**HATHERSAGE PARISH COUNCIL**

Clerk – Mr Steve Wyatt, *Heart of Hathersage, Main Road, Hathersage, S32 1BB*

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Minutes of a meeting of the Swimming Pool Committee of Hathersage Parish Council

held in the Sampson Room, Memorial Hall at 19.00 on 8th October 2019

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| Present | Councillors W Hanley S Turner (Chair), JA Marsden, HJ Rodgers, B Hanley, R Olle. |
| In attendance | S C Wyatt (clerk), C Cave (RFO), H Kohlhardt (Fundraising and Lifeguard), S Cass (Fund raising), G Foy Assistant Pool Manager. |

MINUTES

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| 089/19 |  | Apologies for absence. M Wellington (Pool Manager); C Wilkinson |
| 090/19 |  | To decide any variation in the order of business. |
| 091/19 |  | Declaration of interests. G Foy, H Kohlhardt as employees. Cllrs. W and B Hanley as Swimming Club organisers. |
| 092/19 |  | Public participation – no one attended. |
| 093/19 |  | Confirmation of previous minutes of 10th September 2019 – these were reviewed, **approved** and signed by the chair. |
| 094/19 |  | Review previous action points (appended to this agenda). |
| 095/19 |  | Receive notes of Marketing/Advertising/Fundraising Group meetings since September SPC – the quiz on Sunday night went very well raising £250 on the door plus ticket purchases ahead of the evening. |
| 095/19 | .1 | The Dog Swim proposal was discussed and agreed in principle while the insurance cover for such an event is confirmed. Chris Cave RFO will enquire with the insurance company. The date will be 3rd November in line with the proposed details by Pool Management. |
| 095/19 | .2 | Marketing Peak District & Derbyshire email – attractions map.  It was agreed for the pool to be included in this at £285. George will follow up. |
| 095/19 | .3 | Vulnerable group swimming. It was agreed this should be a future agenda item or meeting just to discuss in more detail once the benefits to Hathersage have been identified. A Wednesday 3:30pm – 4:30pm was suggested for such an event due to fewer children using the pool due to swimming club later in the day. Agreement in principle. |
| 095/19 | .4 | Following attendance at the recent Pools Conference a suggestion of recording of goodwill events and good intentions at Hathersage was made and agreed. Suzanne will set this up. |
| 096/19 |  | **Plant/Machinery/Operational issues** and review of handover log.  The Pool Manager had issued a Management Report in which these matters were reported on. George went through the report that is appended to these minutes.  The meeting requested that this report is sent out on the Friday before each Swimming Pool Committee meeting. |
| 096/19 | .1 | Remote door control and CCTV – quote received was reviewed.  The quote was accepted at £633.42 +VAT. Mike/George will raise the order. |
| 096/19 | .2 | CCTV at the pool ‘for the safety and protection of our staff’.  George confirmed that there is good coverage around the pool for staff safety by the CCTV system but George would investigate if a camera can be moved and repositioned to improve visibility of the entrance area. |
| 096/19 | .3 | Smell of gas from meter cupboard – Eon visited recently and said better ventilation would be only be required. The meeting request that the smell of gas is reported to the emergency number. |
| 097/19 |  | **Plant room upgrade project – update**.  He understanding is that everything is on track to start 14th October. Chris Cave RFO reiterated that the Contract still has to be made available and must be supplied to our insurance company for review. *Post meeting note: the contract was this morning 09/10/19 emailed to our insurers by Tom Clark Architect.* |
| 097/19 | .1 | Closing date proposal – The proposal to close on 3rd November was agreed as this the end of the school half term and would have been normal end of season for season ticket holders. |
| 097/19 | .2 | Sport England Award update – The Clerk confirmed that tender information had been sent. |
| 097/19 | .3 | Comms and decision making – to agree a subcommittee for prompt decision making - It was **agreed** that the Clerk, Cllrs. Rodgers, Jane Marsden and B. Hanley with backup from Pool Management would make any decisions promptly to aid progress as required. |
| 098/19 |  | **Swimming Club –** Cllr. W Hanley had circulated a document about the swimming club for the forth coming season. The meeting **agreed** to support the Swimming Club and assist in succession planning so that the current leaders can step down in the very near future. It was acknowledged that any lifeguard trained teacher in the pool during swimming club would not factor into the lifeguard to swimmer ratios that are required for safety. |
| 099/19 |  | New Year’s publications and opening times – draft circulated by Mike – this item is carried forward to the next meeting. |
| 100/19 |  | Staff and training – discussed earlier in the meeting. |
| 101/19 |  | **Signage**. |
| 101/19 | .1 | At the bottom of the drive – this will be progressed by Mike. |
| 101/19 | .2 | For during the building works – these will be arranged by George. |
| 101/19 | .3 | At the stations – only 2 signs are required for either side of Hathersage station platform. |
| 102/19 |  | Finance. |
| 103/19 |  | Clerk’s report/correspondence. |
| 104/19 |  | Items for the next meeting – review of office space and store room; new season’s timetable; Vulnerable groups, Contact with GPS, NHS etc; |
| 105/19 |  | Confirm date of next meeting. |

