

Friends of Bude Sea Pool Committee Meeting – MINUTES

Monday 20 November 2023 @ 6.00 p.m. at Bude Golf Club

<p>Attendees: Trustees: Martyn Holehouse (MHo), Sarah Moore (SM), Stella James (SJ), Chris Cannon (CC) Committee: Sean Collins-Powell (SCP), Elaine Viner (EV), Chris Menlove-Platt (CMP) Staff: Deb Rosser (DR) Apologies: Paul Tilzey (PT), Mark Henderson (MHe), James Marshall (JM), Josie Dean (JD), Julie Barlow (JB) Minute taker: Ros Stow (RS)</p>		
		Action owner
1	<p><u>Chairman’s welcome & apologies</u></p> <ul style="list-style-type: none"> • MHo opened the meeting at 6pm. • Apologies as above. 	
2	<p><u>Declarations of interest</u></p> <ul style="list-style-type: none"> • None declared 	
3	<p><u>Minutes of last meeting 23.10.2023 and matters arising – PT</u></p> <ul style="list-style-type: none"> • The 23.10.23 minutes were reviewed and approved. Noted that approved minutes will be added to the website after 3 months. • Pool flagpole update: this to be further reviewed when the ‘welcome’ arch at the top of the pool steps is ready to be installed, likely to be in the spring of 2024. • PT meeting with BCP: this was held and PT has put himself forward as the main point of contact for BCP • Digital thermometer update: DR noted it may only be possible to install one when the pool is drained i.e. in May. The cost of the thermometer and associated equipment, including a digital sign (which could also be used to display other messages), is estimated at £1,500. SCP to lead on this project with assistance from others. Details to be circulated to the Trustees and Committee for further review at the next meeting. • Signage: PT discussions with Town Council carried forward to the next meeting. • Membership packages: CMP noted that Gift Aid restrictions make offering packages complicated, so this not to be pursued further. • Merchandising via other commercial businesses: refer to AOB item below. 	<p>SJ/JD</p> <p>PT</p> <p>SCP</p>

4	<p><u>Trustees Report – SM</u></p> <ul style="list-style-type: none"> • SM noted that the Trustees are documenting the authorities delegated from the Trustees to the Committee and to Staff to ensure that responsibilities are clear. • SM also noted that ideas from the December Trustee strategy meeting will be shared for discussion and input from the Committee and Staff in January 2024. An independent facilitator will be engaged to run the Committee and Staff session. 	
5	<p><u>Financial update – SM</u></p> <ul style="list-style-type: none"> • SM/CMP’s report was taken as read. • SM drew attention to the 31 October 2023 draft year end figures which are showing a surplus for the year. Increased merchandise sales have contributed to this. • SM noted that she has arranged better interest rates for certain funds on deposit. • Re digital donations, SM noted that there have been instances where fraudulent QR codes have been inserted over genuine ones. CMP noted that CSP is now actively reviewing a different system. • SM also noted that the review of services/billing arrangements with Acuiti, and secure password storage options, is ongoing. CMP noted that the current system is secure with access rights appropriately limited to relevant Committee/Staff members. • SCP asked if SM/CMP could consider adding monthly financial data to their report, in addition to year-to-date information. CMP to consider this and report back at the next meeting. 	CMP
6	<p><u>Staff and Beacon update</u></p> <ul style="list-style-type: none"> • JD’s reports were taken as read, with no queries being raised. 	
7	<p><u>Pool users report</u></p> <ul style="list-style-type: none"> • Not presented this month. Carried forward to the next meeting. 	
8	<p><u>Fundraising and events update – SJ/EV/CC</u></p> <ul style="list-style-type: none"> • EV provided a summary of recent fundraising activity. The data will be used to analyse the effectiveness of various fundraising activities, including the community impact and the volunteer experience, as well as how various activities fit with the strategic values of FoBSP. • EV to work with JB on a system to collect volunteer feedback from events. 	EV/JB

9	<p><u>CCTV update - MHo</u></p> <ul style="list-style-type: none"> • MHo noted that the camera at the sea pool needs replacing and there are various options regarding quality and storage of CCTV images. • The Committee discussed various options, with reference to the need for any equipment to be robust, privacy considerations and how to communicate the details of any system with pool users. • SJ to provide further information on one option, including the parameters for a trial period, for the Committee to consider. 	SJ
10	<p><u>AOB</u></p> <ul style="list-style-type: none"> • The Committee agreed that DR/JD can consider offering incentives to staff for signing up new members or donations at the pool, and that this was something DR/JD can decide without bringing back to the Committee. • DR raised whether FoBSP could donate items of merchandise to charitable fundraising events being arranged by other organisations. The Committee agreed that this can be appropriate depending on the nature of the organisation making the request. Requests, and the nature of the item to donate, will be considered on a case by case basis. • DR noted that due to holidays and other absences, there will be no cover for night swims from mid-December to the end of January. The Committee discussed the risks attaching to night swims, the need to have appropriate safety arrangements in place and the potential costs of this. The Committee agreed to further consider the options, including an assessment prepared by MHe, in January 2024. • DR noted a letter of thanks from the Bude at War team to FoBSP for the support for the recent event. • The Committee agreed that RS should capture actions agreed at meetings as Tasks on teams, with responsibilities and dates. 	MHe/DR
	<p>Date of next meeting: Monday 18 December 2023, 18:00-20:00 at The Golf Club Dates for 2024 – to continue as third Monday of each month (Q1 dates 15 January, 19 February, 18 March)</p>	