**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 11th August 2020

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

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| 015/20 |  | Apologies for absence noted received from M Wellington (Pool Manager), G Foy (Assistant Manager) and Cllr. S Turner |
| 016/20 |  | To decide any variation in the order of business. – none. |
| 017/20 |  | Declaration of interests – none. |
| 018/20 |  | **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 |
| 018/20 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since July SPC – meetings had not yet resumed. |
| 018/20 | .2 | Future fund-raising events – all events for 2020 had been cancelled or moved to similar dates for 2021. |
| 018/20 | .3 | Events booked for 2020 since the last meeting.  The Clerk stated that a request from the Hilly Triathlon had been received for 17/18th July 2021. Subject to car parking and adhere to environmental policy this was agreed and would be left for pool management to liaise. The Clerk was asked to confirm Gala dates for 2021 with Toria Crooks. |
| 019/20 |  | Confirmation of previous minutes of meeting 14th July 2020 – these were reviewed and approved and will be signed at the next face to face meeting. |
| 020/20 |  | Review previous action points (appended to these minutes). |
| 021/20 |  | **Plant room upgrade project – update**.  This would be last time on agenda for this item as the pool is now open, under Covid 19 restrictions.  Cllr. W Hanley congratulated all those involved with the pool refurbishments – staff, councillors, architect and contractors, a brilliant effort by all. There was specific note of thanks to the pool management in the organising of the pool opening with a number of new initiatives quickly put in place.  It was thought that for the future further consideration footwear, especially in the winter should be discussed at a future meeting.  The Clerk was asked write to Sport England (SE) about the reopening of the pool – the formal opening will be delayed while Covid restrictions are in place but SE are welcome to visit informally as required. |
| 022/20 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report.**  An update on actions from the previous meeting had been received and circulated to members. The Clerk was asked to prompt Mike about resuming the Managers monthly report to be available on the Friday before the meeting. |
| 022/20 | .1 | ~~Employee~~ ~~Handbook.~~ Operational Procedures – The Clerk was asked to follow up with Mike. |
| 022/20 | .2 | Pool opening review  Cllr. W Hanley stated that the soft opening, timed sessions, booking systems, booking only 1 week at a time were all going very well and impressions are that everything is going very well.  Chris Cave (RFO) reported that a call from a carer about ‘carer card’ had been received seeking clarification of exactly what is required as the website is not clear and changes had been made since the initial opening – The Clerk was asked to check with George but otherwise complementary comments were received. Write to confirm HPC approach is to encourage all abilities to use the pool.  Confirmation was received from Cllr. Rodgers that 1-hour sessions are working very well. This may be an opportunity to revise the opening schedule for next year. Ticketing makes a big difference to queuing and car parking and is currently balancing the number of swimmers throughout the day without peaks and troughs.  Cllr. Hill thought the success of the opening reflects very well on the management team. |
| 022/20 | .3 | Swim sessions for children in the village. Eg at Swim Club time. Due to the urgency to implement this is had been agreed via emails. |
| 023/20 |  | **Finance**.  A brief financial summary of the first 3 full weeks of opening had been provided. This shows a good profit but the swimming pool account still has a deficit of approx. £20k. KGF are yet to transfer the HMG Covid grant from their account. This requires a cheque to be signed. |
| 023/20 | .1 | Request to DDDC re 300k potential extra aid to 4 Freedom Leisure Pools – request DDDC to allocate us money from this pot. Write to DDDC about a contribution. Conform with Peter O’Brien/Ash Watts |
| 023/20 | .2 | Counselling opportunities – agree to provide counselling as required with a financial cap. |
| 023/20 | .3 | Advertising boards – generally contact is made prior to the new year opening with advertisers but this did not happen this year due to Covid 19.  Cllr. Marsden declared an interest from Hope Valley ice cream and stepped out of the meeting.  It was agreed that Chris Cave (RFO) should write to last year’s advertisers saying there would be no charge for the remainder of this year but HPC hope they will advertise again next year.  Cllr. Marsden stepped back into the meeting. |
| 024/20 |  | **Confidential and HR items:** |
| 024/20 | .1 | Update on Corona Virus measures including furloughing and unfurloughing.  It was agreed that should the pool have to close again due e.g. to localised lockdown, weekly crisis meetings will be reconvened. The Council had agreed at the meeting on 4th August that should a closure take place in August staff would be furloughed for August Any further furlough arrangements would be discussed at the emergency meetings. Whilst the pool is open staff will work as and when required with no furloughing. Refer to HPC minutes 04/08/2020. |
| 024/20 | .2 | Role of HR Committee.  There has been no meeting in its own right for some months – it was agreed to keep meeting as a combined SPC/HR meeting while Covid 19 restrictions persist.  Review of JDs needs to progress.  **In Confidence** – available from the Clerk. |
| 024/20 | .3 | HPC response to pool incident.  Staff had been told that they did an excellent job and did all they could as first aiders.  It was agreed at HPC meeting 04/08/2020 that a letter of condolence to the family should be written that this was to be drafted and checked with the insurance company before sending on. The Clerk will follow on the drafting of this letter. |
| 025/20 |  | Clerk’s report/correspondence – nothing further to report. |
| 026/20 |  | Items for the next meeting - Winter footwear policy |
| 027/20 |  | Confirm date of next meeting – 8th September 2020. |

