**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 14th July 2020

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| Present: | Councillors S Turner (Chair), W Hanley, JA Marsden, R Olle, T Hill & H Rodgers. |
| In attendance: | SC Wyatt (Clerk), CF Cave (Treasurer), M Wellington (Pool Manager). |

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| 001/20 |  | Apologies for absence: Cllr. B Hanley. |
| 002/20 |  | To decide any variation in the order of business – none. |
| 003/20 |  | Declaration of interests – Mike Wellington as Pool Manager |
| 004/20 |  | **Public participation** - A period of not more than ten minutes will be made available for members of the public and Members of the Council to comment on any matter – no one attended. |
| 004/20 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since May SPC – there have been no meetings under the current restrictions for Covid-19. |
| 004/20 | .2 | Chris Cave RFO stated that the local publications Bradway Bugle and Dore to Door had agreed to publish an article on the pool’s refurbishment and re-opening. Mike confirmed that he would submit the article together with a photograph.  Mike reported that Radio Derby and Radio Sheffield have been in touch requesting to attend for an article. |
| 004/20 | .3 | Future fund-raising events – none planned for the present |
| 004/20 | .4 | Events booked for 2020 since the last meeting – all events for this year have been moved forward to next year. |
| 005/20 |  | Confirmation of previous minutes of meeting 12th May 2020 – these were reviewed and **approved** and will be signed as soon as possible when face to face meetings are allowed. |
| 006/20 |  | Confirmation of previous minutes of meeting 26th June 2020 – these were reviewed and **approved** and will be signed as soon as possible when face to face meetings are allowed. |
| 007/20 |  | Review previous action points (appended to this agenda). |
| 008/20 |  | **Plant room upgrade project – update**. Cllr. Turner gave a summary of the snagging items that are outstanding:   * Handrail by the slope near the bandstand to be completed. * A threshold strip is to be attached to the store room door. * The Band Stand door needs painting. * Holes for the pool steps are to be done Wednesday. * Flex Floor is visiting Wednesday to assess and investigate the slip test results. * Confirmed with T&CW that steps will be sorted tomorrow by sub-contractor. * Chipped step to be sorted Wednesday to best of our knowledge.   All items were in hand with the Architect and primary contractor. |
| 008/20 | .1 | Review to approve the quote for a new shower boiler – a quote had been received for £2,503. Due to the urgency to get the boiler fixed and the past experience of dealing with the plumber the quote was **approved**. It was noted that the cost is just £3 higher than the delegated powers allow.  Signed: Date: |
| 008/20 | .2 | Review invoice for pool technical design and advice and recommendation to full council – further information had been obtained and circulated to members. Cllr. W Hanley thought further detail would have been provided showing hours, rates, travelling time. Cllr. Hill thought the costs were as would be expected, Cllr. Jane Marsden and Rodgers supported this view. Cllr. W Hanley thought that having this information would be of benefit for future consultancies. He added that it is not the total amount that is an issue just the detail that is required. Four (4) councillors were in support of payment being made. The recommendation to pay the invoice would go to Full Council. |
| 008/20 | .3 | Slippage test review and payment – A response from out insurance company had been received that stated that if the architect was happy with the mitigating measure (only bare foot past the top of the steps) they would also be ok. This enables on Thursday a soft opening (for past season ticket holders) to go ahead with general opening Saturday 18th July with appropriate C19 restrictions. The soft opening was **agreed**. It was **agreed** that long term a barefoot policy should be brought in for hygiene and wear and tear considerations. Swimmers would be able store shoes in the lockers. Barefoot is generally the case around the edges of public swimming pools.  Flex floor will be carrying out their own measurements and taking whatever action may be necessary to resolve the problem.  A Practical Completion certificate is expected from the architect but if not, possession will have been taken and practical completion hence acknowledged with all insurance reverting to that of Hathersage Parish Council.  Who will be paying for the slip test is yet to be confirmed. |
| 008/20 | .4 | Review the quote for Annual Water Hygiene Service Agreement at £2,415.  Cllr. W Hanley thought a comparative quote would be of benefit. Mike suggested obtaining a quote from Sterling Hydrotech. Also St Michaels centre may suggest another. Mike is to look into obtaining quotes.  It was noted that Water Hygiene Risk Assessment included in the quotation had not been carried out by them previously. It was noted that the quotation made reference to the café area. Mike to check with DCS to ensure that we are not paying for any work that is not necessary for the pool.  As compliance needs to be ensured it was **agreed** to take out a 6 month contract and alternative quotes will be obtained just prior to this contract expiring. |
| 009/20 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report.** |
| 009/20 | .1 | Employee Handbook – still not received. Carry forward |
| 009/20 | .2 | Pool opening proposal, procedures and social distancing.  A comprehensive 13-page PowerPoint of the training material for staff, put together by Mike and George, had been circulated to members.  Ticket Source will be used to take bookings and payment.  Covid 19 training with staff is almost complete.  The soft opening will enable lessons to be learnt prior to public opening on Saturday.  Risk assessments are in place and staff will be taken through these. |
| 009/20 | .3 | Use of volunteers to facilitate opening of pool, e.g. to ensure social distancing.  Use of volunteers would have implications on the insurance as the insurance company would need to know the duties being carried out. For the initial period volunteers will not be used until experience of the new ‘normal’ has been gathered. It was suggested that councillors may be the first source of volunteers.  Signed: Date: |
