

Friends of Bude Sea Pool Committee Meeting – MINUTES

Thursday 20 February 2025 @ 5.00 p.m. at Jack Gear, 11 The Strand, Bude EX23

<p>Attendees: Trustees: Sarah Moore (SM), Chris Cannon (CC), Sean Collins-Powell (SCP), Martyn Holehouse (MHo) Committee: Paul Tilzey (PT), Elaine Viner (EV) Staff: Deb Rosser (DR), Jodie Harper (JH), Chris Menlove-Platt (CMP), Steve South (SS) Observer: Esther Stacey (ES) Apologies: Lisa Bragg (LB), Mick Gates (MG), Mark Henderson (MHe), Kelly Kemp (KK), Jan Lathem (JL) Minute taker: Ros Stow (RS)</p>		
		Action owner
1	<p><u>Chair's welcome & apologies</u> SM welcomed ES to the meeting as an observer and prospective Treasurer. Those present introduced themselves and their roles. Apologies as above.</p>	
2	<p><u>Declarations of interest</u> None declared.</p>	
3	<p><u>Minutes of last meetings and matters arising</u></p> <ul style="list-style-type: none"> • The 16 January 2024 Committee meeting minutes were approved. It was agreed that approved minutes could be posted on the website straight away, rather than needing to wait three months. • Matters arising (not covered on the agenda below): <ul style="list-style-type: none"> • QR code: SS noted that three versions have been created and tested. He and JH will be working on the design for how these will be installed. • Working group list: this has been circulated by SM. • Civil ceremony project costings: these will be brought back to the next meeting. 	<p>SS/JH DR</p>
4	<p><u>Risk and incidents</u></p> <ul style="list-style-type: none"> • No new incidents have been reported. 	
5	<p><u>Trustees updates</u></p> <ul style="list-style-type: none"> • SM noted that the AGM will be 15:00 on 23 March 2025 at the Surf Life Saving Club (SLSC). 	

	<ul style="list-style-type: none"> • The AGM will be preceded by the Meet the Team event 13:30-15:00. All Trustees, Committee members, Staff and volunteers are encouraged to attend. SM will prepare some words of welcome to introduce to the event. JH will prepare a presentation which will be shown on the AV equipment at the SLSC during the event. • SCP will co-ordinate the presentation for the AGM. • SM is liaising with KK to finalise some of the AGM content relating to FoBSP's strategy, mission, vision, pillars and values. 	SM JH SCP SM/KK
6	<p><u>Finance and admin</u></p> <ul style="list-style-type: none"> • SM is acting as Treasurer while the role is vacant following the sad and sudden passing of Sue Bennett. • SM presented a summary of financial performance for the financial year to date, noting that this is a relatively low income period and that purchases will start to be made for merchandise to be sold over the busier spring and summer season, current stock levels being relatively low. SM advised that she has been managing savings accounts to ensure that none exceed the £85,000 FSCS protection limit. She also noted that interest rates on some accounts are reducing. • Sharepoint: CMP has copied all files over to the new Sharepoint site and is reviewing contents to ensure that documents are mapped to the correct folder in the new file structure. • Website review: CMP, JH and EV are reviewing whether paying for add-ons that will improve calendar functionality is warranted. 	
7	<p><u>Working group updates</u></p> <p>6.1 Estates</p> <ul style="list-style-type: none"> • Shop premises: CC presented a paper to the meeting on options for FoBSP shop premises. Discussions on one option are fairly advanced but further consideration is required regarding the commercial and financial aspects, including liability for business rates and security of tenure. The Committee members present unanimously agreed that this option should be further explored with a view to reaching an agreement. The Committee noted that the matter is currently confidential and further details should not be disclosed to others at this point. <p>6.2 Fundraising and marketing</p> <ul style="list-style-type: none"> • Events planner: EV had circulated a list of planned events together with details of the funds raised by similar events in previous years, noting that in the current economic climate, events are generally raising less than in recent years. EV noted that the Channel Challenge is a consistently successful event and that the first 	

	<p>FoBSP bingo night was very successful. The next event is the 19 March quiz night for which posters are being prepared. On 3 April, a 'Quingo' event, a combination of a quiz and bingo, will be held in conjunction with the Beach House, with all proceeds going to FoBSP.</p> <ul style="list-style-type: none"> • CMP noted that income from legacies is increasing and this is an area for future growth given inheritance tax benefits to estates of leaving a portion to charitable purposes. • Centenary planning: EV has convened an initial meeting to brainstorm ideas, with further meetings planned to develop the programme of events and the educational and fundraising aspects. <p>6.3 Merchandising</p> <ul style="list-style-type: none"> • DR noted that she has conducted market research to assist in selecting colours for new clothing orders. Attention is being paid to margins to ensure that target margins may be maintained. 	
8	<p><u>Operations updates</u></p> <ul style="list-style-type: none"> • The Committee agreed that two individuals should be awarded Honorary Lifetime Memberships given the extensive volunteer assistance they have provided to FoBSP over a long period. These awards should be publicised in the Handbook, with consent of the individuals. It was also agreed that proposals for future such awards would be presented to the Committee for discussion and agreement by the Trustees. • The Committee agreed that, as a general rule, DBS checks need not be conducted on behalf of FoBSP for individual Pool Crew who have verified and current DBS clearance elsewhere. It was noted that this would be reviewed on a case by case basis depending on the activities being conducted by individuals and the risks attaching. • DR proposed and the Committee agreed to appoint one or more volunteer ambassadors to attend the pool to provide information to pool users and visitors which, in the past has been successful in attracting members and selling merchandise. 	
9	<p><u>Pool user matters – JL/MG</u></p> <ul style="list-style-type: none"> • No updates were provided as JL and MG were unable to attend the meeting. 	
10	<p><u>AOB</u></p> <ul style="list-style-type: none"> • CMP drew attention to the limit on gifts to donors of 10% of their donation. Gifts above this threshold mean that Gift.Aid may not be claimed on the donation. 	
	<p>Date of next Committee meetings: 17:00-18.00 on the third Thursday of every month (20 March, 18 April, 17 May 2025 etc) at 11 The Strand, Bude unless otherwise stated</p>	