

Friends of Bude Sea Pool Committee Meeting – Minutes

Held on Wednesday 31.05.2023 @ 6.00 p.m. at Bude Golf Club

<p>Present: Paul Tilzey (PT), Martyn Holehouse (MHo), Sarah Moore (SM) Chris Menlove-Platt (CMP), Stella James (SJ), Elaine Viner (EV) and Sean Collins-Powell (SCP)</p> <p>Apologies: Mark Henderson (MHe), James Marshall (JM), Mark Matthews (MM), Fay Hargreaves (FH), Deb Rosser (DR) and Josie Dean (JD)</p> <p>Minutes taken by Sarah Moore</p>				
		Action Owner	Target Date	Status
1	<p><u>Chairman’s welcome & apologies</u> –</p> <p>Welcome to Elaine Viner, our new committee member.</p> <p>See above for apologies.</p>			
2	<p><u>Declarations of interest</u></p> <p>None made.</p>			
3	<p><u>Minutes of last meeting and matters arising on 12.04.2023 – PT</u></p> <p>2022.12.10 b) - Lease on toilet block - PT confirmed no progress by Cornwall Council</p> <p>2023.02.05 b) Still waiting for written estimate from Vanstones for reinstating the sea wall, and also a quote from MacPlant for same work.</p> <p>2023.02.11 f) Oltco Resin flooring at the pool, test patch in hand – no show 5 April Mho confirmed that he is not pursuing</p> <p>2023.02.11 l) Signage – This audit has been finalised. SM to ask JD to forward mock-ups to committee for cost approval.</p>	<p>PT JM</p> <p>SM/JD</p>	<p>End June</p>	<p>Ongoing Ongoing Closed Ongoing</p>

	<p>2023.02.11 n) Committee Meeting Minutes to be held in password protected area on the Website.</p> <p>203.03.06 a) Safe now anchored to the floor in the hub office. Still need to reset the combination code. SC-P to contact Ginger and advise DR accordingly. Done yet??????</p> <p>2023.03.06 c) New hut for summer rental. This has been ordered by MHo. Update post meeting – due to be installed on 15 June.</p> <p>2023.03.08 a) MHe - has completed the H&S documents for the pool and shop, with the golf club still to do.</p>	<p>SM/JD</p> <p>SC</p>	<p>Soon</p>	<p>Closed</p> <p>Ongoing</p> <p>Now closed</p> <p>Ongoing</p>
4.	<p><u>Trustees Report</u> – SM updated</p> <p>2023.05.04 a) MM has resigned as trustee. Chris Cannon has joined as a new trustee. MM has identified handover issues – insurance will be renewed in July 2023, reserve policy should be reviewed (SM)</p> <p>2023.05.04 b) Review of responsibilities of the shop manager role will be conducted over the summer season by JD, DR and CMP. On completion, a decision will be made on whether and at what level to replace the shop manager role following Fay’s resignation. The committee recorded their thanks for the long service and commitment by Fay to the charity.</p> <p>2023.05.04 c) At Fay’s suggestion, the trustees have agreed to investigate and implement an apprenticeship scheme in order to encourage young people to be involved in the work of the charity.</p> <p>2023.05.05 d) SM also reported that line management of staff has transferred to JD</p>	<p>SM</p> <p>JD/DR/CMP</p> <p>SM/JD</p>	<p>End July</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>with immediate effect with the trustee point of contact for staff being SJ. CMP and Julie Barlow have been brought on as paid employees with effect from 1 June to recognise the amount of work they carry out as volunteers. SCP commended this decision but echoed the views of the trustees on the pressure which this will place on our operating costs. SJ noted that the challenge for FoBSP will be to increase revenue in order to support the level of running costs we are incurring.</p> <p>2023.05.04 e) SJ noted several ideas:</p> <ul style="list-style-type: none"> -increase the return from business sponsors -challenge the purchase cost of all our merchandise with suppliers -review merchandise lines which are less profitable and cull -investigate possibility of FoBSP concession in Wroes (PT) -set minimum level of fundraising for events in order to avoid wasting volunteer and staff resources 			
5.	<p><u>Financial update</u> – SM</p> <p>2023.04.05 f) Business Sponsor invoices sent.</p> <p>2023.05.05 a) SJ confirmed that she will be working with the marketing team to put an appropriate focus on pool sales. No new merchandise lines will be ordered until further notice to allow the profitability review to be completed.</p> <p>2023.05.05 b) Noted that future PR needs to reference to the high costs of maintenance FoBSP incurs (justifying our need to raise increasing levels of income)</p>	<p>SJ</p> <p>JD</p>		<p>Closed</p> <p>Ongoing</p> <p>Ongoing</p>