| 009/20 | .4 | Advert board at the end of the drive– Mike is to get on with the design and obtain quotes for a replacement the same size as the existing. PDNPA have confirmed like for like can go ahead without planning permission. Cllr Rodgers suggested a simpler sign, without the classic image, for greater impact. |
| 010/20 |  | **Finance**. |
| 010/20 | .1 | Season ticket pricing – due to the booking system to be used and restricted numbers value for money for swimmers would not be achieved by selling season tickets this year. Should there be another lockdown refunds would be difficult. It was **agreed** that there would be no season tickets this year. Cllr. Turner suggested information on the pool website to explain why there are no season tickets. The policy behind season tickets would need to be thought through as restriction are changed. |
| 010/20 | .2 | Staff will be informed that they will be unfurloughed from Wednesday evening ready for normal hours based on zero hours contracts on Thursday. The Clerk was asked to send out the letter ASAP. |
| 010/20 | .3 | A press release for Saturday has been drafted and will be circulated. |
|  |  | Mike Wellington left the meeting at 19:55hrs. |
| 011/20 |  | **Confidential and HR items:** |
| 011/20 | .1 | Update on Corona Virus measures including furloughing and unfurloughing.  As stated in 009/20.2 all staff will be unfurloughed.  All staff have been brought up to date on C19 risk and working practices.  The In confidence item is available from the Clerk. |
| 011/20 | .2 | Village caretaker – all is working well at present. |
| 012/20 |  | Clerk’s report/correspondence. |
| 013/20 |  | Items for the next meeting – Employee handbook |
| 014/20 |  | Confirm date of next meeting – 11th August 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 | 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  13/05 Further examples had been provided but current status was unknown  16/07 The action was deemed complete | 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.  13/05 No update available.  16/07 Mike will follow this up. | 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.  16/07 This action was deemed complete. | 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.  16/07 This action was deemed complete. | Closed |
| 120520-001 | Clerk | 188/19 The Clerk was asked to seek dates for the laying of the rubber crumb  16/07 This action was deemed expired | Closed |
| 120520-002 | Clerk | 189/19.1 The Clerk will pass on to Mike and George comments from the Employee Handbook review.  16/07 Mike and George are currently working on updates but this is now called an Operations Guide. | c/f |
| 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.  16/07 A booking system is ready to go for soft opening. | Closed |
| 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.  All updates carried out except for project updates  14/07 This action was deemed complete. | Closed |
| 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  14/07 The HPC was updated to show this. | Closed |
| 120520-006 | George | 189/19.5 Once free from furlough, George is to update the pool website as a priority.  14/07 The website is up to date | Closed |
| 120520-007 | Clerk | 190/19 To confirm rumours about holiday pay while an employee is furloughed.  14/07 clarification had been obtained and it is being implemented correctly | Closed |
| 120520-008 | Mike/George | 190/19 To update the Engineering Inspection to include the new plant equipment  14/07 This had been completed | Closed. |
| 120520-009 | Clerk | 191/19.2 To contact the caretaker about returning from furlough.  14/07 The caretaker had returned to work as requested. | Closed. |
| 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.  Chase up but leave for now but advice from HR leave as is, retain for 6 months  14/07 Chris Cave RFO had spoken to the HR Consultants and it was confirmed that this should be left for the time being. | Closed |
| 260620-001 | Cllr Turner | 199/19 Clarification and advice will be sought from the architect on the grassed area and level of the adjacent path.  14/07 The grass was reinstated by the contractor | Closed |
| 260620-002 | ~~Cllr W Hanley~~  Clerk | 200/19.1 a letter will be drafted to be sent to Sarah Dines MP.  14/07 The letter had been written and Sarah Dines MP had attended the pool.  The Clerk was asked to write a letter of thanks to Sarah Dines MP for her support in getting pools re-opened, | c/f |
| 260620-003 | All | 200/19.1 all members were asked to sign the on-line petition for the opening of swimming pools.  14/07 This action was deemed complete. | Closed |
| 260620-004 | Mike/George | 200/19.1 The pool managers were to be asked to promote support of opening pools on the website and Facebook.  14/07 This action was deemed complete. | Closed |
| 260620-005 | Mike/George | 200/19.3 It was suggested that have a bespoke booking system should be investigated.  14/07 carried forward for future. The current system to be used meets the present needs. | c/f |
| 260620-006 | Mike/George | 201/19.1 The website should be updated with a history of the refurbishment work.  14/07 these updates are work in progress | c/f |
| 260620-007 | Chris Cave | 202/19 Advice is to be sought from the HR Consultants with regard the unfurloughing of staff.  14/07 the advice had been given and appropriate actions taken place | Closed |

**New Actions from this meeting**

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 |
| 140720/001 | Mike | 004/40.2 Mike will write a piece with photo for Dore to Dore and Bradway Bugle about the pool refurbishment. | Raised |
| 140720/002 | Clerk | 008/20.2 The recommendation to pay the invoice for the pool design and technical guidance will be an agenda item at the next HPC meeting | Raised |
| 140720/003 | Clerk | 008/20.3 Who will be paying for the slip test is yet to be confirmed. | Raised |
| 140720/004 | Mike | 008/20.4 Mike will obtain further quotes for the Water Hygiene Service agreement | Raised |
| 140720/005 | Clerk | 009/20.1 The clerk will chase up the provision of the Employee Handbook with the HR Consultants | Raised |
| 140720/006 | Mike | 009/20.4 Mike is to get on with the design and obtain quotes for a replacement the same size as the existing. | Raised |
| 140720/007 | Mike/George | 010/20.1 Information should go on the pool website to explain why there are no season tickets this year. | Raised |
| 140720/008 | Clerk | 010/20.2 The clerk will send curtailment of furlough leaver letters to all lifeguards who are furloughed. | Raised. |
| 140720/009 | Clerk | 011/20.1 The clerk will write to Dave Turvey about his remuneration. | Raised |