

## Friends of Bude Sea Pool Committee Meeting – MINUTES

Thursday 17 July 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), Sean Collins-Powell (SCP), Martyn Holehouse (MHo), Kelly Kemp (KK)  <b>Committee:</b> Mark Henderson (MHe), Esther Stacey (ES), Paul Tilzey (PT), Elaine Viner (EV)  <b>Staff:</b> Jodie Harper (JH), Chris Menlove-Platt (CMP), Deb Rosser (DR)  <b>Apologies:</b> Chris Cannon (CC), Mick Gates (MG), Carly Parton (CP), Steve South (SS)  <b>Minute taker:</b> Ros Stow</p>		
		<b>Action owner</b>
1	<p><b><u>Chair’s welcome &amp; apologies - SM</u></b>  The apologies above were noted.</p>	
2	<p><b><u>Declarations of interest</u></b>  None declared.</p>	
3	<p><b><u>Minutes of last meetings and matters arising – SM</u></b></p> <ul style="list-style-type: none"> <li>• The 19 June 2025 Committee meeting minutes were approved.</li> <li>• Matters arising: <ul style="list-style-type: none"> <li>• CCTV: MHo is waiting for the supplier’s invoice.</li> <li>• Beach huts leases/alcohol: CMP/MHo to consider this further.</li> <li>• SM to discuss Trustee rep at events: SM has discussed this with EV.</li> <li>• Acuiti and sharepoint permissions: CMP has resolved this with Acuiti and is progressing the Sharepoint permissions internally (see 6 below).</li> <li>• Centenary working group to consider events: This is in progress with EV and the working group.</li> <li>• Channel Challenge meal: Options are under discussion for a meal to be arranged independently of FoBSP.</li> <li>• Replacing pool thermometer: SCP advised that this should take place tomorrow.</li> <li>• Sauna: KK advised that they are seeking further discussions with a local sauna provider.</li> </ul> </li> </ul>	
4	<p><b><u>Risk and incidents</u></b></p> <ul style="list-style-type: none"> <li>• Incidents update (MH): Two incidents have been reported recently, one suspected heart attack and one child injury. Neither was related to the pool conditions. Pool staff have received excellent feedback for how</li> </ul>	

	<p>they responded to both incidents.</p> <ul style="list-style-type: none"> <li>SM advised that the insurers have closed their file on a potential injury claim as the claimant has not provided further information.</li> </ul>	
5	<p><b><u>Trustees updates and strategy</u></b></p> <ul style="list-style-type: none"> <li>SM noted that ES has prepared a draft budget tracker spreadsheet, a new tool to track the financial position during the year by activity. All will be able to review (but not edit) the tracker.</li> <li>SM reported that the Trustees have agreed to appoint Metherell Gard as FoBSP’s accountants, for all required services, as the current accountants are withdrawing from working with charities.</li> <li>Consideration is to be given to moving all of FoBSP’s trading operations to a separate limited company, which would be a subsidiary of FoBSP.</li> <li>MHo noted that steps are being taken to tackle the pool algae, which often builds up overnight and needs a quick response, including obtaining a new jet washer and the use of approved chemicals.</li> <li>Signage to direct users to the pool, using previous signage from old shop, is being developed.</li> <li>CC has proposed that, over time, branding on merchandise will be ‘Bude Sea Pool’ rather than FoBSP.</li> <li>PT reported that discussions with the Council re toilets above the pool site remain ongoing.</li> <li>The Trustees have agreed that the public open WiFi provided at the pool by FoBSP will be discontinued, as it is slowing down the password protected WiFi which is needed by pool staff, including for merchandise sales, and hub users. The password will be available to hub users.</li> <li>Strategic review (KK): It was agreed that the signage review has been completed to the extent necessary. It was also agreed that SCP and JH will work together on the website review.</li> </ul>	
6	<p><b><u>Finance and admin (ES/CMP)</u></b></p> <ul style="list-style-type: none"> <li>The June 2025 finance reports were taken as read.</li> <li>ES drew attention to the current deficit, arising mainly from the maintenance bills and merchandise purchases in advance of the summer season.</li> <li>ES confirmed that shop sales and sales at the pool are strong. CMP is tracking shop and pool sales compared to the previous year. EV’s suggestion that the shop display a sign directing people to the pool shop between 4 and 6pm was agreed.</li> <li>CMP advised that he is developing a detailed wages and salaries tracker, that will be circulated to Trustees only (for confidentiality reasons).</li> <li>CMP advised that he is around half way through the Sharepoint permissions project, which he is aiming to complete by the end of August.</li> </ul>	CP

	<ul style="list-style-type: none"> <li>The Committee asked for a link to the folder where minutes are stored.</li> </ul>	RS
7	<p><b><u>Working group updates</u></b></p> <p><b>7.1 Estates</b></p> <ul style="list-style-type: none"> <li>JH reported that she is working with CP to decide whether remaining fittings at the old shop are of use in the new shop or need to be disposed of. The shop committee is continuing to review fittings and requirements and will report to EV on any budget requirement.</li> <li>MHo expressed appreciation to all those involved in setting up the new shop and the exemplary work carried out. The Committee concurred.</li> </ul> <p><b>7.2 Shop / Merchandising</b></p> <ul style="list-style-type: none"> <li>MHo is discussing merchandising and ordering processes with CP. There will be roughly quarterly meetings at key points of the year to discuss the merchandising strategy. It was agreed that ES will attend such meetings. The structure for accounting for merchandise sales is also being considered.</li> </ul> <p><b>7.3 Other fundraising and marketing</b></p> <ul style="list-style-type: none"> <li>KK drew attention to various fundraising opportunities, including grants from the National Heritage Funding for centenary events, the Marine Environment Fund for pool school, the Sports England Movement Fund and the Morrisons fund. There may also be Bude-Stratton Council funding for investment in the town, which might be available for the shop.</li> <li>SM noted that the Inner Wheel of Bude has donated £1,000. The Committee expressed sincere appreciation for this and will consider a specific use for the funds.</li> <li>KK noted that legacies information will be included in the Handbook, and she will be speaking to local solicitors, who may act as will-writers, in September.</li> <li>EV noted that recent events have successfully raised around £1,500 and further events are being planned.</li> </ul>	
8	<p><b><u>Operations</u></b> (DR, JH, SS)</p> <ul style="list-style-type: none"> <li>DR reported on the success of recent pool school events, which included history, art and design and water based activities. The Committee expressed sincere thanks to DR for her outstanding contribution in this area.</li> <li>DR also advised that anti-social behaviour around the pool (litter etc) has decreased since she attended school assemblies to reinforce the need for respectful behaviour.</li> <li>Further events at the pool are planned, including Fit to Float (with the RNLI) which should get national</li> </ul>	

	<p>coverage. SS will be leading pool staff at this event, and other Committee members and Trustees will attend.</p> <ul style="list-style-type: none"> <li>• DR and JH will prepare reports on summer activities to share with relevant stakeholders and the press.</li> <li>• JH advised that the Handbook design is being finalised and will then go to print.</li> </ul>	
9	<p><b><u>Pool user matters</u></b> (MG)</p> <ul style="list-style-type: none"> <li>• It was noted that MG, who was unable to attend the meeting, has advised that he had no matters to report.</li> </ul>	
10	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• No matters were raised.</li> </ul>	
	<p><b>Date of next Committee meetings:</b> 17:00-18.00 on the third Thursday of every month (17 July 2025, 21 August etc) at 11 The Strand, Bude unless otherwise stated</p>	