

## Friends of Bude Sea Pool Committee Meeting – MINUTES

Thursday 20 November 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),  <b>Committee:</b> Mick Gates (MG), Esther Stacey (ES), Elaine Viner (EV), Paul Tilzey (PT),  <b>Staff:</b> Jodie Harper (JH), Chris Menlove-Platt (CMP), Deb Rosser (DR), Steve South (SS)  <b>Apologies:</b> Kelly Kemp (KK), Mark Henderson (MHe), Carly Parton (CP)  <b>Minute taker:</b> Ros Stow</p>		
		<b>Action owner</b>
1	<p><b><u>Chair’s welcome &amp; apologies</u></b>  SM opened the meeting.</p>	
2	<p><b><u>Declarations of interest</u></b>  No declarations were made.</p>	
3	<p><b><u>Minutes of last meetings and matters arising</u></b></p> <ul style="list-style-type: none"> <li>• The 23 October 2025 Committee meeting minutes were approved.</li> <li>• The Committee agreed that there were no matters minuted that should not be published (as per paragraph d) of the Management section of the FOBSP rules <a href="https://www.budeseapool.org/wp-content/uploads/FOBSP-rules-Revision-Feb-2020.pdf">https://www.budeseapool.org/wp-content/uploads/FOBSP-rules-Revision-Feb-2020.pdf</a>)</li> <li>• Matters arising: <ul style="list-style-type: none"> <li>• DR confirmed the dog in the pool incident has been logged.</li> <li>• CMP confirmed that staff uniforms have been recategorised and the VAT issue has been resolved.</li> <li>• JH confirmed that wording has been added to fundraising event posters to clarify the funds are being raised for the charity.</li> <li>• PT advised that no response has been had from the Council re parking spaces for shop volunteers.</li> <li>• SS has emailed volunteers for expressions of interest in the Level 2 Food Safety course.</li> <li>• CC advised that further discussions still need to be held re the installation of the arch.</li> </ul> </li> </ul>	CC
4	<p><b><u>Risk and incidents</u></b></p> <ul style="list-style-type: none"> <li>• There have been no incidents reported since the last meeting.</li> </ul>	

5	<p><b><u>Trustees updates and strategy</u></b></p> <ul style="list-style-type: none"> <li>• SM advised that the trustees have been discussing trading and non-trading income and the tax treatment. She and ES are working to itemise all the accounting categories in Xero to ensure they are correctly reflected as trading or non-trading items.</li> <li>• PT advised that a potential funding source has been identified if plans to construct a new building with toilets are taken forward.</li> <li>• Shop WiFi: MHo is monitoring the quality of this, a booster may be installed, and there may also be the possibility of installing a landline.</li> </ul>	
6	<p><b><u>Finance and admin</u></b></p> <ul style="list-style-type: none"> <li>• The October 2025 finance reports previously circulated by ES and CMP were taken as read.</li> <li>• The Committee were pleased to note the surplus made for the year, based on the draft accounts presented.</li> <li>• CMP noted that a stock-take has been completed this week and physical stock numbers will be reconciled to the Zettle system.</li> <li>• CMP also noted that the new Sharepoint structure is working well, with some files on the old system still to be transferred.</li> </ul>	
7	<p><b><u>Working group updates</u></b></p> <p><b>7.1 Estates</b></p> <ul style="list-style-type: none"> <li>• No matters were reported.</li> </ul> <p><b>7.2 Shop / Merchandising</b></p> <ul style="list-style-type: none"> <li>• LB advised that stock is now all held in the shop, with the exception of a few puzzles still at the Old Toilets.</li> <li>• She also advised that sales are as expected for the time of year. Some Christmas promotion events are planned and a limited amount of seasonal stock has been ordered. Further consideration will be given to opening hours for the winter months in the new year.</li> <li>• The merchandising working group will meet in January 2026 to discuss new lines and colours for next summer's season. Further discussions are also being held about suppliers of T-Shirt printing services.</li> </ul> <p><b>7.3 Fundraising and marketing</b></p> <ul style="list-style-type: none"> <li>• EV advised that the recent quiz was a successful fundraising exercise. Re future events, the decision has been taken not to have a stall at the Christmas market, given that the shop will be open, there will be a New Year's day snack, swim and dip event, as in previous years, and a new 'musingo' event is being planned for</li> </ul>	

	<p>January.</p> <ul style="list-style-type: none"> <li>SM referenced previous discussions about holding weddings at the sea pool which the Committee had agreed would be brought back for discussion in autumn 2025. DR advised that she has had contact from one person re a potential wedding in 2026. The Committee discussed the various aspects involved if this service was to be offered, including marketing, risk assessments, resourcing and financing, as well as the possibility of outsourcing the service through a third party. It was agreed that PT would make enquiries with the Tourist Information Centre, which already offers a weddings service. ES noted that any income would be categorised as trading income.</li> </ul>	PT, DR
8	<p><b><u>Operations</u></b></p> <ul style="list-style-type: none"> <li>DR advised that the Pool crew season has finished, with good feedback from the end of season discussions, and the Open Hub arrangements for the winter are working well. DR noted that it would be beneficial to have a donation point in the Hub.</li> <li>JH advised that rebranded templates are now all on Sharepoint. Arrangements for preparing the 2026 Handbook are also underway.</li> <li>SS referenced recent meetings with volunteers regarding catering and design work. 8 new volunteers have also been recruited and SS will aim to have a mix of new and established volunteers at events. Further potential volunteers also came forward at the recent volunteer event at the Bude Jobcentre.</li> </ul>	
9	<p><b><u>Pool user matters</u></b></p> <ul style="list-style-type: none"> <li>MG advised that the winter swimming season has started well, with no issues being raised by users and a good atmosphere in the Hub.</li> <li>MG is looking to improve the administration of Hub bookings, including allowing more than one administrator and automating calendar entries, which would require signing up to a paid-for service at a cost of £10-£12 per month. The Committee agreed in principle to fund this, subject to a further review by ES and CMP to identify how to fund this additional expenditure. It was also noted that installing a donation station at the Hub would be likely to raise additional funds which might cover this.</li> <li>MG reported that his personal circumstances have changed meaning he will no longer be able to attend Committee meetings. It was agreed that MG should retain the role of Pool User Rep role and that he will advise DR of any matters the need to be reported to the Committee.</li> </ul>	MG/EV/CMP
10	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>JH requested clarification of how we should refer to members. LB will respond on this.</li> </ul>	LB

	<ul style="list-style-type: none"> <li>LB asked for an update on the webcam. MHO advised that the police protocol has changed and access is now restricted. The Committee discussed whether we should install our own system, both from a marketing/live feed and security perspective. It was agreed that MG and SM would lead a working group to explore the options and the costs and bring this back to a future meeting.</li> </ul>	MG, SM
	<p><b>Date of next Committee meetings:</b> 17:00-18.00 on the Thursday following the monthly Trustee meeting (held on the 3<sup>rd</sup> Monday of every month) - 18 Dec 25, 22 Jan 26, 19 Feb etc at 11 The Strand, Bude unless otherwise stated</p>	