

Friends of Bude Sea Pool Committee Meeting – MINUTES

Thursday 18 December 2025 @ 5.00 p.m. at Jack Gear, 11 The Strand, Bude EX23

<p>Attendees: Trustees: Sarah Moore (SM), Chris Cannon (CC), Sean Collins-Powell (SCP), Martyn Holehouse (MHo) Committee: Paul Tilzey (PT) Staff: Jodie Harper (JH), Chris Menlove-Platt (CMP), Carly Parton (CP), Deb Rosser (DR), Steve South (SS) Apologies: Lisa Bragg (LB), Mick Gates (MG), Mark Henderson (MHe), Kelly Kemp (KK), Esther Stacey (ES), Elaine Viner (EV) Minute taker: Ros Stow</p>		
		Action owner
1	<p><u>Chair’s welcome & apologies</u> CC opened the meeting, noting that SM’s arrival was delayed. Apologies were noted as above.</p>	
2	<p><u>Declarations of interest</u> None were declared.</p>	
3	<p><u>Minutes of last meetings and matters arising</u></p> <ul style="list-style-type: none"> • The minutes of the 20 November 2025 Committee meeting were approved. • It was also agreed that there were no matters minuted that should not be published (as provided for in paragraph d) of the Management section of the FOBSP rules https://www.budeseapool.org/wp-content/uploads/FOBSP-rules-Revision-Feb-2020.pdf) • Matters arising: <ul style="list-style-type: none"> • Arch installation: MHo advised that the location for installing the arch has been identified. MHo will explore if the wording on the arch will be amended to reflect the Bude Sea Pool branding. <p>SM joined the meeting.</p> <ul style="list-style-type: none"> • Liaison with TIC re weddings at the pool: PT and DR had a successful meeting with the TIC / Visit Bude who are keen to progress the proposal, taking responsibility for obtaining necessary licences and permissions and undertaking all administration. FoBSP will receive a payment for each wedding conducted. Further discussions will be held early in 2026 and updates will be provided to the Committee in due course. 	<p>MHo</p> <p>DR</p>

	<ul style="list-style-type: none"> • Hub booking admin: CMP advised that a new system has been set up, at minimal cost. The new system is now live and working successfully. • Webcam working group: SM advised that she has developed a GDPR policy and will report further at a future meeting. • It was agreed that Members is the correct formal terminology for members, for example when it comes to voting at an AGM, but Friends is an acceptable terminology for general use. 	SM/MG
4	<p><u>Risk and incidents</u></p> <ul style="list-style-type: none"> • DR advised there were no new incidents to report. 	
5	<p><u>Trustees updates and strategy (CC)</u></p> <ul style="list-style-type: none"> • A new trading subsidiary is being set up, which will have its own bank account. The date for commencement of trading, and launch of the new Shopify system, is to be decided. • Lisa Bragg has stepped down as a Trustee but will remain on the Committee as the HR lead, and involved in the shop and other projects as required. • Setting up the new Shop Wifi remains in progress but should be resolved shortly. 	CC
6	<p><u>Finance and admin</u></p> <ul style="list-style-type: none"> • ES and CMP's finance reports covering the 2025 year end and November 2025 were taken as read. • The Committee discussed the accounting process for donations and membership income received from shop customers at the same time as a purchases. Further discussions will be held re the process which needs to ensure that separate income streams are correctly and efficiently recorded. 	
7	<p><u>Working group updates</u></p> <p>7.1 Estates</p> <ul style="list-style-type: none"> • CC advised that a plan is being prepared for relocating the pool shop up to the Hub level. CC will meet with SM, DR and CP on 7 January 2026 to discuss the plan. <p>7.2 Shop / Merchandising</p> <ul style="list-style-type: none"> • CP advised that the shop team are developing ideas for new lines and new displays have been set up. • Recent sales have been strong, staffing levels are good and arrangements are in hand for transferring the online shop over to the new Shopify system. • CMP reminded the meeting that suppliers of donated items should be asked to sign a Gift Aid form. 	CC

	<p>7.3 Fundraising and marketing</p> <ul style="list-style-type: none"> No matters were reported. 	
8	<p><u>Operations</u></p> <ul style="list-style-type: none"> DR advised that the winter maintenance teams have been working hard, donations are now being collected on the new donation point in the Hub and she is planning for the summer 2026 Pool Crew. JH advised that her website review has commenced and she is working on a project plan for 2026. SS advised that volunteer numbers are strong, including for winter maintenance. A new volunteer has agreed to help SS set up a volunteer survey to gather details of skills and availability. DR noted that a visitor survey is also planned to gather data on the beneficial impact of the pool to individuals and the local economy, which will assist in promotional and fundraising activities. 	
9	<p><u>Pool user matters</u></p> <ul style="list-style-type: none"> No matters were reported. 	
10	<p><u>AOB</u></p> <ul style="list-style-type: none"> DR introduced a suggestion that areas of focus be introduced to Committee meetings, as well as business as usual matters, so as to deep dive into particular topics. After discussion, it was concluded that generally working groups cover deep dives of this nature, but that specific deep dives could be held at Committee meetings as and when required. 	
	<p>Date of next Committee meetings: 17:00-18.00 on the Thursday following the monthly Trustee meeting (held on the 3rd Monday of every month) - 22 Jan 26, 19 Feb etc) at 11 The Strand, Bude unless otherwise stated</p>	