**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, Hathersage at 19.00 on 11th February 2020

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| Present | Councillors S Turner (Chair), W Hanley, JA Marsden, T Hill & H Rodgers. |
| In attendance | SC Wyatt (Clerk), MH Sorenson (Asst. Clerk), CF Cave (Treasurer), G Foy & S Cass (part) |

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| 149/19 |  | Apologies for absence noted as received from Mike Wellington  Introductions round the table for the benefit the new Assistant Clerk Maura. |
| 150/19 |  | To decide any variation in the order of business - none |
| 151/19 |  | Declaration of interests - George as pool assistant manager. |
| 152/19 |  | Public participation. |
| 152/19 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since December SPC. The notes had been circulated prior to the meeting.  Suzanne has been in touch with Breedon Group. They are happy to have paperwork submitted for grant requests but there is no format specified. A project initiation plan style will be submitted to seek funding. It was suggested that a 5 year plan may be required – suggestions for inclusion in the plan: solarium flooring; artificial grass to replace natural grass (further discussion may be required, scoped and costed), George confirmed re-turfing will be required, Chris Cave, RFO, pointed out that the cost of natural grass for re-turfing may be borne by T&CW; suggestion of a replacement bench. The Breedon submission date for this period is currently the end of March. There was mention of rubber crumb for the solarium floor on top of the existing flooring but this will need investigating.  Historic Pools of Britain submission has been drafted and updated and submitted for inclusion.  Night swims are not to be promoted until an actual reopening date is known.  An opening event is being considered to which Sport England need to be invited. Cllr. Turner pointed out the opening event could be some months after the actual reopening. |
| 152/19 | .2 | It was **agreed** that quotes for artificial turf for the pool surround should be sought with advice on suitability and durability. This information will be held in abeyance pending confirmation from the architect that reinstatement costs for pool surround may be borne by T&C Williams. |
| 152/19 | .3 | Chris asked about pool advertisements in Dore to Dore and Bradway Bugle this year – this was **agreed** as in previous years. |
| 152/19 | .4 | Review actions assigned to Fundraising group – updates appended. |
| 153/19 |  | Confirmation of previous minutes of meeting 14th January 2020 – the minutes were reviewed, **approved** and signed by the Chair. |
| 154/19 |  | Confirmation of previous minutes of meeting 2nd January 2020 – the minutes were reviewed, **approved** and signed by the Chair. |
| 155/19 |  | Review previous action points – updates appended. |
| 156/19 |  | To agree councillors to meet HPBC with Mike and Chris 17th March. – Chris Cave requested council member attend with them. The date is to be confirmed. It was **agreed** that Cllr. Jane Marsden would attend. |
| 157/19 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report.**  The report had been emailed to the committee – George summarised the report   * Helen and John are attending a Pool Operators course 19th to 21st February. * John will be booked on the level 1 swimming teacher course. * Level 2 swim teacher courses have been requested by 2 staff at a cost of £680 per person plus travel expenses.   Signed: Date:  The meeting asked that any new swimming teachers are aware of the full commitment to support swimming lessons even in inclement weather and times of day not always favourable. George will check the commitment before agreement for swim teacher courses are confirmed, **agreement** in principle was provided to book the courses.   * A member of staff’s not fit for work notes has ended. Dates to restart work are being discussed. * The updated task list had not been attached to the report but will be emailed after the meeting. * George confirmed CCTV signage at the back gate is in place.   Heather confirmed photos of progress sent with are very welcome. |
| 158/19 |  | **Events booked for 2020** – the following are in the diary:   * Night swims throughout out the year. * Hilly Triathlon. * Swimming Club Gala. * Coffee mornings. * Weston Park Charity event. * The cheese and wine is to be confirmed. |
| 159/19 |  | **Plant room upgrade project – update**. Work progresses, details included in theThe items mentioned in the managers’ report are based on their observations.  Tim asked about the damp floor in the boiler room – George confirmed when up and running the room is drier.  The mains water inlet pipe size is being reviewed.  The Swimathon has been postponed.  Tiles for the pool surround are coming in cheaper then estimated.  New pipes have been pressure tested satisfactorily. |
| 160/19 |  | **Swimming Club –** An emailed proposal from Cllr. W. Hanley had been circulated – the proposal is noted as received and will be discussed further at the next meeting. The Committee wished it to be noted that the swimming club is supported. |
| 161/19 |  | **Disabled parking a car park relining** – theaccessibility plan is to be reviewed. Cllr. B Hanley will investigate further for ratios of abled/disabled provision of car parking spaces. Relining of the car park spaces will be considered on conclusion of the building works. |
| 162/19 |  | **Finance**. A Report was circulated prior to the meeting and noted as received. No more unknown expenses on the new pump room and associated works are anticipated as all ground digging has been completed. DDDC funding has been requested after submitting recent invoice from T&CW. It was suggested that Karen Henriksen from DDDC is invited to any opening event.  Cllr. Hill asked about loss of income should the pool fail to open during a typical month – this is approx. £35k but this depends very much on the weather which affects attendance income and heating expenditure. |
| 162/19 | .1 | Proposed admin fee removal for splitting cheques – there was discussion around fees for credit cards against cheque payments, direct debit, standing order, debit card, credit card and the possible reasons for splitting payments with cheques. It was **agreed** that no admin fee would be applied payments split across several cheques. |
| 162/19 | .2 | To approve iZettle (portable card system) for marketing and fundraising events – a similar device was borrowed and worked well for the auction of promises– it was **agreed** to purchase iZettle at £29 one-off payment with a 1.75% per transaction fee. |
| 162/19 | .3 | To Agree printing quotes for the new pool brochure – The option, the of the 3 provided, of £385 for printing 12,000 brochures was **approved**. |
|  |  | George and Suzanne were asked and agreed to leave the meeting prior to the next item being discussed. |
| 163/19 |  | Confidential Item - To review and agree pay increases in line with increases in the National Minimum Wage.  *The confidential item is detailed in the full minutes held by the Clerk.*  The RFO, Chris Cave, pointed out that all staff currently have a permanent contract but have no guaranteed hours. |
| 164/19 |  | Clerk’s report/correspondence - none |
| 165/19 |  | Items for the next meeting. Cllr W Hanley’s Swimming Club proposal, pool update, future events, pool signage, car park re-lining. |
| 166/19 |  | Confirm date of next meeting – 10th March 2020. |

