**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

As an on-line meeting at 19.00 on 12th May 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), CF Cave (Treasurer),  |

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| 182/19 |  | Apologies for absence – Mike Wellington, Chris Wilkinson, Suzanne Cass. |
| 183/19 |  | To decide any variation in the order of business - none |
| 184/19 |  | Declaration of interests - none |
| 185/19 |  | **Public participation** – no one attended. |
| 185/19 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since March SPC – there was nothing to report due to the C19 Lockdown. |
| 185/19 | .2 | Future fund-raising events – there was nothing to report due to the C19 Lockdown. |
| 185/19 | .3 | Review actions assigned to Fundraising group – carried forward to the next meeting. |
| 185/19 | .4 | Events booked for 2020 since the last meeting – carried forward to the next meeting. |
| 186/19 |  | Confirmation of previous minutes of meeting 10th March 2020 – the minutes were reviewed and approved and will be signed by the chair at the next face to face meeting in due course. |
| 187/19 |  | Review previous action points - appended to this agenda with updates.It was mentioned that current restrictions seem to suggest cafés may be able to open with suitable method statement to ensure covid security for take-aways. It was decided that this is a matter for the tenant of the café. |
| 188/19 |  | **Plant room upgrade project – update**.An update was provided from Cllr. Turner following a visit to the pool. He shared photos to show to the meeting. It was felt that a tidy up of the garden area, at the foot of the entrance steps, is something that the primary contractor could be doing to make the area more welcoming and presentable – The Clerk was asked to contact the Architect.It would seem that the rubber crumb is ready to be laid.Option 2 (via the plant not a hydrant straight into the pool) for re-filling the pool was confirmed as the preferred option: a slow fill and less supervision required.There was a question about heating the pool to satisfy the requirements of the contract and then allow to cool – It was **agreed** to allow the pool cool to reduce unnecessary expenditure until the strategy to open is confirmed. |
| 189/19 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report.** |
| 189/19 | .1 | Employee Handbook, comments required – several members had reviewed the document written by the Pool Management and it was thought to be a very comprehensive document. It was felt though that it should be called an Operations Manual as an Employee Handbook generally covers more general employment information e.g. contractual information, disciplinary procedures etc. There were a few other suggestion that will be passed on plus:* Item 9 regarding bans (from entering the pool) being subject to SPC ratification, it was thought the manager should have the responsibility to do this with the right of appeal to the SPC.

Signed: Dated:* More diagrams would be beneficial e.g. for fire procedures, or photos labelled.
* A section should be added or appended about service operation procedures as result of Covid 19 that will be relevant for quite probably the first season on 2021. It could be removed in due course.
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| 189/19 | .2 | Pool opening and social distancing.There was some discussion about how opening and social distancing may be achieved but it was thought the pool staff themselves will have a great deal to contribute to this discussion. It was **agreed** that an open-air meeting will be arranged in the near future with staff to discuss the possible options.It was acknowledged that normal opening and operating may look quite different for the foreseeable future than normal last year. The meeting did **agree** that a booking must be implemented as a means of helping with; busy periods, social distancing and removal/reduction of queuing. The Clerk was asked to action the management team, once free from furlough, to seriously look at the options for a booking system for implementation this year and as part of the strategy for re-opening the pool. It was also noted that robust management of queues may be necessary once a booking system is brought in but this should be widely publicised to set customer expectations and so alleviate some of the potential problems. |
| 189/19 | .3 | Use of volunteers to facilitate opening of the pool, e.g. to ensure social distancing.Again it was thought the pool staff themselves will have a great deal to contribute to this discussion. It was **agreed** to include this in the open air meeting with staff. |
| 189/19 | .4 | Season ticket pricing and access.Ticketing was briefly discussed but input would be sought from staff re the type of season tickets that may sell well or to just promote pay on the door. |
| 189/19 | .5 | Website access and update.It was noted that with staff being furloughed that the pool website is in need of more current information. It was suggested that for now up to date pictures are provided and placed on HPC website. The updating of the website should be a priority for those staff with the knowledge once they are removed from furlough. |
| 190/19 |  | **Finance**. A report had been circulated prior to the meeting.Furlough Pay – holiday pay is currently as a percentage of hours worked but there is a rumour that this should be 100% of pay. Clarification will be sought but additional payment maybe required if this is confirmed.The Engineering Inspection is up for renewal and will need updating to consider the new plant. The management team are to be actioned to do this. |
| 191/19 |  | **Confidential and HR items:** |
| 191/19 | .1 | Update on Corona Virus measures including furloughing.The current understanding is 3 weeks minimum time on furlough is required for payment to be claimed from HMG.Various flexible options of bringing some staff back in stages to, for example oversee the refilling, were discussed so that the 3 week limitation does not put us in the position of being short staffed. It was agreed that as rules seem to be changing weekly that a weekly meeting will be arranged for the next few weeks so that optimum decisions can be made. The Clerk will schedule a short meeting each Tuesday at 7pm for the next few weeks to assess any changes.Signed: Dated: |
| 191/19 | .2 | Village caretaker review.Following a discussion, the Clerk was asked to contact the caretaker with a view to him returning to work due to the expected increase in visitor numbers. He will be provided with the necessary PPE. |
| 191/19 | .3 | New pool job descriptions.While refining of the pool staff job descriptions will continue with our HR Advisors it was decided that staff will have enough on over the coming months without having to consider these. It was therefore agreed that new job descriptions will be implemented from January 2021. There are however some Employment Law changes that were to be implemented from 1st April 2020 and the advice from the HR Advisors will be sought on the delayed implementation of these under the current circumstances. |
| 192/19 |  | Clerk’s report/correspondence – none. |
| 193/19 |  | Items for the next meeting. The same HR items plus the Employee Handbook. |
| 194/19 |  | Confirm date of next meeting – HR/SPC 7pm 19th May prior to Rec meeting. |