**Actions Reviewed**

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| **Minute Number** | **Owner** | **Action** | **Status** |
| 061/19 | M Wellington | To update on the problems reported at this meeting   * One pump tripping out * Pool vacuum * Indoor shower temperature * Dosing system   **10/09/19** There has been no further issue with the pumps: the vacuum is packaged ready to be sent away for repair; there is no more adjustment to the shower temperature; the dosing system is working as it should.  **08/10/19** It was confirmed that the vacuum problem was only a broken handle and has now been repaired. | Closed |
| 065/19-1 | M Wellington  S Wyatt | To identify who the members of staff should be to attend the RLSS NPSQ in Leek and book them on the course.  **10/09/19** – due to the delayed start in the new pump room project just 2 lifeguards would be identified by Mike to attend this course.  **08/10/19** – Helen and John are attending the course 10th and 11th October. | Closed |
| 065/19-2 | M Wellington  S Wyatt | To research a pool managers course for Mike and George to attend  **10/09/19** Mike had found a course at the cost of £540 +VAT for a 4 day course but that this not being run locally. Other options such as buying in the training would be considered.  **08/10/19** – Mike and George are enrolled on a course and starting 14th October. | Closed |
| 077/19-1 | S Cass | Suzanne will check her availability to attend the Historic Pools Conference.  **08/10/19** – attended the conference and reported back. | Closed. |
| 077/19-2 | R Olle | Cllr Olle will enquire with Tarmac about their community funding  **08/10/19** – Hathersage is not within the area to qualify for Tarmac. Cllr Olle agreed to request the reinstatement of HPC on the Hope Valley Liaison Group at Breedon Cement Works, with a view to exploring funding opportunities. | C/F |
| 078/19-1 | M Wellington | Mike will review during the closed period the storeroom for possible use as a staff room.  **08/10/19** - To be reviewed during pool closure and on next meeting’s agenda. Ideas in the interim would be welcome. | C/F |
| 080/19-1 | S Wyatt | The Clerk will ensure the acceptance papers for the Sport England Award are posted recorded delivery tomorrow.  **08/10/19** Completed | Closed |
| 081/19-1 | S Wyatt | The Clerk will provide a yellow CCTV sign to Mike for fastening to the pool entrance.  **08/10/19** sign provided and installed | Closed |
| 082/19-1 | M Wellington | Mike will circulate the draft timetable for comment.  **08/10/19** provided but to be discussed at the November meeting. | Closed |

**New actions**

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| **Minute Number** | **Owner** | **Action** | **Status** |
| 095/19.1 | C Cave | Chris will confirm with our insurance company of a dog swim is covered. | Raised |
| 095/19.2 | G Foy | George will ensure that the pool is added to the Marketing Peak District & Derbyshire map. | Raised |
| 095/19.4 | S Cass | Suzanne will start a register of good will events. | Raised |
| 096/19 | M wellington | Mike was asked via George to issue the monthly management report on the Friday prior to each meeting. | Raised |
| 096/19.1 | M Wellington | The order for CCTV for the restricted mobility gate will be raised. | Raised |
| 096/19.2 | G Foy | George will see if CCTV cameras can be moved or adjusted to improve the view of the entrance steps. | Raised |
| 096/19.3 | G Foy | George will contact the emergency gas leak number to report the smell of gas in the meter cupboard. | Raised |
| 101/19.1 | M Wellington | Mike will progress the ordering and installation of the new sign for the bottom of the drive. | Raised |
| 101/19.2 | G Foy | George will order the temporary signage to cover access during the building works. | Raised |
| 101/19.3 | S Wyatt | Steve will confirm with Mike the signage for Hathersage Station. | Raised. |

Managers Monthly Report: September

Staff & Training:

