**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 10th December 2019

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| Present | Councillors S Turner (Chair), B Hanley, W Hanley, JA Marsden, HJ Rodgers & R Olle, T Hill.  |
| In attendance | SC Wyatt (Clerk), CF Cave (Treasurer), S Cass, M Wellington & C Wilkinson |
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| 119/19 |  | Apologies for absence – George Foy |
| 120/19 |  | To decide any variation in the order of business. |
| 121/19 |  | Declaration of interests. Mike and Chris W |
| 122/19 |  | Public participation. |
| 122/19 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since October SPC.The Auction of Promises raised £4,700 less costs. People worked very hard to make this a success. The age spread of attendees was narrower than would have been preferred. Cllr. Turner thanked all those who were involved. A thank you card has been designed to be sent to those who made the promises. |
| 122/19 | .2 | Recommendations on Historic Pools of Britain membership (current subscription level is £300 per annum). This was **agreed** for 12 months. |
| 122/19 | .3 | Vulnerable groups – carried forward from the last meeting.Weston Park continue to support oncology swims. Peak Minds – Chris W is to speak to them to promote swimming for improving mental health.A Jumblies cheque for £250 towards Aqua Health was received with great thanks (this was also reported at HPC Dec meeting). |
| 122/19 | .4 | Contact with GPs, NHS etc. - carried forward from the last meeting.Helen Kolhardt has sent various documents to the GPs and asked for referrals once we reopen. GP surgeries in the wider area to be contacted again. |
| 122/19 | .5 | Review actions assigned to Fundraising group – none for this meeting. |
| 122/19 | .6 | An EPOS system is being investigated for a suitable system – carry forward to next meeting for a report back. Options of local storage of documentation and in the cloud are to be considered. |
| 122/19 | .7 | Merchandising options are being looked into for an on-line option. Additions to the website to ‘test the water’ for this the next year. Longer term an outsourcing option would be investigated. |
| 122/19 | .8 | A thank you gift was presented to Suzanne for Andy Cass for his role as the auctioneer for the Auction of Promises.  |
| 122/19 | .9 | Suggestion that pool leaflets are distributed more widely, the number of leaflets is to be estimated. Also more further regular use of social media was encouraged to publicise the pool and events.A Twitter account is to be set-up.Signed: Date: |
| 123/19 |  | Confirmation of previous minutes of 12th November 2019 – the minutes were reviewed, **approved** and signed by the chair. |
| 124/19 |  | Review previous action points (appended to this agenda). |
| 125/19 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report.**Several items in the report have been covered on this agenda.A First Aid at Work course has been attended by 6 and passed by all.The task list had been circulated prior to the meeting showing tasks completed to date. |
| 125/19 | .1 | From the HR committee there was a request for a central record system for staff data and that an audit is carried out of the data held. Mike confirmed that data is held. Staff references are to be followed up and stored within the data retention policy guidelines. Data security in the pool office was discussed and the reduction of paper records. Cllr. W. Hanley will work with the pool management team.  |
| 126/19 |  | **Plant room upgrade project – update**.Cllr. Jane Marsden gave a summary of the recent site meeting with regards: the concrete slab condition; the state of the ground beneath the concrete slab and the options proposed to rectify. There will be an HPC extraordinary meeting 16/12/2019 to approve the additional expenditure. |
| 127/19 |  | **Prices for winter season tickets (1 October to 31 March) carried forward from previous meeting.**Eroneous information was provided at the previous meeting with regards the period of summer and winter season tickets. It was clarified that summer season tickets have been in the past for 7 months and not 6. Based on this explanation it was **agreed** that summer season tickets for next year should be for 7 months as in the past 1st March to 30th September. The price of a winter 5-month season ticket is yet to be agreed. |
|  |  | Suzanne Cass left the meeting. |
| 128/19 |  | **Office and storeroom space review** – covered in Management Report and other agenda items. |
| 129/19 |  | Finance – various documents had been circulated prior to the meeting to inform the members about the current financial position. It was pointed out that all swimming pool reserves will be consumed and will have to be built up gain for future projects. These are not the finances of the Parish Council. |
|  |  | Mike Wellington and Chris Wilkinson left the meeting. |
| 130/19 |  | Clerk’s report/correspondence. |
| 130/19 | .1 | Recorded in confidential minutes held within the Clerk’s files. |
| 130/19 | .2 | Recorded in confidential minutes held within the Clerk’s files. |
| 130/19 | .3 | The utilisation of HR support was briefly discussed. The Clerk stated that to cover his position he would prefer the use of a professional organisation geared up to provide this type of support and advice to Parish Councils. |
| 131/19 |  | Items for the next meeting - Joint meeting with HR for confidential item and EPOS system options. |
| 132/19 |  | Confirm date of next meeting – 14th January 2020, Stanage Hall.Signed: Date: |

**Actions** (to be progressed now and reported on at the next meeting)

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| Minute no | Owner | Action | Status |
| 116/19 | M Wellington | Keep record of hours paid to staff and ensure that staff are not paid for hours worked in any week excess of their guaranteed hours when they have been paid guaranteed hours in previous weeks.10/12 Being recorded and provided to Chris Cave. | c/f |
| 112/19 | ~~R Olle~~S Wyatt | Obtain date of next Liaison Group at Breedon cement Works & forward to the clerk10/12 the meeting this month is tonight so has not been attended on this occasion. Other attendees are to be found who are not on SPC. Check with clerk at Breedon for future dates of these meetings. | c/f |
| 112/19 | M Wellington | Report on splitting office to provide staff room10/12 A temporary office partition is to be purchased for now. Cost to not exceed £200. | c/f |
| 112/19 | JA Marsden & M Wellington | Meet Café tenants to discuss signage.10/12 The meeting took place and actions carried out. The design of the main sign is to be agreed. | c/f |
| 115/19 | M Wellington | Contact I Nicks regarding in house pool plant course10/12 email sent previously with regards the costs. The benefits of the course at another pool were considered important so 2 people have been booked on courses in the New Year. | Closed |

**Actions Raised at this meeting**

The action number is the date of the meeting followed by a sequential number as the action arises in the minutes. The minute number to which the action refers is included in the Action text.

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| Number | Owner | Action | Status |
| 101219-001 | Mike | 122/19.2 Annual subscription to Heritage Pools of Britain is to be completed. | Raised |
| 101219-002 | Chris W | 122/19.3 To speak to Peak Minds to promote swimming opportunities. | Raised |
| 101219-003 | Chris W | 122/19.4 To offer Helen HPC support for contacting GP surgeries in the wider area. | Raised |
| 101219-004 | Mike | 122/19.6 report back to the next meeting on the options for an EPOS system and utilisation of local or cloud storage. | Raised |
| 101219-005 | Mike | 122/19.7 To report back on addition of merchandising options to the website (short term solution). | Raised |
| 101219-006 | Mike | 122/19.9 To estimate the number of leaflets that may be required and enquire about wider distribution of these. Wider use of social media for publicity should be explored with a Twitter account being set-up. | Raised |
| 101219-007 | Cllr. W Hanley | 125/19.1 Work with the Pool Management on a checklist of personnel records that should be held and to reduce the amount of paper records that are held. To also include suggestions about data security. | Raised |
| 101219-008 | S Wyatt | 130/19.2 To contact AW to agree a date for a meeting in the New Year to discuss the HPC detailed proposal. | Raised |