**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 10th March 2020

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

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| 167/19 |  | Apologies for absence. Mike Wellington |
| 168/19 |  | To decide any variation in the order of business. |
| 169/19 |  | Declaration of interests. George and Christine as pool employees. |
| 170/19 |  | Public participation. |
| 170/19 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since February SPC.  The last meeting was held 26/02/20 and notes had been circulated.  Bond themed evening will be re-themed due to the delay in the release of the movie.  Sheffield Forum are looking to add more information about the pool.  19:05 Cllr. W Hanley joined the meeting.  Additional merchandise is being added to the website.  Confirmation that the banner can be put on the station is expected soon.  Suggesting countdown notification signs on the Sheffield road, Castleton road for the reopening of the pool.  Aquathon for juniors is being looked into by John Ashman.  Smaller projects are being listed for which funding can be sought.  Mike and George will arrange for getting pool leaflets in the display racks around the area.  HVC is to get leaflets, and also Victoria Baths in Manchester.  From his observations as a regular pool user for many years Cllr. W Hanley suggested 3 key categories of pool users – young, old and women. Each group could attract funding. Chris C (RFO) confirmed from ticket sales that all but gender can be determined. This may inform fundraising in the future.  Cllr. Marsden said in the past specific groups have been identified to attract them at quieter times. – e.g. WI, Probus etc. This again could help in attracting funding. |
| 170/19 | .2 | Future fund-raising events - Awaiting the reopening of the pool. |
| 170/19 | .3 | Review actions assigned to Fundraising group – there were none. |
| 171/19 |  | Confirmation of previous minutes of meeting 11th February 2020.  Correction - B Hanley was present , W Hanley had sent apologies. The minutes were amended, initialled and then signed by the chair. |
| 172/19 |  | Review previous action points (appended to this agenda). |
| 173/19 |  | **Plant room upgrade project – update**.  An update following the site meeting yesterday (09/03/20) was provided by Cllr. W Hanley. The initial schedule showed a completion date after Easter. Extended days, working weekends, filling and heating of the pool are being reviewed such that now the completion date is hoped to be 09/04/20. It was explained that within the current contract the Project Completion certificate cannot be issued until it can be shown that the water can be heated to 28 degrees.  Signed: Date:  There has been no change to the costs since the last HPC meeting.  The 3-phase supply will be installed Tuesday 17th March but power cannot be provided during the café closure. |
| 174/19 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report.** |
| 174/19 | .1 | Employee Handbook – comments are required. Tim fed back that it seemed a very comprehensive document. Cllr W Hanley will review the hard copy. |
| 174/19 | .2 | To consider the quotes and options for replacing turf with an artificial material – now not required. |
| 174/19 | .3 | Inclusion in Matlock Food and Drinks Festival publicity – decision required.  Not to bother this year for various reasons. |
| 175/19 |  | **Events booked for 2020 since the last meeting.**  Swimathon moved to last weekend of April, Swimathon are keen for us to still hold this event being one of the most popular pool for swimmers. 24-26th April is suggested. |
| 175/19 | .1 | Review the draft advert for the local community publications – requires the addition of ‘open all year’ and the post code. George to rework the advert.  Concern was raised by Cllr. Olle with regards the signage being discussed for the pool and café and whether this would be within planning and advertisement regulations within PDNPA. The Clerk will make enquiries. |
| 176/19 |  | **Finance**. |
| 176/19 | .1 | Approval a pool budget for 2020/21 – this was **agreed** as circulated. |
|  |  | Non-Council members, except officers, left the meeting. |
| 177/19 |  | **Confidential item: To receive feedback on the Job Description review.**  In Confidence detail available from the Clerk. |
| 178/19 |  | **Confidential item: Pool Advisor T&Cs**  The Clerk was asked to chase up salary information from Ash for benchmarking. |
| 179/19 |  | Clerk’s report/correspondence – none. |
| 180/19 |  | Items for the next meeting – apologies from Chris C for next meeting  Lifeguard recruitment  Repeat both confidential items. |
| 181/19 |  | Confirm date of next meeting – 14th April 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.  10/03 arrived and has been installed. | Closed |
| 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.  10/03 Design discussed further with the café. The meeting suggested a little more contrast for the heading. Various options will be circulated for comment | c/f |
| 140120-002 | Mike | 136/19 Fundraising news is to be included in Mike’s management report  11/02 This had not yet been incorporated.  10/03 still awaiting | 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.  10/03 Still awaiting for reply. | C/F |
| 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.  10/03 Still no response. Close. | Closed |

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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.  10/03 T&CW obliged to restore as found. | Closed |
| 110220-002 | George | 152/19.2 Quotes and advice are to be obtained for using artificial grass for the pool surround to replace natural turf.  10/03 One quote received but out of budget at the present. | Closed. |
| 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  10/03 Space has been booked, deadlines in 2 weeks | Closed |
| 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.  10/03 George confirmed all staff aware of commitment to continue in employment once trained. | Closed |
| 110220-005 | George | 157/91 George will ensure that the updated task list is provided for distribution.  10/03 George will update and forward. | c/f |
| 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.  10/03 To be followed up. | c/f. |
| 110220-007 | George | George will arrange the purchase of the iZettle credit card device.  10/03 purchased and ready to go | Closed |
| 110220-008 | George | The pool brochures are to be ordered at £385 for 12,000 copies.  10/03 Delivered today | Closed. |

**New actions**

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| Action no | Owner | Action | Status |
| 100320-001 | Mike/George | 170/19.1 Mike and George will arrange for getting pool leaflets in the display racks around the area. | Raised |
| 100320-002 | Cllr. W Hanley | 174/19.1 Cllr W Hanley will review the hard copy pf the Employee Handbook | Raised |
| 100320-003 | Clerk | 175/19.1 The Clerk will check with PDNPA about banners for advertising on the MUGA and signage at the bottom of the drive. | Raised |
| 100320-004 | Clerk | 178/19 The Clerk will request salary information from A Watts to enable a benchmarking exercise to be carried out. | Raised. |