**HATHERSAGE PARISH COUNCIL**

Clerk – Mr Steve Wyatt, *Heart of Hathersage, Main Road, Hathersage, S32 1BB*

Mob: 07432422470 Email: clerk@hathersageparishcouncil.gov.uk

3rd September 2020

Swimming Pool Committee members plus HR Committee Members, Parish Councillors are summoned to attend a meeting of the Swimming Pool /HR Committee on-line meeting Tuesday 8th September 2020 at 7.00 pm <https://us02web.zoom.us/j/9491678155> . The Agenda for the meeting is set out below.

Yours sincerely,

Clerk for Hathersage Parish Council

PUBLIC PARTICIPATION

A period of not more than ten minutes will be made available at the beginning of the meeting for members of the public to ask questions or submit comments about Swimming Pool Committee matters.

AGENDA

|  |  |  |
| --- | --- | --- |
| 1 |  | Apologies for absence. |
| 2 |  | To decide any variation in the order of business. |
| 3 |  | Declaration of interests. |
| 4 |  | **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. |
| 4 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since August SPC. |
| 4 | .2 | Future fund-raising events. |
| 4 | .3 | Events booked for 2020 since the last meeting. |
| 4 | .4 | Approval of live music swims. |
| 5 |  | Confirmation of previous minutes of meeting 11th August 2020. |
| 6 |  | Review previous action points (appended to this agenda). |
| 7 |  | **Plant room upgrade project –** snagging. |
| 8 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report.** |
| 8 | .1 | Operating Procedures. |
| 8 | .2 | New website platform – quote received, to be considered. |
| 8 | .3 | Winter footwear policy |
| 8 | .4 | Value of new plant for insurance purposes. |
| 9 |  | **Finance**.  |
| 9 | .1 | Refund of a season ticket – exceptional circumstances? |
| 10 |  | **Confidential and HR items:** |
| 10 | .1 | Job Descriptions |
| 10 | .2 | Employee Handbook. |
| 10 | .3 | Review of Government Coronavirus policies |
| 11 |  | Clerk’s report/correspondence. |
| 12 |  | Items for the next meeting.  |
| 13 |  | Confirm date of next meeting – 13th October 2020. |

MEMBERS OF THE PUBLIC ARE ENTITLED TO ATTEND ALL MEETINGS OF THE COUNCIL (SUBJECT TO CERTAIN RESTRICTIONS) AND WILL BE MADE WELCOME. WITH THE PERMISSION OF THE COUNCIL, MEMBERS OF THE PUBLIC MAY ADDRESS THE COUNCIL DURING THE TIME SET ASIDE FOR THE PURPOSE, UPON ITEMS APPEARING ON THIS AGENDA. AS A COURTESY PLEASE NOTIFY THE CLERK IF YOU PLAN TO ATTEND.

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |
| 260620-005 | Mike/George | 200/19.3 It was suggested that to 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 to confirm if the article was submitted in-time when the next edition is published. | c/f |
| 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 agreement11/08 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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.Completed. | Raised |
| 110820/003 | Clerk | 022/20 To prompt Mike about the managers monthly report to be available from the Friday before the meeting.Completed. | Raised |
| 110820/004 | Clerk | 022/20.1 To request from Mike a progress update on the Operation Procedure document.Completed. | Raised |
| 110820/005 | Clerk | 022/20.2 To speak to George about carer card arrangements.Completed. | Raised |
| 110820/006 | Clerk | 023/20.1 To contact Peter O’Brien and Ash Watts about the proposed £300k payment to Freedom Leisure.Completed. | 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.Completed | Raised |
| 110820/009 | Clerk | 024/20.3 To check on the drafting of a letter to the deceased swimmer’s family.Deemed not now required following a phone call by Mike to the deceased’s family. | Raised |