing the 3-year strategic plan and other matters. JD to attend.</p>	SM
5	<p><b><u>Financial Report – SM</u></b> SM and CMP’s financial report was taken as read. The following matters were drawn to the Committee’s attention:</p> <ul style="list-style-type: none"> <li>CMP noted that there are 12 business sponsors with outstanding payments, which he will chase by telephone in September. It was agreed that next year, pre-payment will be required prior to any advertisements being published.</li> <li>SM noted that they are in the process of moving banking facilities from Barclays to the Co-op, with much of the recurring income sources and payments already having been moved, at which point the Barclays accounts will be closed.</li> <li>SM noted that various funds are held on deposit and requested permission to make such investment decisions without referring back to the Trustees/Committee. This was approved unanimously. SM confirmed that she will include details of funds being held on deposit, including the time frames, in her monthly report.</li> <li>SM noted that she has met with the liquidator of the previous Adventure International entity, who confirmed that a dividend will be paid, but could not confirm the amount.</li> <li>SM also noted that Philip Sanderson is retiring from the accounting firm, he will remain a consultant and the business is being transferred to his daughter. There will be no impact on the service provided to FoBSP.</li> </ul>	
6	<p><b><u>Staff and Beacon update – JD</u></b> JD’s report was taken as read. JD drew attention to the signage audit being almost complete and that some updates will be required, such as regarding the presence of lifeguards, to make it clear that the pool itself does not provide lifeguard services. JD also</p>	

	noted that the RNLI has concluded that certain rescue equipment needed to be updated. Many suggestions are very useful and will be carefully considered but some of the RNLI's conclusions are being queried. SCP noted that the RNLI equipment expectations need to be aligned the pool activities and responsibilities, including the fact that the pool itself does not provide lifeguard services.	
7	<b><u>Pool users report</u></b> No report was presented as JM was unable to attend the meeting. This will be carried over to next month's meeting.	
8	<b><u>Fundraising and events update – EV</u></b> <ul style="list-style-type: none"> <li>• CC noted that the drafting of the business case pro-forma is now complete and based on the events proforma developed by EV.</li> <li>• EV reported that: the quiz night will now be 21 November; we will attend the Parkhouse Christmas event in early December; and, we will attend the Bude Community event at the Parkhouse if volunteers can be found to run the event. Decisions to attend events will be made with reference to the Event assessment form.</li> <li>• CC noted that fundraising ideas have been received from most Trustees, Committee members and staff. These will be reviewed on 29 August and reported to the next meeting.</li> </ul>	CC  CC
9	<b><u>AOB</u></b> <ol style="list-style-type: none"> <li>a) JD noted that South West Water have not awarded further funding for Pool School initiative. Two schools remain outstanding to be covered from the original funding that was received in full. DR to progress this. JD noted that consideration is also being given to ongoing schools liaison.</li> <li>b) JD raised the issue of additional signs at the changing huts to ensure their purpose is clear noting that acrylic signs for the inside can be sourced at £25 each. DR agreed to explore further options for signs for outside the huts with Vicko for approx £20/sign. It was agreed that JD and DR should proceed with these at these costs.</li> <li>c) CC noted that the Golf Day is going ahead, and there are now sponsors in place for 9 of the 18 holes. MH, SCP, PT, MH and DR offered to follow up additional sponsors; CC will co-ordinate with them regarding which sponsors need following up. There are tee times for 72 attendees and 36 have already been filled. CC is</li> </ol>	DR  DR/ JD  CC

	<p>confident that the remaining places will be filled given additional advertising to the Ladies' teams and other initiatives.</p> <p>d) SCP raised password security over various accounts and ensuring that access will not be comprised if there are changes of personnel. JD noted that users no longer with the pool have had their access removed. She is also keeping a central log of passwords. CMP noted that access to bank accounts has also been reviewed and all former Trustees removed from the mandates (he and SM have access to all accounts). JD noted that email accounts for former Trustees are also being closed down but that role specific emails are transferred to new users when their role changes. SCP suggested that an audit over finance, security and password arrangements should be arranged. SM and JD agreed to take this forward.</p> <p>e) SCP noted that there is an action underway regarding arranging contactless donations. A solution is still being considered (noted that conventional collection tins will be retained).</p> <p>f) EV noted that there are have been instances of visitors diving into the pool and suggested that a 'No Diving' instruction should be painted around the edge of the pool to reinforce additional signage. This was approved. DR will follow up on a 'no diving' stencil which Pool Crew can then paint around the pool. CMP asked if there was more that could be done to educate locals about the diving prohibition. It was noted that this is stated in the website. JD and DR agreed to set up posts on website/social media to reinforce no diving and to advise of a build up of sand in the pool which reduces the depth.</p> <p>g) DR noted that a family had requested a recurring summer let on the 'Gill's Place' beach hut but she was not in favour of this as there is a waiting list of at least 50. DR also suggested that a winter let be considered. It was agreed that those on the waiting list should be offered a winter let option to Gill's Place but that a full year or a recurring let should not be agreed. It was noted that there was confusion around whether new beach hut tenants may only take out a one-year lease. It was agreed that further discussion is required to clarify the terms on which beach huts are rented.</p> <p>h) JD noted SJ's suggestion that someone should be assigned responsibility for monitoring the Teams action list. It was agreed to defer further discussion of this to the next meeting where SJ is in attendance.</p>	<p>SM/JD</p> <p>DR</p> <p>JD/DR</p>
10	<p><b>The meeting closed at 19.29 pm.</b></p> <p><b>Date of next meeting:</b> Monday 18 September 2023, 18:00-20:00 at The Golf Club</p> <p><b>Remaining dates for 2023</b> - third Monday of each month: 16 October, 20 November, 18 December</p>	