* Helen Kohlhardt and John Ashman are booked on The National Pool Supervisors course from 10th/11th October. We will also be sending Mary Webster, Rachael Phillips and Christine Wilkinson when courses become available. Courses cost £170 + VAT
* First Aid at Work Course this can run by either Dave Turvey (our Lifeguard Trainer) or Robert Machon. In the process of checking availability with Memorial Hall in Nov. I have spoken to Dave Turvey and he could run a course for 8 people over 2/3 days for about £350 this includes Instructor fees and candidate packs. This does not include additional fee for venue hire. This is a lot cheaper than booking on a RLSS course which can charge £200 per candidate.
* Pool Plant course dates: 19/11/19 at Rotherham

2/12/19 at Alfreton

each course is 3 days long and run by Ian Nicks (Pool Plant refurbishment consultant)

Course cost £360 per candidate. Candidates: Mary Webster, Christine Wilkinson, John Ashman, Rachael Phillips, Helen Kohlhardt.

* Level 2 Swim Teachers course dates: 1/12/2019 - Aston-cum-Aughton

Course is spread over 6 weekends

Course cost £650 + VAT, Candidates: Rachael Phillips, Jo Wilman

* Level 1 Swim Teaches course dates: 28/10/19 - Ponds Forge

30/11/19 - Thorncliffe

Course 3/4 days

Cost: £350 + VAT, Candidates: John Ashman, Fin Bateson.

* All candidate undertaking courses will be subject to the Parish Council Training Agreement
* Staff training will be continuing over the close period and winter season. It will run every 3 weeks on a Wednesday evening 5 - 6pm. Training usually finishes at the end of the main season, but due to us now being a full year facility staff training should be provided.

Maintenance

* Pool Hoover handle repaired, part ordered, delivered and replaced.
* Chlorine Dosing pump repaired. Diaphragm replaced.
* Pool cover service in process of being organised. Will hopefully take place before pool closes for refurbishment.
* Changing rooms hook spares have been ordered through Prospec
* See attached file for a full job list form ops meeting before Sept SPC.

Marketing/Fundraising:

* October Night swim has sold out. We used online booking for the first time (Ticket source) and it sold out within 24 hours. It was very easy to use and we`ll be using it for all future night swims and other fundraising events.
* Proposed doggy swim to take place on 3rd Nov, with 4 sessions between 12 - 4pm (extra sessions maybe added dependent on popularity). Each session will be 40 mins long with 20 minutes to clear the area before next session. Maximum 25 dogs per session with at least 1 swimmer in water with dog (16+), additional swimmer can be added at extra cost.

1 Dog & 1 swimmer: £13 (16+)

1 extra swimmer: £7

Spectator:£3

Tickets will be sold through Ticket source

We have spoken to Portishead Lido who recently ran an event and they have kindly sent us all their information which we will tailor to our event., including waive and R.A`s.

* Quiz night on 6th October 50 + tickets sold.
* Ceilidh ticket sales very slow at the moment. Will push through Facebook and Newsletters
* Auction of Promises, ticket sales arranged to be sold at the pool cafe. Tickets have been designed and printed. Will push through Facebook and Newsletters.

Operations:

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| Attendance in September | | | | |
|  | 1st - 5th | 6th -12th | 13th - 19th | 20th - 26th | | 27th - 30th |  |
| General Admission |  |  |  |  | |  | Monthly Total |
| Adults | 289 | 315 | 476 | 426 | | 165 | 1671 |
| Senior | 39 | 36 | 74 | 45 | | 19 | 213 |
| Students | 41 | 31 | 46 | 38 | | 5 | 161 |
| Disabled | 2 | 12 | 5 | 2 | | 5 | 26 |
| Junior | 241 | 126 | 98 | 164 | | 17 | 646 |
| Family (4) | 22 | 7 | 14 | 16 | | 3 | 62 |
| Members |  |  |  |  | |  |  |
| Adult | 152 | 226 | 264 | 292 | | 112 | 1046 |
| Concession | 165 | 252 | 251 | 246 | | 127 | 1041 |
| Junior | 59 | 109 | 110 | 38 | | 49 | 365 |
| Weekly total | 1010 | 1114 | 1338 | 1267 | | 502 |  |
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* Staff Team meeting will be called on either 9th or 16th October, instead of Staff training. Date is dependent upon staff availability, would like as many people at the first meeting as possible.

Current Agenda: Pool Closure period and proposed work, End of season review, Training Courses, Staff Inductions, General Q & A.

After the initial meeting there will be a meeting every 2 months or when needed

* A queue management system will be in place for next summer and winter season to help manage queues during busy periods.