

Friends of Bude Sea Pool Committee Meeting – MINUTES

Thursday 23 October 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) Committee: Mark Henderson (MHe), Esther Stacey (ES), Paul Tilzey (PT), Staff: Jodie Harper (JH), Chris Menlove-Platt (CMP), Carly Parton (CP), Steve South (SS) Apologies: Mick Gates (MG), Elaine Viner (EV), Deb Rosser (DR), Kelly Kemp (KK), Martyn Holehouse (MHo) Minute taker: Sarah Moore</p>		
		Action owner
1	<u>Chair’s welcome & apologies</u> - SM	
2	<u>Declarations of interest</u>	
3	<p><u>Minutes of last meetings and matters arising – SM</u></p> <ul style="list-style-type: none"> • The 18 September 2025 Committee meeting minutes were approved. • To consider any matters minuted that should not be published (as per paragraph d) of the Management section of the FOBSP rules https://www.budeseapool.org/wp-content/uploads/FOBSP-rules-Revision-Feb-2020.pdf) – none noted. • Matters arising: <ul style="list-style-type: none"> • Dating of one accident report (DR) - confirmed as completed • Proposals for recognition of volunteers (SS) – to discuss and approve scheme • Volunteer appreciation event (SS) – arranged for 27 October at the Edge 	
4	<p><u>Risk and incidents</u></p> <ul style="list-style-type: none"> • Incidents update. A lady was blown off the side wall by the wind during the Channel Challenge event – this was reported. Another incident took place where a dog was encouraged to jump into the pool by its owner and landed on a swimmer, cutting his wetsuit and injuring him. DR to log. 	DR
5	<p><u>Trustees updates and strategy</u></p> <ul style="list-style-type: none"> • SM updated the meeting from the trustees’ meeting on 20 October: new EPOS system being looked at for the shop; trading subsidiary may need to be set up to account for the charity’s business activities; Sharepoint training available from CMP for those interested; pool crew feedback for the season was 	

	positive, any comments being followed up; 2026 Marine Management Organisation being applied for.	
6	<p><u>Finance and admin (ES/CMP)</u></p> <ul style="list-style-type: none"> • ES and CMP presented September 2025 finance reports - £16K profit ytd and £4K for September. ES confirmed that 2026 budget will be available end October. • Queries / actions – staff uniform is currently being reported under merchandise and should be recategorised as staff uniforms. • VAT on Drop and Go post office scheme can be reclaimed for previous 4 years. • CMP noted that we should run a maximum of 15 events a year which are classified as fundraising in order to avoid charging VAT. Our events need to be reviewed so that we avoid exceeding this limit. Noted that the Ebbingford events use a price list for refreshments. • CMP urged all committee members to use Sharepoint so that they familiarise themselves with the structure and content. • CMP noted that all posters for fundraising events will need to contain to contain wording prescribed by HMRC. 	<p>CMP</p> <p>CMP EV/CMP</p> <p>All</p> <p>JH</p>
7	<p><u>Working group updates</u></p> <p>7.1 Estates</p> <ul style="list-style-type: none"> • No update <p>7.2 Shop / Merchandising</p> <ul style="list-style-type: none"> • No update <p>7.3 Other fundraising and marketing</p> <ul style="list-style-type: none"> • EV's report noted that the Dog Show is being moved from end October 2025 to 4 May 2026 – the day before the pool is likely to be emptied for Spring Works. Channel Challenge event raised £3K from registration fees alone – profit to be reported at November meeting. Event planned on 2 November as end of season. Tea and Tunes event raised £300. 	
8	<p><u>Operations (DR, JH, CP, SS)</u></p> <ul style="list-style-type: none"> • CP reported: Bev Danker on board in her new role and is making a difference; new procedures in place for shop volunteers including volunteer/staff purchases; gift voucher procedures need to be revised (need to be capable of being used online); also membership sign-ups need to be online so that renewals are 	

	<p>automatic; sales are still running at £1K per week; CCTV working in the shop and the shop is part of Bude Shopwatch; stock-take planned for 19/20 November; some new stock items being introduced for Christmas; PT to lobby Council for parking spaces for shop volunteers.</p> <ul style="list-style-type: none"> • JH reported: small print-run of handbook to be printed w/c 27 October – already on website. • DR's report: winter maintenance work going well; Budehaven Youth Committee Chair and mentoring teacher due to attend Committee meeting; new gates installed on terraces (with thanks to Dermot O'Neil); Open hub up and running with trusted users; DR to give talk to Stratton Young Farmers (who donate to the sea pool). • SS reported that bakers will be encouraged to complete Level 2 Food Hygiene training – SM in progress. 	PT SS
9	<p><u>Pool user matters</u> (MG)</p> <ul style="list-style-type: none"> • None reported 	
10	<p><u>AOB</u></p> <ul style="list-style-type: none"> • CMP asked what the plans are for the stainless steel arch. It was agreed that the sign part should be incorporated into the pool railings as part of the Spring Works. 	Estates group
	<p>Date of next Committee meeting: 17:00-18.00 on Thursday 20 November 2025 at 11 The Strand, Bude unless otherwise stated. (Committee meetings are held on the Thursday following the monthly Trustee meeting held on the third Monday of every month.)</p>	