**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 and HR Committee of Hathersage Parish Council

As an on-line meeting at 19.00 on 13th October 2020

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

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| 041/20 |  | Apologies for absence – received from George Foy |
| 042/20 |  | To decide any variation in the order of business – none requested. |
| 043/20 |  | Declaration of interests – Mike as pool manager. |
| 044/20 |  | **Public participation** – no one attended. |
| 044/20 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since September SPC – there has still been no meeting under the current circumstances. |
| 044/20 | .2 | Future fund-raising events. Further night swims are expected to be arranged in New Year. Musical evenings on a once per month basis will also be scheduled next year. |
| 044/20 | .3 | Events booked for 2020 since the last meeting – no requests had been received. |
| 044/20 | .4 | Hilly Triathlon 2021 – no update on agreements for car parking and route marking adherence. |
| 044/20 | .5 | Mike reported that permission for a sponsored 100 length swim to raise £100 for the pool during normal session had been requested. This is being arranged with Mike. The meeting voiced appreciation for such an event. |
| 045/20 |  | Confirmation of previous minutes of meeting 8th September 2020 – the minutes were noted as received, were reviewed and **approved**. |
| 046/20 |  | Review previous action points (appended to this agenda). |
| 047/20 |  | **Plant room upgrade project –** snagging. |
| 047/20 | .1 | Solar panel connectivity – The clerk explained the current issue that had arisen following a visit by an Eon engineer, This is being sorted out by Tom Crooks Architect. Photos may be available of before and after the new pump room work if these are required. |
| 047/20 | .2 | Snagging - General update on snagging.  Pool cover side surface renewal – Flex floor quotes had been circulated to members prior to the meeting. There would be an additional £200 to £300 for surface removal prior to the rubber crumb laying. The meeting was in favour of Flex Floor being used to lay the rubber crumb.  Responsibility for repair – Cllr. Hanley asked if T&C Williams should be paying for the surface cleaning as they laid the current skimmed surface. Tom Crooks is to be asked to check that he will manage this contract with Flex floor.  Car park drain cover – a marine ply insert has been inserted as a temporary measure; the part is expected and to be delivered ASAP.  The rumble strips for showers are yet to be done.  The meeting felt that reminders to T&CW need to be issued on a weekly basis to ensure completion of these outstanding items.  Signed: Date: |
| 048/20 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report** – the report was noted as received. There were no questions but a comment that it was useful information on the First Aid incidents.  Cllr. Turner raised the report that Tom had issued about concerns over cleaning. Signage is in place to avoid foot traffic over the grass and to reduce mud to changing rooms and pool sides. Options for a path across the grass are to be explored by Mike and a report back next month. Any other issues affecting the pool – perimeter shrubs are to be trimmed, Mike is to ask J Slater to cut these back.  An Ops meeting is to be arranged at the start and end of the season – Mike to is to arrange. |
| 048/20 | .1 | Winter season ticket proposal – to agree a recommendation to Full Council.  Suggestions were emailed last week; many questions about season tickets are being received; possible lock downs and closures would impact season ticket purchase so it is too risky for a membership approach and considered not viable at this time; a bulk buy reduction is being suggested instead; refunds would be a lot easier through ticket source rather than managed by HPC for season ticket refunds. Cllr. W Hanley suggested aiming for £5 for each swim after a discount. It was unsure about how the booking fee would work across bulk purchase – this would be clarified; currently tickets not going to be used are seen on FB, how would payments then work? It is considered that these are generally free tickets not resale; season tickets for pensioners were discussed but not considered viable as explained above.  It was **agreed** to recommend to Full Council that a 25% discount is offered for a purchase of 10 or more tickets across 10 or more sessions which would make this close to the ticket price last year; resale of tickets should be discouraged somehow due to the link to track and trace data that is collated; tickets for a calendar month would go on sale e.g. 20th – 31st October for November, purchased tickets not used cannot be carried forward to the next month. |
| 048/20 | .2 | Hathersage Swimming Pool Operational Procedures. – this is section 1 -13 of the Employee Handbook that should remain as a separate document. |
| 048/20 | .3 | Winter footwear policy – over shoes were investigated, dispensers would cost about £30 with refills at about £20, non-slip covers are available, though should not be for everyone, just muddy footwear and spectators. The purchase was **agreed**. |
| 048/20 | .4 | Admission on the door – a response from Mike and George had been received prior to the meeting - on the door tickets are available now that sessions are not quite filling up; track and trace details are taken or the QR code is scanned; payments are now mainly by card with very limited cash being handled; Christmas opening hours are being thought about already and will be reported on at the next meeting; |
| 048/20 | .5 | Opening times – a response from Mike and George had been received prior to the meeting; there was a request for members for longer hours on a Saturday and that staff recruitment should take this into account. Mike pointed out that private hires generally are Saturday evening under normal times and in the past income has been greater than if sessions had been run. |
| 049/20 |  | **Finance** – figures are to be sent post meeting; it was confirmed that the annual payment from DDDC, requested to help meet the refurbishment costs, is being processed and will be approx. £18,000. DDDC contribution reductions next year are not expected but cannot be ruled out. |
|  |  | Mike left the meeting at 19:45hrs  Signed: Date: |
| 050/20 |  | **Confidential and HR items (details available from the Clerk):** Cllr. W Hanley took over the chair of the meeting**.** |
| 050/20 | .1 | Job descriptions |
|  |  | 20:00hrs This meeting was temporarily suspended to hold the scheduled Extraordinary Parish Council meeting, after which this meeting resumed at 20:10hrs. |
| 050/20 | .2 | Employee Handbook – |
| 050/20 | .3 | Review of Government Coronavirus policies. |
| 051/20 |  | Clerk’s report/correspondence - none |
| 052/20 |  | Items for the next meeting – repeat HR items plus Hilly Triathlon |
| 053/20 |  | Confirm date of next meeting – 10th November 2020. |

