

Friends of Bude Sea Pool Committee Meeting – MINUTES

Thursday 21 August 2025 @ 5.00 p.m. at Jack Gear, 11 The Strand, Bude EX23

<p>Attendees: Trustees: Sarah Moore (SM), Lisa Bragg (LB), Chris Cannon (CC), Sean Collins-Powell (SCP), Martyn Holehouse (MHo), Kelly Kemp (KK) Committee: Mick Gates (MG), Mark Henderson (MHe), Esther Stacey (ES), Paul Tilzey (PT), Elaine Viner (EV) Staff: Jodie Harper (JH), Carly Parton (CP), Deb Rosser (DR), Steve South (SS) Apologies: Chris Menlove-Platt (CMP) Minute taker: Ros Stow</p>		
		Action owner
1	<p><u>Chair’s welcome & apologies - SM</u></p> <p>SM opened the meeting. Apologies were noted, as above.</p>	
2	<p><u>Declarations of interest</u></p> <p>None declared.</p>	
3	<p><u>Minutes of last meetings and matters arising – SM</u></p> <ul style="list-style-type: none"> • The 17 July 2025 Committee meeting minutes were approved. • No items in the minutes were considered unsuitable for publication. • Matters arising: <ul style="list-style-type: none"> • Sign at the Shop directing people to the pool pop-up shop (LB) - completed • Sharing a link to the Sharepoint location of the minutes (RS) - completed • Sauna update – KK updated that there has been no further developments and the project is now closed. 	
4	<p><u>Risk and incidents</u></p> <ul style="list-style-type: none"> • Incidents update: MHe notified there had been 5 incidents since the last meeting, none of which were related to issues with the pool infrastructure. DR noted that she follows up on previous incidents and no issues of concern have been raised. • MHe also noted that the handrail near the top of the steps is loose. It has been taped off and will be 	

	mended as soon as possible but the pool is too busy at the moment for this work to be done.	
5	<p><u>Trustees updates and strategy</u></p> <ul style="list-style-type: none"> • SM noted that the Trustees will share strategy and staffing updates in due course. • SM confirmed that an Estates and Shop working group is being created. CC and LB will be setting up scope of the group and arranging a first meeting. First tasks will include review of the Zettle system used in the Shop, and the location for the storage of equipment, to minimise the need for moving heavy items around. • KK advised that the agreed strategy will be presented to all Members in the 2025 Handbook. (JH advised that the issue of this has been delayed by matters outside her control and she is working to confirm the publication date.) 	CC/LB JH
6	<p><u>Finance and admin (ES/CMP)</u></p> <ul style="list-style-type: none"> • The July finance reports were taken as read. • ES drew attention to strong revenue figures and variances from budget. ES advised that overall financial performance for the year to date is satisfactory but minimising costs should continue to be a focus. • ES and SCP will also be focusing on ensuring interest rates on investment are maximised. • ES noted individual budget holders should be preparing their 2025/26 budgets, to be finalised in early December. 	
7	<p><u>Working group updates</u></p> <p>7.1 Estates</p> <ul style="list-style-type: none"> • DR advised that a henna artist has applied for permission to set up a stall at the pool, in return for a % proceeds donation to FoBSP. After discussion, the Committee agreed that, for various reasons, it was not appropriate to support this proposal. <p>7.2 Shop / Merchandising</p> <ul style="list-style-type: none"> • CP advised that the merchandising group has had its first meeting and will meet quarterly to discuss the merchandising strategy, including stock lines, suppliers and target profit margins. <p>7.3 Other fundraising and marketing</p> <ul style="list-style-type: none"> • EV reported good sign up rates for the Channel Challenge. She is still looking to confirm a venue for the post-event celebration. EV is also organising other events including a quiz in September, a similar event in October and the usual Pooches and Pumpkins show in November. 	

	<ul style="list-style-type: none"> • EV also reported strong fundraising performance from the summer events. • CC reported a very strong response for participants and sponsorship for the forthcoming Golf Day. • JH reported that she is in the process of rebranding all relevant marketing collateral and materials from FoBSP to Bude Sea Pool. 	
8	<p>Operations (DR, CP, SS)</p> <p>8.1 Volunteers (SS)</p> <ul style="list-style-type: none"> • SS advised that he will circulate volunteers after the summer to update the list of active volunteers. He will also review any actions that FoBSP could encourage volunteers to continue to provide help. • DR and CP noted that many volunteers have personal commitments over the summer which has meant that their availability for the pool ambassador and shop volunteer roles has been limited. • The Committee agreed with PT's suggestion that consideration be given to ways of recognising exceptional contributions by volunteers. SS and EV will draw up proposals and bring them back to the October Committee. • It was also agreed that a volunteer appreciation event should be arranged. <p>8.2 Shop (CP)</p> <ul style="list-style-type: none"> • CP reported strong sales at the shop, which don't appear to be impacting on sales levels at the pool. • CP also identified that staffing arrangements, including the mix of paid and volunteer staff, need to be reviewed to ensure adequate coverage. • The Committee agreed to look into ways of providing free parking to Shop volunteers. PT agreed to speak to Adventure International in the first instance. • CP also advised that the financial systems in place at the shop need to be improved to boost the accuracy and efficiency of stock and sales recording. • The Committee expressed their sincere appreciation of the work that CP has undertaken in launching the shop successfully. <p>8.3 Pool (DR)</p> <ul style="list-style-type: none"> • DR advised that the Pool has been at capacity for most of the last few weeks, based on periodic counts. Behaviour has generally been better, with reduced litter, which DR attributes to her sessions at local schools emphasising the need for respect. • Pool sales and donations for borrowing boards and wetsuits have been strong. 	<p>SS/EV</p> <p>SS</p> <p>PT</p>

	<ul style="list-style-type: none"> Pool school events are continuing and DR will be seeking funding for next year. <p>8.4 Business sponsors and social media</p> <ul style="list-style-type: none"> JH noted that the list of business sponsors has been updated and will be displayed in various places to promote visibility of the sponsors. JH advised that two organisations have recently recorded publicity events or materials at the pool. 	
9	<p><u>Pool user matters</u> (MG)</p> <ul style="list-style-type: none"> MG advised that he is working on the Hub booking system which will be up and running prior to the winter swimming period. MG raised a request from users for a cold water shower. After discussion the Committee decided not to pursue this given the risks of pollution in the Pool from the use of toiletries, and the risks of slippery surfaces, particularly during winter conditions. 	
10	<p><u>AOB</u></p> <ul style="list-style-type: none"> EV noted that the next centenary meeting is 22 September. DR noted that she and JH are witnessing a wedding at the Tourist Information Centre, in Bude Sea Pool branded clothing, with a £100 donation being given to FoBSP in return. 	
	<p>Date of next Committee meetings: 17:00-18.00 on the third Thursday of every month (18 Sept, 16 Oct, 20 Nov etc) at 11 The Strand, Bude unless otherwise stated</p>	