

Friends of Bude Sea Pool Committee Meeting - Approved Minutes

Held on Wednesday 15.02.2023 @ 6.00 p.m. at The Falcon Hotel

Present: Paul Tilzey (PT), Gill Cannon (GC), Sean Collins-Powell (SC-P), Martyn Holehouse (MHo), Mark Matthew (MM) and Mark Henderson (MHe) Apologies: Sarah Moore (SM) Chris Menlove-Platt (CMP) and James Marshall (JM) Minutes taken by Margaret Burch.				
		Action Owner	Target Date	Status
1	<u>Chairman's welcome & apologies</u> – PT See above for apologies.			
2	<u>Declarations of interest</u> None.			
3	<u>Minutes of last meeting and matters arising on 14.12.2022</u> – PT 2022.08.03 b) Changing hut – see Item 2023.02.11 e) 2022.08.03 b) Cliff – complete, apart from item 2023.02.11 g) below. 2022.11.11 Laura MacDonald will not be serving in any capacity. Chart to be updated. 2022.11.13 d) Has the donation from the recent film shoot been paid yet? Check when the accounts are available. 2022.12.04 Governance review re voting rights. 23% members responded , 1 voted against the change, rest agreed that 10% of members should be present at AGM to vote, or 10 members, whichever is least. Had to be done before the AGM as wouldn't have had enough for the resolution on the day. 2022.12.08 Art extravaganza – Art group have met and seen various artists, but not come up with any proposal yet. We are waiting for their project suggestions, together with costs, before a decision is made. 2023.02.03 MM will do a slide for AGM to explain about our Reserves and how much the Charity Commission say we should have. (2 years running costs in reserve, but we	MM SM/CMP DR GC/MM	February March ASAP	Closed Ongoing Closed Ongoing Ongoing

	<p>can't insure fabric, so may be entitled to have more in reserves. GC to liaise with MM regarding this.)</p> <p>2022.12.09 Insurance for new office premises at the Golf Club is done. We took charge on 13th Feb.</p> <p>2022.12.10 b) Lease on the toilets. PT heard nothing. So will approach again. Hope to align lease on the toilets, with lease on the Seapool, Long term in order that we can make specific plans.</p> <p>2022.12.10 c) Compass theatre – gone quiet at the moment. MM has left it for them to contact us.</p> <p>2022.12.10 f) Effort for storage is focussed on Golf Club until the end of this month. Racking for Hub will be needed before pool staff start, by Easter. Need to manage stock better, which should improve when racking fitted. Discussion on best place to put the storage in the hub. Suggestion that the two changing rooms be made into one by removing partition wall, and used as storage. Already agreed to use it for seasonal storage. Block one of the doors, and put racking on the other 3 walls. GC and MHo (facilities) talk to Deb to take forward.</p>	PT	ASAP	Closed
		GC/MHo	ASAP	Ongoing
4.	<p><u>Trustees Report</u> –</p> <p>2023.02.04 Dates already agreed to get content ready for the AGM.</p>			
5.	<p><u>Financial update</u> (SM absent)</p> <p>2023.02.05 a) Report received, showing a healthy financial situation.</p> <p>2023.02.05 b) GC & MM will check out reserve strategy as per Charity Commissions.</p>	GC/MM	ASAP	
6.	<p><u>Staff and Beacon update including staff reports - GC</u></p> <p>2023.02.06 Report has been circulated setting out the three roles. GC told the meeting how the staffing hours are broken down. Some of Deb's hours are given as volunteer hours. Developing Trusted Users scheme, and therefore shouldn't need to use so many of her hours. A daily team leader will be appointed at the start of each summer shift. This is working well with the winter volunteers.</p>			