Signed: Date:

**Actions** (to be reviewed)

From 10/12/19 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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| Action no | Owner | Action | Status |
| 112/19 | M Wellington | Report on splitting office to provide staff room  10/12 A temporary office partition is to be purchased for now. Cost to not exceed £200.  14/01 The screen has been ordered.  11/02 expected next week payment made. | 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.  14/01 Mike is still waiting for input from the café and will chase them up.  11/02 draft signage circulated, comments made, redrafting required, exchange of emails. Café opening times thought not necessary. White on blue is not bright enough – black on blue suggested.  Sue K had mentioned to Mike about an additional banner with food options, assume they pay for this. Use heated and not the degrees.  George to incorporate suggestions and re-draft. | c/f |
| 101219-005 | Mike | 122/19.7 To report back on addition of merchandising options to the website (short term solution).  14/01 Additions to the pool website will be live by the end of the week.  11/02 completed | Closed |
| 140120-001 | Mike/Chris W | 136/19 to complete and submit the DCC action grant application  11/02 grant submitted, awaiting decision later in the year. | Closed |
| 140120-002 | Mike | 136/19 Fundraising news is to be included in Mike’s management report  11/02 This had not yet been incorporated. | C/F |
| 140120-003 | Steve | 137/19 The minutes of the 2nd January meeting will be available for approval at the February meeting  11/02 – reviewed and approved. | Closed |
| 140120-004 | Steve | 138/19 Details of reporting to Sport England are to be ascertained and the policy around payment retention.  11/02 It was confirmed that 2.5% is deducted from submission until completion of the project. | Closed |
| 140120-005 | Mike | 139/19 Mike will speak to DCC and DDDC about including Hathersage pool in their pool publicity.  11/02 Included in Mike’s report, the pool is included, but awaiting a further response from DDDC. | C/F |
| 140120-006 | Mike | 144/19 Mike will report back on the facilities to be used with the existing cash till to improve on data capture and admission related statistics.  11/02 season ticket categorising has been trialled | Closed |
| 140120-007 | Steve/Chris C | 146/19.1 Insurance implications for admission charging for a private hire will be determined and confirmed back to the requestor of the pool hire for the proposed Weston Park fund raiser.  11/02 Insurers have confirmed that our PL cover will remain in place if the hirer charges an admission fee. This covers anything caused by the Council's negligence etc. It would not cover anything caused by what they are doing. The hirers will not be charging admission but requesting donation to their charity via a Just Giving website. They will also manage expectations with regards numbers allowed in the pool but this will be managed by the pool staff on the day following standard procedures. | Closed. |
| 140120-008 | Mike | Mike will speak to Coleman’s Deli about alternative publicity rather than the season ticket.  11/02 This has been explained to the Deli. Still waiting for response. | C/F |

**New actions from this meeting**

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| 110220-001 | Chris C | 152.19.1 Chris Cave RFO will enquire with the Architect Tom Crooks if reinstatement of the grass surround is within the contract with T&C Williams. | Raise |
| 110220-002 | George | 152/19.2 Quotes and advice are to obtained for using artificial grass for the pool surround to replace natural turf. | Raised. |
| 110220-003 | Chris C | 152/19.3 Chris Cave RFO will arrange for the adverts for the pool to be sent to Bradway Bugle and Dore To Door | Raised |
| 110220-004 | George | 157/19 George will ensure that those staff taking and upgrading their teaching certification are aware of the commitment that will be expected. | Raised |
| 110220-005 | George | 157/91 George will ensure that the updated task list is provided for distribution. | Raised |
| 110220-006 | Cllr. B Hanley | 161/19 Cllr. B Hanley will look into the recommended provision of disabled parking spaces and report back at the next meeting. | Raised. |
| 110220-007 | George | George will arrange the purchase of the iZettle credit card device. | Raised |
| 110220-008 | George | The pool brochures are to be ordered at £385 for 12,000 copies. | Raised. |