

Friends of Bude Sea Pool Committee Meeting – MINUTES

Thursday 17 April 2025 @ 5.00 p.m. at Jack Gear, 11 The Strand, Bude EX23

<p>Attendees: Trustees: Sarah Moore - Chair (SM), Lisa Bragg (LB), Chris Cannon (CC), Sean Collins-Powell (SCP), Martyn Holehouse (MHo), Kelly Kemp (KK) Committee: Mark Henderson (MHe), Esther Stacey (ES), Elaine Viner (EV), Paul Tilzey – item 7.2 onwards (PT) Staff: Chris Menlove-Platt (CMP), Deb Rosser (DR), Steve South - item 8 onwards (SS) Apologies: Mick Gates (MG), Jodie Harper (JH), Jan Lathem (JL), Minute taker: Ros Stow</p>		
		Action owner
1	<p><u>Chair’s welcome & apologies - SM</u> SM opened the meeting. The apologies were noted.</p>	
2	<p><u>Declarations of interest</u> None declared.</p>	
3	<p><u>Minutes of last meetings and matters arising – SM</u></p> <ul style="list-style-type: none"> • The 20 March 2025 Committee meeting minutes were approved. • Matters arising (not otherwise covered on the agenda): <ul style="list-style-type: none"> • QR code testing: CMP reported that the QR codes had been tested successfully. 	
4	<p><u>Risk and incidents</u></p> <ul style="list-style-type: none"> • Incidents update: CMP advised that one volunteer had slipped on wet steps at the pool, suffering a small fracture. A full accident report has been prepared and filed on Sharepoint. • Health and safety policies and procedures: KK advised that these have been reviewed and enhancements will be made to the documentation of certain processes, after Easter, to ensure that they are clear and comprehensive. The process for storing and escalating incident reports will be documented and circulated. 	
5	<p><u>Trustees updates</u></p> <ul style="list-style-type: none"> • Strategy next steps: KK noted that, at the previous strategy meeting, the list of projects currently being undertaken by FoBSP was mapped against the agreed vision, mission and pillars. The next step is to review the resourcing requirements of each project to assess which ones are feasible to deliver with current 	

	resources and the timescale. It was agreed that KK will circulate the list of projects for project owners to review from a resource and timing perspective. KK will then arrange sessions with the Trustees, Committee members and Staff, to discuss the projects.	
6	<p><u>Finance and admin</u></p> <ul style="list-style-type: none"> ES referred to the March 2025 finance report previously circulated which shows the financial performance in March 2025 and the year to date. A small deficit is shown for March, owing to costs for staff training and stock purchases in preparation for the summer season, but there is a surplus for the year to date. CMP reported an increase in membership numbers to 1922 and that for the recent tax year, collecting tin receipts have been high. He also noted that merchandise sales in April have been strong 	
7	<p><u>Working group updates</u></p> <p>7.1 Estates</p> <ul style="list-style-type: none"> New shop: CC reported that the process to take on the new shop lease is ongoing in line with expectations. <p>7.2 Fundraising and marketing</p> <ul style="list-style-type: none"> Civil ceremonies project: DR advised that this project is being put on hold during the summer season. The Committee agreed that the working group should reconsider the project in October. Poolside sauna: DR explained that an arrangement for offering a concession to a third party to construct and operate a sauna on the pool premises had been suggested. The Committee agreed that LB, ES and DR would form a working party to develop a project plan for the Committee to consider at the May meeting. Event staffing: The Committee suggested that the events calendar should be emailed to volunteers regularly to assist with forward planning. <p>7.3 Merchandising</p> <ul style="list-style-type: none"> A working group meeting will be held shortly to discuss merchandising requirements in preparation for the new shop. 	<p>LB/ES/DR</p> <p>SS</p>
8	<p><u>Operations</u></p> <ul style="list-style-type: none"> Thermometer data and website hosting: SCP advised that this is now fully up and running. Consideration is being given to moving to a data transmission method other than relying on the wi-fi at the pool, for example via satellite. Uniform policy: The Committee discussed and agreed the uniform policy previously circulated by SM for staff, pool crew, shop volunteers and other regular volunteers. It was also agreed that further consideration 	

	<p>be given to upgrading the waterproof jackets available to those working outside.</p> <ul style="list-style-type: none"> • Pool annual maintenance in May 2025: SCP advised that Natural England has approved the pool maintenance work (in what is an SSSI). He is now approaching Marine Maritime Organisation (MMO) to obtain a licence for the works that impact on the beach. SCP confirmed that the licence would be for a set period, not just the May maintenance. The MMO may conduct an inspection of the works. • Living Tiles: DR explained that four Living Tiles, which provide a habitat for sea creatures, have been offered to FoBSP free of charge. The tiles would need to be installed under the water level in the far corners of the pool during the annual maintenance. After discussion, the Committee members in attendance (with one exception) agreed to trial the tiles for one year, until the 2026 maintenance, at which point the impact of the tiles will be reassessed. 	
9	<p><u>Pool user matters</u></p> <ul style="list-style-type: none"> • Pool users survey working group: this item was postponed as JL and MG were unable to attend. 	
10	<p><u>AOB</u></p> <ul style="list-style-type: none"> • SS reported that he is still looking for catering leads at events. • EV noted that FoBSP would put forward a walking group to attend the 2025 Bude Carnival, that the 2025 Channel Challenge has been launched and that a ‘water rocket’ demonstration event is being planned for June 2025. • DR noted that the pool crew are in place and operating very well. • CC advised that the golf day will be 29 August 2025. Communications about the event will be issued soon. • SS advised that a visitor to the pool had complained about one set of steps into the pool being broken. SS is expecting the visitor to write to him with further details. MHo noted that the steps are being repaired during the 2025 maintenance. • MH queried when the CCTV at the top of the pool steps will be repaired. MHo agreed to follow this up with the Council. 	MHo
	<p>Date of next Committee meetings: 17:00-18.00 on the third Thursday of every month (15 May, 19 June, 17 July 2025 etc) at 11 The Strand, Bude unless otherwise stated</p>	