7.	<u>Pool users report – JM</u> – Report sent in JM’s absence 2023.02.07 “Everything is peachy in the land of the swimmers Deb is doing an amazing job and the general feedback from BOWS is 100% positive, so thank you for everything you do.”			
8.	<u>Premises Update – GC</u> 2023.02.08 Moved into offices on 13.02.2023, electrics done at cost of the Golf Club, also locks on doors done. Project plan has been distributed. First invoice paid, although query on the period for the first month. The lease has come through, one alteration to be made, then ready for signing. Still not seen Golf Club H&S officer. Spiral stairs to be replaced.			Ongoing
9.	<u>Acquiring New Friends, Business Supporters etc - GC</u> 2023.02.09 Nothing to report at this stage.			Ongoing
10.	<u>Members Voting Rights – GC</u> 2023.02.10 Discussed earlier in meeting. (See Item 3)			
11.	<u>A.O.B – ALL</u> 2023.02.11 a) MM – Night swimming, do we need insurance to cover this? Does it count as FoBSP event? Who is running this event, as we don’t have insurance for the night swims, nor any risk assessment. MHe to prepare a suitable risk assessment. MM trying to get activity under our insurance. (This may only run for a few more weeks, then a break until the Autumn.) 2023.02.11 b) SM – Contact/Holiday information. Rather than share calendars, GC will set up a WattsApp group for all, named Calendar, in order for us to notify availability. 2023.02.11 c) PT – Ian Robinson presentation about his Degree dissertation on the Sea Pool. 4.30 p.m. on 21 st at Pearl Exchange. Now confirmed. 2023.02.11 d) MHo – Website of Blanchminster Trust have good wording about the status of Trustees and Committee. MHo to write similar wording to go on our Website. 2023.02.11 e) MHo – Changing hut. Will buy another one, same size, but a single unit	MHe/MM GC MHe	 Soon Soon	Ongoing Ongoing Closed Ongoing

<p>for disabled and families. First hut will have the roof changed to match the new one, which will then match the beach huts in pitch of roof.</p> <p>2023.02.11 f) MHo – met with rep from a flooring company, Oltco, for outdoor resin flooring, similar to that recently laid at Crooklets Cafe. Asked them for 3 quotes for the 3 various areas at the sea pool, which will cost just under £10,000. It has a 20 year guarantee, query if this guarantee is insurance backed. Ask for sample and site visit.</p> <p>2023.02.11 g) MHo - Cormac has bolted the netting to our railings. Need to look at their specification. MM to look at the work and original specification to see if this was stated.</p> <p>2023.02.11 h) MHe – All H&S to be reviewed. Suggestion made that there are “no diving” signs fixed, MHe will look into this.</p> <p>2023.02.11 i) MM has been approached by Towergate wishing to quote for our insurance. MM will let them see the brief.</p> <p>2023.02.11 j) SCP – has been looking at our Website. Do we need to put copies of all our policies on it? Definitely need Data Protection and Complaints Policy. There is also a full page on community engagement, directing people on to other sites. Is this page necessary? Should we be advertising other pools and lidos. Who is in control of the content of the Website? There is no specific brief. To be reviewed by SCP.</p> <p>2023.02.11 k) GC – Josie has asked about using digital signatures for permission form for photos of the public that we post, some have been posted without peoples’ permission. There is a cost involved in using digital signatures, so agreed to stick to using paper forms. GC to inform Josie.</p> <p>2023.02.11 l) GC – signage audit. Do we have a budget? Staff to decide which signs required and liaise with MHo.</p> <p>2023.02.11 m) GC – Chamber of Commerce was at recent Job Fair. Asked us to join. Declined to join at present.</p> <p>2023.02.11 n) MB enquired where to send the Committee Meeting Minutes, at present they go to Steve Horsfield. It was decided to send to Josie once they were approved at the following meeting, and would be published 3 months in arrears of</p>	MHo		Ongoing
	MHo		Ongoing
	MM	Soon	Ongoing
	MHe	Soon	Ongoing
	MM	Soon	Ongoing
	SCP	Soon	Ongoing
	GC		Closed
	Staff/MH	Soon	Ongoing
	MB		Closed
	GC	Soon	Ongoing

	the meeting. GC to speak to Josie about the wording on the website.			
12.	Meeting closed at 8.20pm DONM – Wednesday 8th March 2023 @ 6 p.m. at The Falcon Dates for 2023 - Suggested dates, working on second Wednesday of each month: March 26 th – AGM @ 3 p.m. – The Falcon April 12 th May 10 th June 14 th July 12 th August 9 th September 13 th October 11 th November 8 th December 13 th			

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 (GC).
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**