

## Friends of Bude Sea Pool Committee Meeting – MINUTES

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

<p><b>Attendees:</b>  <b>Trustees:</b> Sarah Moore (SM), Lisa Bragg (LB), Chris Cannon (CC), Sean Collins-Powell (SCP), Martyn Holehouse (MHo), Kelly Kemp (KK)  <b>Committee:</b> Mick Gates (MG), Mark Henderson (MHe), Jan Lathem (JL), Esther Stacey (ES), Elaine Viner (EV)  <b>Staff:</b> Deb Rosser (DR), Jodie Harper (JH), Chris Menlove-Platt (CMP)  <b>Guests:</b> Rebecca Keating (RK) item 2 only  <b>Apologies:</b> Steve South (SS), Paul Tilzey (PT)  <b>Minute taker:</b> Ros Stow</p>	
	<b>Action owner</b>
1a	<p><b><u>Chair’s welcome &amp; apologies - SM</u></b>  SM opened the meeting, and welcomed RK as a guest re item 2 below.</p>
1b	<p><b><u>Declarations of interest</u></b>  None declared.</p>
2	<p><b><u>Civil ceremony project - RK</u></b>  RK referred to the project plan documents circulated prior to the meeting which explained the objectives, the business plan and risks of the project. RK provided an overview of the project including the assumptions underlying the budgeted revenues and costs and the individual project tasks. RK advised the Committee to consider carefully the reasonableness of the assumptions underlying the budget. RK also highlighted the number of individual steps required prior to launch of the project and the need to assign responsibilities for those tasks. RK advised the Committee to consider carefully the time requirements for setting up and running the project, and whether additional support would be necessary.</p> <p>A question was raised as to whether approved premises for civil ceremonies must have disabled access. RK noted the understanding that as there are no changes to the pool premises for the purposes of conducting the ceremonies, then there is no requirement for disabled access. However, written confirmation of this will be sought.</p> <p>The Committee thanked RK for her valuable input into the project. The project documents will be recirculated to the Committee and brought back to the next Committee meeting so that the Committee’s questions can be discussed prior to a final decision whether to progress with it. The Committee noted that due consideration must be given to resource requirements, alongside the demands of existing projects.</p>

3	<p><b><u>Minutes of last meetings and matters arising – SM</u></b></p> <ul style="list-style-type: none"> <li>• The 20 February 2025 Committee meeting minutes were approved.</li> <li>• Matters arising (not otherwise covered on the agenda): <ul style="list-style-type: none"> <li>• QR code testing: This has not yet been completed, so is carried forward to the next meeting</li> <li>• AGM preparations: SCP and JH have developed their AGM presentations. SM will be preparing the finance-related slides. The Committee members present confirmed that they would also be attending the Meet the Team event prior to the AGM.</li> </ul> </li> </ul>	SS/JH
4	<p><b><u>Risk and incidents</u></b></p> <ul style="list-style-type: none"> <li>• No new matters were reported.</li> </ul>	
5	<p><b><u>Trustees updates</u></b></p> <ul style="list-style-type: none"> <li>• SM noted that FoBSP no longer actively supports the Bude Climate Partnership (BCP). This decision has been communicated to BCP, also that the decision could be revisited should circumstances change.</li> <li>• SM noted that the Trustees have approved the 2025 budget for FoBSP.</li> </ul>	
6	<p><b><u>Finance and admin</u></b></p> <ul style="list-style-type: none"> <li>• The February 2025 finance reports circulated by ES and CMP were taken as read.</li> <li>• The Committee discussed whether there is scope to reduce postage costs. It was noted that a large part of postage costs relate to posting the handbook to members and others outside the local area. Distribution of the handbook will be considered as part of this year’s handbook project.</li> <li>• CMP noted that arrangements for updating the thermometer on the website have been put in place. He also noted that a decision has been taken not to purchase a website calendar to promote events as there are other no-cost channels to advertise events.</li> <li>• CMP updated the Committee on the Sharepoint project which is progressing well, including finalising user access permissions, mapping existing content into the new structure and deleting duplicate documents. CMP reminded the Committee that all documents need to be transferred from individuals’ C Drives and OneDrives into Sharepoint.</li> </ul>	
7	<p><b><u>Working group updates</u></b></p> <p><b>7.1 Estates</b></p> <p><b><i>New shop:</i></b></p> <ul style="list-style-type: none"> <li>• CC advised that the lease terms have been agreed and possession is likely on 1 May 2025 subject to the</li> </ul>	

	<p>necessary agreements being in place. Planning for setting up the shop and moving stock is underway with a view to being operational by 1 June 2025.</p> <ul style="list-style-type: none"> <li>• CC will attend a forthcoming meeting with shop volunteers on 27 March to share further information on the new shop proposals.</li> <li>• A communications plan will be developed to launch the new shop.</li> <li>• Further consideration will be given to exiting the lease on the current shop premises.</li> </ul> <p><b>Annual maintenance</b></p> <ul style="list-style-type: none"> <li>• Quotes have been obtained for the annual pool maintenance.</li> </ul> <p><b>7.2 Fundraising and marketing</b></p> <ul style="list-style-type: none"> <li>• Centenary celebrations: EV noted that a kick-off meeting has been held and a further meeting is planned.</li> </ul> <p><b>7.3 Merchandising</b></p> <ul style="list-style-type: none"> <li>• DR noted that orders have been submitted for this season’s merchandise.</li> <li>• The need to move old stock was also noted.</li> </ul>	
8	<p><b><u>Operations updates</u></b></p> <ul style="list-style-type: none"> <li>• BOWS facebook group: MG noted that the existing BOWS group is closing and that a new group has been set up, Bude Seals, to support the swimming community. MG and LB are involved in the administration of the new group, but as swimmers, not in their capacity as FoBSP Committee members.</li> <li>• Pool manager’s update: <ul style="list-style-type: none"> <li>• Pool Crew: DR noted that the new pool crew have all had their First Aid training and their induction programme has started successfully.</li> <li>• Education: DR noted that her programme of Pool School and school assembly visits is well underway.</li> <li>• Community events: DR noted that she is also attending various community events (as a volunteer on behalf of FoBSP) which are focusing on plastic pollution and water quality. DR will also approach the Pearl Exchange regarding a presentation about volunteering at FoBSP.</li> </ul> </li> </ul>	
9	<p><b><u>Pool user matters</u></b></p> <ul style="list-style-type: none"> <li>• Pool users survey working group (JL/MG): there were no updates to report.</li> </ul>	

10	<b><u>AOB</u></b> <ul style="list-style-type: none"><li>• DR noted that she is ordering new name badges for pool crew and those Trustees and Committee members who need one.</li><li>• It was noted that the Open Hub will formally close soon but that the option of an 18.30-20.30 opening for sunset swims will be taken forward.</li></ul>	
	<b>Date of next Committee meetings:</b> 17:00-18.00 on the third Thursday of every month (17 April, 15 May 2025 etc) at 11 The Strand, Bude unless otherwise stated.	