Signed: Date:

**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 |
| 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.  No further update  13/10 still no response from DDDC, HPC to make contact. Councils are under a lot of demand at the moment. Maybe contact Ash – Mike will do this. | 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  Agenda item  08/09 Staff and ops handbook seem to have been merged by Bhayani. To be confirmed. Mike to review further  13/10 Mike has reviewed in detail. To was agreed to move forward with HR consultant’s version | Closed |
| 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.  08/09 See minute number 035/20.2  13/10 Web site being redeveloped and discussions about possible inclusions. Test site URL awaited. | c/f |

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| 140720/005 | ~~Clerk~~  Cllr. W Hanley | 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.  08/09 Cllr. W Hanley will review this document.  13/10 This has been reviewed and recommendation to accept. See minutes. | Closed |
| 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.  08/09 Further quotes have been received with one from Broadfield Signs yet to arrive. Mike was asked to ensure that the café are aware of the design.  13/10 6th December installation date has been advised. | Closed |
| 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.  08/09 This will be done.  13/10 All advertisers have been written to and have responded they are looking forward to supporting the pool further in the future. | Closed |

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| 080920/001 | Clerk | 031/20.4 The Clerk was asked to draft a letter of response re the 2 letters received in response to notification of 4 musical events. The draft would be viewed by Cllrs. Turner, Rodgers and Marsden before being sent.  13/10 letters sent, no further response | Closed. |
| 080920/002 | Mike | 034/20 To contact the architect, Tom Crooks and Flex flooring about quotes for surfacing the area beneath the pool covers that is now flaking badly.  13/10 Quotes circulated and agreement to accept. See minutes. | Closed. |
| 080920/003 | Mike | 035/20.3 Mike to look into some sort of path across the grassed area from the changing rooms to the outdoor shower area.  13/10 see minutes. | Closed. |

New Actions from this meeting:

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| 131020/001 | Mike | 047/20.1 Mike will contact Tom Crooks about rectifying the solar panel connection. | Raised. |
| 131020/002 | Mike | 047/20.2 Mike will ask Tom Crooks about overseeing the removal of the skimmed area and overseeing the laying of the rubber crumb and to also check that T&CW will cover the cost of preparing the surface by the covers prior laying the rubber crumb. | Raised |
| 131020/003 | Mike | 047/20.2 Mike ask Tom Crooks about chasing T&C Williams on a weekly basis until all outstanding items are completed | Raised |
| 131020/004 | Mike | 048/20 Mike will report back next meeting on options for a path across the grassed area | Raised |
| 131020/005 | Mike | 048/20 Mike will contact J Slater to get boundary shrubs trimmed. | Raised |
| 131020/006 | Mike | 048/20 Mike will schedule an Ops meeting at the start and end of the summer season. | Raised. |
| 131020/007 | Mike | 048/20.3 Mike will order over shoe protectors and a dispenser. | Raised. |
| 131020/008 | Chris | 050/20.1 | Raised. |
| 131020/009 | Steve | 050/20.2 | Raised |
| 131020/010 | Steve | 050/20.2 | Raised |