**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 |
| 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.  11/08 No further update. | c/f |

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| 120520-002 | ~~Clerk~~  Mike/George | 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.  11/08 Update required on any progress | c/f |
| 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,  11/08 a letter had been sent. | close |
| 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.  11/08 work to continue on identifying a system but the recent upgrade on the system currently being used had improved usability. | 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  11/08 Completed. | close |

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| 140720/001 | Mike | 004/40.2 Mike will write a piece with photo for Dore to Dore and Bradway Bugle about the pool refurbishment.  11/08 not sure if print deadline was met. Need to ensure next edition in November. Chris confirm if the article was submitted in-time when the next edition is published. | c/f |
| 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  11/08 Approved and paid. | Closed |
| 140720/003 | Clerk | 008/20.3 Who will be paying for the slip test is yet to be confirmed.  11/08 still waiting for confirmation of who is to pay, no invoice had yet been received by HPC. | C/F |
| 140720/004 | Mike | 008/20.4 Mike will obtain further quotes for the Water Hygiene Service agreement  11/08 clarification required from Mike as to the contract that was in place. Is this Last 6 months carried forward? It was agreed that no more risk assessments from DCS should be required as we should already have these. | c/f |
| 140720/005 | Clerk | 009/20.1 The clerk will chase up the provision of the Employee Handbook with the HR Consultants.  11/08 Received and passed on. This will be initially reviewed by the Clerk and RFO and then when updated passed on the others to review. | c/f |
| 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.  11/08 Two further quotes are awaited. | c/f |
| 140720/007 | Mike/George | 010/20.1 Information should go on the pool website to explain why there are no season tickets this year.  11/08 this had been done. | Closed |
| 140720/008 | Clerk | 010/20.2 The clerk will send curtailment of furlough leaver letters to all lifeguards who are furloughed.  11/08 this had been done, all staff are now off furlough. | Closed. |
| 140720/009 | Clerk | 011/20.1 The clerk will write to Dave Turvey about his remuneration.  11/08 this had been done. | Closed |

**New actions this meeting**

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| Action no | Owner | Action | Status |
| 110820/001 | Clerk | 018/20.3 The Clerk will write to Hathersage Triathlon confirming the date of 17/18th July 2021 subject to provisos. | Raised. |
| 110820/002 | Clerk | 021/20 To write to Sport England advising that formal opening event will be arranged in due course but they are welcome to attend at any time. | Raised |
| 110820/003 | Clerk | 022/20 To prompt Mike about the managers monthly report to be available from the Friday before the meeting. | Raised |
| 110820/004 | Clerk | 022/20.1 To request from Mike a progress update on the Operation Procedure document. | Raised |
| 110820/005 | Clerk | 022/20.2 To speak to George about carer card arrangements | Raised |
| 110820/006 | Clerk | 023/20.1 To contact Peter O’Brien and Ash Watts about the proposed £300k payment to Freedom Leisure. | Raised |
| 110820/007 | Chris Cave | 023/20.3 To write to advertisers stating no charge for this year but hope they will again advertise next year. | Raised |
| 110820/008 | Clerk | 024/20.2 To arrange a meeting to further discuss Job Descriptions. | Raised |
| 110820/009 | Clerk | 024/20.3 To check on the drafting of a letter to the deceased swimmer’s family. | Raised |