**Actions** (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 | 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 comment13/05 Further examples had been provided but current status was unknown | c/f |
| 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.13/05 No update available. | c/f |

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| 110220-005 | George | 157/91 George will ensure that the updated task list is provided for distribution.10/03 George will update and forward.13/05 No update available. | 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.13/05 On the disabled parking spaces, the info I have is that in a car park of 50 spaces, 4% is required! Must be designated disabled spaces, in smaller ones, 1 space is required | Closed |
| 100320-001 | Mike/George | 170/19.1 Mike and George will arrange for getting pool leaflets in the display racks around the area.13/05 No update available. | c/f |
| 100320-002 | Cllr. W Hanley | 174/19.1 Cllr W Hanley will review the hard copy pf the Employee Handbook13/05 Review carried out and comments emailed back. | Closed |
| 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.13/05 It has been confirmed by email that anything within the limit of 4m2 is within permitted development and consent does not have to sought. | Closed |
| 100320-004 | Clerk | 178/19 The Clerk will request salary information from A Watts to enable a benchmarking exercise to be carried out.13/05 Benchmarking data had been provided and circulated to members. | Closed |

**New Actions**

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| 120520-001 | Clerk | 188/19 The Clerk was asked to seek dates for the laying of the rubber crumb | Raised |
| 120520-002 | Clerk | 189/19.1 The Clerk will pass on to Mike and George comments from the Employee Handbook review. | Raised |
| 120520-003 | Clerk/Mike/George | 189/19.2 The Clerk is to action Mike and George to seriously look at a booking system for immediate implementation once they are free from furlough. | Raised |
| 120520-004 | Clerk | 189/19.2 The Clerk to arrange an open-air meeting as soon as possible to discuss: use of volunteers, management of social distancing, defining normal operations; ticketing options. | Raised |
| 120520-005 | Clerk | 189/19.5 The clerk to arrange for the publication of up to date news of the pool on the Parish Council website | Raised |
| 120520-006 | George | 189/19.5 Once free from furlough, George is to update the pool website as a priority. | Raised |
| 120520-007 | Clerk | 190/19 To confirm rumours about holiday pay while an employee is furloughed. | Raised |
| 120520-008 | Mike/George | 190/19 To update the Engineering Inspection to include the new plant equipment | Raised. |
| 120520-009 | Clerk | 191/19.2 To contact the caretaker about returning from furlough. | Raised. |
| 120520-010 | Clerk | 191/19.3 To confirm with HR Advisor any implications for delaying the implementation of Employment Law due from 1st April 2020. | Raised |