

## Friends of Bude Sea Pool Committee Meeting – MINUTES

Monday 18 September 2023 @ 6.00 p.m. at Bude Golf Club

<p><b>Attendees:</b>  <b>Trustees:</b> Paul Tilzey (PT), Sarah Moore (SM), Stella James (SJ), Chris Cannon (CC)  <b>Committee:</b> Sean Collins-Powell (SCP), Elaine Viner (EV), Chris Menlove-Platt (CMP), James Marshall (JM)  <b>Staff:</b> Deb Rosser (DR), Josie Dean (JD)  <b>Apologies:</b> Martyn Holehouse (MHo), Mark Henderson (MHe), 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>  Apologies noted above</p>	
2	<p><b><u>Declarations of interest</u></b>  None declared</p>	
3	<p><b><u>Minutes of last meeting 21.08.2023 and matters arising – PT</u></b></p> <ul style="list-style-type: none"> <li>• The 21 August 2023 minutes were approved.</li> <li>• The Committee agreed that all minutes should be posted on the website once agreed. JD to ensure that all past minutes have been uploaded for the last 12month period.</li> <li>• PT noted that discussions with the Council are ongoing re the construction of a community building above the pool (in time for the Centenary celebrations).</li> <li>• Arranging a security audit: SCP noted that he is still in the process of actioning this.</li> <li>• Changing huts signage: these are now in place.</li> <li>• ‘No diving’ signage: DR noted that the stencils are arriving tomorrow.</li> <li>• Social media passwords: JD noted that discussions with Acuiti re method of storing social media passwords and security are ongoing.</li> <li>• Cashless donations: arrangements for secure online donations at events and at the Pool are still underway.</li> </ul>	JD
4	<p><b><u>Trustees Report – PT</u></b></p> <ul style="list-style-type: none"> <li>• The Trustees had discussed bike racks above the Sea Pool and agreed that they were necessary, if anything more were required.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There will be a strategic awayday for all trustees, committee and staff in the new year with the aim of presenting the outcome at the AGM in March. A planning day for this is being held on 25th October for trustees to which JD has been invited to attend.</li> </ul>	
5	<p><b><u>Financial update – SM</u></b></p> <ul style="list-style-type: none"> <li>• SM's report was taken as read.</li> <li>• SM noted that the reports from the Flagstone investment platform show all of the interest rates being earned. There is a range of rates at the moment, given how rates have been increasing, but increased rates will be rearranged as soon as deposit periods expire. Surplus funds in the Co-op current account will be transferred into Flagstone when available, in order to earn interest.</li> <li>• CMP has prepared a sales analysis between the various channels, showing that sales at the Pool is performing extremely well. Website sales are less than last year but JD noted that website sales have been adversely impacted by the website being down for a period. Shop sales over this summer were also up. SJ noted that a new social media campaign will be launched and the website content trimmed, to drive additional website sales.</li> <li>• SJ noted that the merchandising strategy is being reviewed at the October sales and marketing meeting, with the aim to better target anticipated sales at particular times of year and avoid over-stocking. CMP noted that there are now tighter procedures over stock ordering.</li> <li>• SM noted that the current financial year may turn out to have a surplus, rather than the expected deficit, given the strong performance over the past couple of months.</li> <li>• CMP noted that the Barclays account will soon be able to be closed.</li> </ul>	
6	<p><b><u>Staff and Beacon update – JD</u></b></p> <ul style="list-style-type: none"> <li>• JDs reports were taken as read.</li> <li>• JD drew attention to a very successful summer season, including appointing a volunteer to take on social media responsibilities. She also noted that discussions about staffing the shop over the winter period are being held, all signage recommended in the RNLI audit will be installed next week, and there is a review underway of all policies and procedures to ensure they are fit for purpose and adequately documented. A process for reviewing and approving policies is being developed with SM, including delegation to different members of the team.</li> <li>• SCP and JD noted the importance of joining up with other community groups such as the Bude Town Team and the Bude Climate Partnership, to promote general community related activities. It was agreed that PT and SCP would engage with these organisations to ascertain how FoBSP can support them.</li> </ul>	PT/SCP

7	<p><b><u>Pool users report – DR</u></b></p> <ul style="list-style-type: none"> <li>• DR reported good feedback from BOWS, and the success of the open hub, which will continue between 10-12 until the end of October.</li> <li>• Night swims will begin on Weds 1 November, weekly through to Easter 2024, with a £2 donation per person sought towards electricity costs.</li> <li>• EV highlighted the excellent safety record at the Pool, particularly given the increased numbers of visitors. DR noted that there is a maximum pool capacity of 200 and that pool staff conduct an hourly count when on duty.</li> </ul>	
8	<p><b><u>Fundraising and events update – SJ/EV/CC</u></b></p> <ul style="list-style-type: none"> <li>• EV updated on the Bude at War event the previous weekend. There were 8 teams taking part in the relay event at the Pool. Refreshments and merchandise sales were good and were all for the benefit of the Pool. DR noted that there has been much interest in holding the event again. The Committee agreed that this event should be held annually, linked to Bude at War and with entry fees going to the Bude Surf Vets, as was the case this year.</li> <li>• The Committee discussed issues with allowing commercial photography at the pool, and acknowledged the need to ensure great care is taken that the correct consent forms are obtained.</li> <li>• CC updated on fundraising ideas, 10 were received and 8 will be taken forward. These include becoming a civic ceremony venue, a photography competition for the 2025 calendar, a lottery, and a cookbook based on the cakes baked for Pool events. EV is working on a project plan to schedule in when these ideas will be realised to ensure that they can all be handled efficiently and taking into account different lead times. CMP noted that income and expenditure from any of these initiatives will need to be budgeted for in the 2023/24 budget.</li> <li>• EV noted that North Coast Arts are creating a winter programme of events, and will donate £2 from each ticket to FoBSP, plus raffle proceeds.</li> <li>• CC updated on the golf day later this week. The event is looking to be successful, with 60 of the 72 places sold and 15 sponsors in place.</li> </ul>	
9	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• The Committee agreed with DR’s suggestion that the pole above the pool be used as a flag pole. CMP noted that regulations around the placing of flags need to be adhered to</li> </ul>	

	<ul style="list-style-type: none"> <li>• CMP noted that he has created a property register, which is being populated and can be used for calculating depreciation. He is also creating gifts register, which everyone will be required to complete for all gifts offered (whether accepted or not).</li> <li>• EV noted that FoBSP has been donated valuable Karcher equipment. The Committee discussed options for fundraising and agreed that this would be further considered by the fundraising committee.</li> </ul>	
10	<p><b>Date of next meeting:</b> Monday 16 October 2023, 18:00-20:00 at The Golf Club</p> <p><b>Remaining dates for 2023</b> - third Monday of each month: 20 November, 18 December</p>	