

## Friends of Bude Sea Pool Committee Meeting – MINUTES

Thursday 16 January 2025 @ 5.00 p.m. at Jack Gear, 11 The Strand, Bude EX23

<b>Attendees:</b> <b>Trustees:</b> Sarah Moore (SM), Chris Cannon (CC), Kelly Kemp (KK) <b>Committee:</b> Lisa Bragg (LB), Mick Gates (MG), Jan Lathem (JL), Paul Tilzey (PT), Elaine Viner (EV) <b>Staff:</b> Deb Rosser (DR), Jodie Harper (JH), Chris Menlove-Platt (CMP), Steve South (SS) <b>Apologies:</b> Sue Bennett (SB), Sean Collins-Powell (SCP), Mark Henderson (MHe), Martyn Holehouse (MHo) <b>Minute taker:</b> Ros Stow		
		<b>Action owner</b>
1	<b><u>Chair's welcome &amp; apologies</u></b> SM opened the meeting and noted the apologies as above.	
2	<b><u>Declarations of interest</u></b> None declared	
3	<b><u>Minutes of last meetings and matters arising</u></b> <ul style="list-style-type: none"><li>• The 19 December 2024 Committee meeting minutes were approved.</li><li>• Matters arising (not covered on the agenda below):<ul style="list-style-type: none"><li>• Donation station: KK noted that a practical and costs effective option will be to use an App loaded onto a basic tablet.</li><li>• Events planner: This is in progress and EV will bring it to the next meeting.</li></ul></li></ul>	EV
4	<b><u>Risk and incidents</u></b> <ul style="list-style-type: none"><li>• Incidents update: no new incident have been reported since the last meeting.</li></ul>	
5	<b><u>Trustees updates</u></b> <ul style="list-style-type: none"><li>• There were no matters for the Trustees to report to the meeting.</li></ul>	
6	<b><u>Treasurer's report</u></b> <ul style="list-style-type: none"><li>• The Treasurer's report was deferred to the next meeting as SB is away.</li><li>• CMP reported some new memberships including lifetime members. It was noted that pool crew focus on promoting memberships over the summer which was very successful last year with 500 new memberships.</li></ul>	

	<p>JL noted that Hub users who aren't members are being encouraged to join, so that they can book the Hub themselves. SS agreed to instal a QR code sign in the hub to link prospective members to the website where they can sign up as members.</p>	SS
7	<p><b><u>Working group updates</u></b></p> <p><b>7.1 Estates</b></p> <ul style="list-style-type: none"> <li>• New shop: CC reported that the Big Blue premises are to let, which are in an excellent location for a shop. The premises are bigger than the current shop and further consideration will be given to whether they would be large enough to accommodate the shop and the FoBSP office. CC and MHo have been granted first refusal on the premises but will conduct further work on the business case, taking into account matters including fitting out costs and the potential to generate more sales.</li> </ul> <p><b>7.2 Fundraising and marketing</b></p> <ul style="list-style-type: none"> <li>• Civil ceremony project: The Committee confirmed that the project is within FoBSP's objects and is in accordance with the recently agreed pillars and values. The operational and financial aspects of the project were discussed. DR will finalise the financial projections and circulate them to the Committee.</li> </ul> <p><b>7.3 Events (EV)</b></p> <ul style="list-style-type: none"> <li>• EV noted that the main event for the year will be the Channel Challenge. Planning work has commenced, taking into account lessons learned from last year. The first event of 2025 will be the Bingo Night on 4 February 2025 at the Beach House, followed by a quiz on 19 March.</li> </ul>	<p>CC/MHo</p> <p>DR</p>
8	<p><b><u>Operations updates</u></b></p> <ul style="list-style-type: none"> <li>• Pool crew season 2025: DR reported that the season will start on 5 April. There are eight posts which have been advertised with a good level of interest so far. The applications will be anonymised by LB then shortlisted by DR. Induction sessions will take place in March.</li> <li>• Pool school 2025: DR reported that FoBSP has been awarded £2,000 by the SW Water Community Fund to fund transport and other costs of running the pool school.</li> <li>• Volunteers update:</li> <li>• SS reported that manual handling training for volunteers is being arranged, as well as volunteer appreciation events. The schedule of North Coast Arts events has been received and SS will plan the volunteers needed for these. SS is also organising a fundraising event where the prize will be a piece of bespoke glassware being donated to FoBSP, further details to be confirmed in due course.</li> </ul>	

	<ul style="list-style-type: none"> <li>• SS and SM are reviewing the requirements and description of the volunteer catering role, with a view to having the post filled by Easter.</li> <li>• SM advised that it is no longer thought necessary for volunteers to all sign NDAs, as confidentiality clauses are contained within the standard volunteer pack. SS will circulate this message to volunteers. Committee Members, Staff and Pool Crew will be asked to sign NDAs as they are often party to sensitive information.</li> </ul>	
9	<p><b><u>Pool user matters – JL/MG</u></b></p> <ul style="list-style-type: none"> <li>• Pool users survey working group: JL is in the process of setting this up.</li> <li>• Winter hub opening feedback: messaging will be developed to raise awareness amongst swimmers of hub opening hours as there have been occasions when trusted users have had to stay on after the end of their booked session while late arrivals finish their swim and get changed.</li> </ul>	
10	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• DR noted that Ray Newberry will continue as the Safeguarding Officer and an appropriate refresher course will be arranged.</li> <li>• DR noted that she has been continuing to advise representatives from Clevedon pool on operational and fundraising matters relating to their pool.</li> <li>• DR noted that a new Caution sign has been swept away by a large wave. DR is seeking a replacement, free of charge.</li> <li>• JH noted that a French TV company is making a programme on the SW Coast Path and will feature the sea pool. The company will visit the pool next week and are looking for swimmers to interview.</li> <li>• JH advised that she and CMP are looking at new marketing initiatives targeting previous online shop customers. JH confirmed that only those customers who had opted in to receive marketing communications would be circulated.</li> <li>• CC requested that an updated list of working group members be compiled and circulated. SM agreed to arrange this.</li> <li>• JL advised that she and her husband would be pleased to assist with completing grant applications, as they have experience in this area from their former roles. KK noted the upcoming Lottery Funding bid for the Centenary Celebrations.</li> <li>• SM advised that FoBSP is being put forward for the Lord-Lieutenants King’s Award for Enterprise, with assistance from various community members.</li> </ul>	SM
	<p><b>Date of next Committee meetings:</b> 17:00-18.00 on the third Thursday of every month (20 February, 20 March 2025) at 11 The Strand, Bude unless otherwise stated</p>	