6.	<p><u>Staff and Beacon update</u> including previously circulated staff reports</p> <p>2023.05.06 Pool Manager Report</p> <p>2023.05.06 a) Committee recommended that DR bring in an additional member of pool staff if the weather is good during off season.</p> <p>2023.05.06 b) PT noted that we need a functional PA system at the pool (to be reviewed for 23/24). CMP noted that in the meantime all pool staff have whistles for attracting emergency attention . DR to liaise with RNLI to instruct staff in a ‘whistle code’ ie what signals they use for what type of emergency.</p> <p>2023.05.06 c) SJ to be Chair of marketing committee (see above). SJ asked who decides what merchandise we buy, she was told it would be her and the marketing comm. Ask FH to send last minutes to SJ.</p> <p>2023.05.06 d)) CMP commented that the new changing hut is not disabled friendly MHo will speak to builders on this. Has roofing felt been sorted yet?</p> <p>2023.05.06 e) Bude at War - We should make use of the extra people around to sell our merchandise.</p> <p>Beacon</p> <p>FH report</p> <p>2023.05.06 The committee requested that all staff reports are forwarded to them on the Friday before each committee meeting. Committee members will commit to reading the reports and there will be no need for staff to present their reports at the meeting. Reports should be high level focussing on key points only.</p>	<p>DR</p> <p>DR</p> <p>MHo</p> <p>??</p> <p>Staff</p>		<p>Ongoing</p> <p>Ongoing</p> <p>Closed</p> <p>Ongoing</p>

7.	<u>Pool users report</u> – JM – no report received			
8.	<p>A.O.B – ALL</p> <p>2023.05.08 a) Mho informed the meeting that, for financial reasons, he will no longer be able to provide framing free of charge for the pool but will charge commercial rates with an appropriate discount.</p> <p>2023.05.08 b) Mho also noted that he has inadvertently ordered a ‘welcome to Bude Sea Pool’ sign from Stainless Steel Studios which will be erected at the top of the steps. Approximate cost of sign £4.5K.</p> <p>2023.05.08 c) The committee requested that JD liaise with Bude and Stratton council to see if we can have a new sign at the entry to Bude stating ‘Welcome to Bude – Home of Bude Sea Pool’.</p> <p>2023.05.08 d) CMP informed the meeting that he is making good progress with implementing contactless card donations – to be used at events, the pool etc.</p> <p>2023.05.08 e) SJ to arrange training for using Teams in place of Whatsapp/email for communication and collaboration.</p> <p>2023.05.08 f) SCP to ask Rebecca Kidd to arrange a training session for committee members on social media and how to get the best use out of it.</p> <p>2023.05.08 g) SM raised need to start charging Adventure International (AI) for their storage unit at the pool. Agreed to maintain the charge at £1200 plus VAT. PT to speak to Tracy at AI re reintroducing the charge and the fact that we will want to take</p>	<p>JD</p> <p>CMP</p> <p>SJ</p> <p>SCP</p> <p>PT</p>	<p>Soon</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>the unit back at some stage.</p> <p>2023.05.08 h) Agreed that EV will take on responsibility for fundraising on the committee (In addition to events).</p> <p>2023.05.08 i) SJ mentioned organising a summer networking event for business sponsors (at The Falcon) to promote ourselves and find out what more we can do for them.</p> <p>2023.05.08 j) JB/DR and MHe to liaise on new sockets in the hub and moving the water tap outside.</p>	<p>SJ</p> <p>JB/DR/MHe</p>	<p>??</p>	<p>Closed</p> <p>Ongoing</p> <p>Ongoing</p>
9.	<p>Meeting closed at 20.02</p> <p>DONM – Committee Meeting - Wednesday 12th July 2023 @ 6 p.m. at The Golf Club</p> <p>Dates for 2023 - Suggested dates, working on second Wednesday of each month July 12th August 9th September 13th October 11th November 8th December 13th</p>			

ADDENDUM

Extract from FoBSP strategy day notes - 20/10/21 – outstanding actions only

STEPS TO TAKE NOW

1. Update memorandum and articles of association and review mission, charitable objectives and vision statement (??).

ONGOING

STEPS TO TAKE NEXT (to be prioritised)

6. Funding for feasibility study for major pool enhancements (toilets, shower, kitchen, outdoor cover and lighting, changing rooms) (consultant to be identified to produce outline plan). (PT) - **ONGOING**