

## Friends of Bude Sea Pool Committee Meeting - Minutes

Held on Tuesday 1.11.2022 @ 6.00 p.m. at The Falcon Hotel

<b>Present:</b> Paul Tilzey (PT), Gill Cannon (GC), Deb Rosser (DR), Fay Hargreaves (FH), Josie Dean (JD) Sean Collins-Powell (SC-P), James Marshall (JM) Chris Menlove-Platt (CMP), Laura MacDonald (LM), Sarah Moore (SM), Martyn Holehouse (MHo) <b>Apologies:</b> Mark Matthews (MM), Mark Henderson (MHe) Minutes taken by Sarah Moore				
		Action Owner	Target Date	Status
1	<b><u>Chairman's welcome &amp; apologies</u></b> – PT See above for apologies.			
2	<b><u>Declarations of interest</u></b> None.			
3	<b><u>Minutes of last meeting and matters arising on 14 September 2022</u></b> – PT 2202.07.09 f) Hub storage – see item 4 2202.08.03 b) Redesign of changing hut. Agreed that there will be 2 constructions – one with double cubicle and one with single. Double pitched roof. 2202.08.09 e) Signage Audit deferred 2022.08.11 g) Lone working procedures.	MHo JD MHe	February Ongoing December	
4.	<b><u>Trustees Report</u></b> – PT 2022.09.04 a) Zoom meeting held with Cornwall CC. Stainless steel mesh is to be installed before February 2023 half-term. 2022.11.04 a) The meeting then focussed on new premises. PT stated his thanks towards all those who had worked on the recent new premises activities. A new proposal has been put forward which entails 1/2 rooms at the golf club. One room is larger than the other and if both rooms were possible, they could encompass storage. Separate external access is available and the rooms are secure. An off has been made by GC of £3K. The golf club committee is due to meet on 9 November and			

	<p>will discuss. In the meantime the committee authorised GC to confirm our interest and to negotiate if necessary to a maximum budget of £4K.</p> <p>2022.11.04 b) Re the intended strategy to develop the existing office and shop premises, CMP noted that he disagrees with the trustees' decision to do this. Hub development. GC will report back within 14 days of this meeting on a revised proposal to develop the hub building in light of the decision taken to move forward with the golf club premises. JM noted that the proposal should take account of the swimmers and their opinions. MHO not in agreement with any development of the hub.</p>	GC	December	
5.	<p><b><u>Financial update – SM</u></b></p> <p>2022.09.05 f) Budget is in the process of being finalised and will be shared with the committee once completed.</p> <p>2022.11.05 a) SCP asked whether the budget can include any proposed contribution for increased utilities costs by way of fundraising. GC is reviewing the budgeting fundraising figure.</p>	<p>SM</p> <p>GC/SM</p>	<p>December</p> <p>December</p>	
6.	<p><b><u>Staff and Beacon update including staff reports</u></b></p> <p>2022.07.07 a) Three reports sent – to be consolidated / summarised next meeting.</p> <p>2022.09.06 c) Staff – GC has distributed paper re change in staff roles and is holding discussions to flesh these out with staff.</p> <p>2022.11.06 a) GC will communicate feedback from pool staff on the 2022 season</p> <p>2022.11.06 b) JD requested that all IT issues are raised with her</p> <p>2022.11.06 c) CMP noted that membership figures should be treated as fluid as members which have been expired may well return when they pay the full fee in 2023. Fees paid for expired members are treated as donations. Two thirds of the</p>	<p>GC</p> <p>GC</p>	<p>December</p> <p>December</p>	

	<p>membership have continued to pay the old fee this year</p> <p>2022.11.06 d) JD also noted that she had paid some membership shortfalls personally where she felt that there was hardship. SM noted that she did not need to do this and thanked her for doing so. SM requested that JD inform her of how much money she has spent so that she can be reimbursed.</p>	JD	December	
7.	<p><b><u>Pool users report – JM</u></b></p> <p>2022.11.07 JM reported that users have requested more stainless steel hooks for clothes hanging as well as more anchor posts in the pool so that lane markers can be retained in a straight line.</p>	Mho to add to maintenance list	Ongoing	
8.	<p><b><u>Staffing – LMD/GC</u></b></p> <p>2022.11.08 As part of her work on strategy/governance and compliance gaps and recommendations, LMD noted that some volunteer roles should be included within the paid staff structure i.e. volunteer management and finance. See separate paper for details on recommendations and note that staff recommendations are based on steady state not on growth.</p>			
9.	<p><b><u>Art Extravaganza donations - ring fencing (from June meeting)</u></b></p> <p>2022.09.09 DR to meet with organising team before December meeting</p>	DR	December	
10.	<p><b><u>Encompass Theatre Project</u></b></p> <p>2022.08.11 i) CMP requested that a project manager be appointed within FoBSP to work on this project – MM was mooted and PT will discuss with him. This project could be used as a model for future project management in FoBSP if it is not deemed too complex. Note that date has been moved to June 2024.</p>	PT	December	
11.	<p><b><u>Organisation chart – LMD/GC</u></b></p> <p>2022.11.11 LMD/GC will advise further changes dependent on strategy / organisational work.</p>	LMD/GC	Ongoing	

12.	<b><u>Governance – GC</u></b> 2022.11.12 Work being taken forward by GC. Agreed to consult members probably by way of a survey.	GC	December	
13.	<b><u>A.O.B. – All</u></b> 2022.11.13 a) LMD announced her intended resignation at the end of 2022 due to work pressures. In advance of then, she asked that committee members etc. message her if they have sent an email to her and reduce the level of contact with her. CMP requested that she prepare a prioritised task list which can be shared and actions assigned. 2022.11.13 b) SM noted that we have received a quote from Tom Westlake of West Creative to redesign the website and work on branding guidelines (Dean can no longer support this work). 2 levels of quote have been provided – one to start work immediately and exclusively @ £5K and the second to due the work in due course @ £2K. The committee agreed to the first quote. At the same time, the website hosting will move from TSO Host to a future-proofed platform which will also support Beacon better. SM also reported that Acuiti has been followed up by both JD and SM for an invoice for work done to date. No response received yet. 2022.11.13 c) CMP noted that work on the year end accounts has started and committee members should be prepared for any associated requests for information. 2022.11.13 d) DR reported that film shoot will take place at the pool on 8/9 November which will provide income of £400 2022.11.13 e) FH requested that the trustees confirm a date for the AGM 2022.11.13 f) Learning development date / away date – GC / SM to decide on a date.	LMD  JD  CMP  Trustees Trustees GC/SM	December  Ongoing  Ongoing  December December December	
12.	<b>Meeting closed 8.15 p.m.</b> <b><u>DONM</u> – 14 December 2022 @ 6p.m. Bude Golf Club.</b> FH to amend booking.	FH	December	

## **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**