**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 10th November 2020

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| Present: | | | Councillors W Hanley (Chair HR), JA Marsden, R Olle, S Turner (Chair SPC), H Rodgers, T Hill & B Hanley. |
| In attendance: | | | SC Wyatt (Clerk), CF Cave (Treasurer). |
| 054/20 |  | Apologies for absence. Mike Wellington  The question was raised over absence of any manager – one or other should be available. The Clerk will take this up. | |
| 055/20 |  | To decide any variation in the order of business - None required | |
| 056/20 |  | Declaration of interests - None declared | |
| 057/20 |  | **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. | |
| 057/20 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since September SPC – no meetings are currently being held. | |
| 057/20 | .2 | Future fund-raising events – nothing further has been requested. | |
| 057/20 | .3 | Events booked for 2020 since the last meeting – no bookings requested since the last meeting. | |
| 057/20 | .4 | Hilly Triathlon 2021 (standing item) – no update for this meeting. | |
| 058/20 |  | **Confirmation of previous minutes** of meeting 13th October 2020. The minutes were reviewed and **approved** and will be signed by the chair as soon as possible. | |
| 059/20 |  | Review previous action points (appended to this agenda). | |
| 060/20 |  | **Plant room upgrade project**. | |
| 060/20 | .1 | Solar panel connectivity – it was commented that the output from the panels has always looked low, so they may not have been correct at the beginning. The Clerk is liaising with Eon and Tom Crooks (architect). See action points. | |
| 060/20 | .2 | Snagging - General update on snagging. The Clerk reported that Tom Crooks is still regularly chasing T&C Williams to get these jobs completed | |
| 060/20 | .3 | Water hygiene quote – the Clerk will check with Mike the latest position. | |
| 061/20 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report. –** the reported was noted as received. | |
| 061/20 | .1 | January membership ticket proposal – the pricing of this was deferred to this SPC meeting by Full Council 03/11/2020 (Minute number: 098/20) on this occasion – The proposed plan is introducing a monthly membership from January and hope to have these for sale from 1st December so they can be gifted as Christmas Presents. The memberships will run monthly from the 1st of the month to the last day of the month until April when we hope we can have a season ticket for April to October. January memberships will run from the 2nd as on the 1st we have the New Years Day Swim which is a KGF event. The proposed pricing is: Adults - £70, Concessions - £60, Juniors - £40. The proposal was **agreed** with this pricing structure but there were concerns about managing it and the risk of lockdown extending having an impact on sales.  Signed: Date: | |
| 061/20 | .2 | Path/resurfacing on grassed areas – further options are being considered and quotes requested. See also action point 131020/004 below. | |
| 061/20 | .3 | Operating Procedures – these were now completed and being followed. | |
| 062/20 |  | **Finance**. Chris Cave (RFO) reported that nothing had changed since the last HPC meeting. He is awaiting attendance figures from Ticket Source to be passed on by Mike/George, | |
| 063/20 |  | **Confidential and HR items:** | |
| 063/20 | .1 | Job Descriptions. | |
| 063/20 | .2 | Employee Handbook – a final review with Cllr W Hanley and the Clerk have been carried out and this should now be sent to SPC members before published to staff. | |
| 063/20 | .3 | Review of Government Coronavirus policies. Furlough policies now again in force with managers flex furloughed.  It was suggested that the Clerk emails Sarah Dines MP again about the pool re-opening ASAP. | |
| 063/20 | .4 | Clerk’s appointment – JD, hours, timescales, interviews etc.  Several documents have been circulated by Cllr. Hanley for review. It was agreed to arrange a separate meeting to discuss just these documents at 7pm 18/11/20. | |
| 063/20 | .5 | Recruitment policy. This is now in the Employment Handbook and managers should be reminded to implement the recruitment policy. | |
| 064/20 |  | Clerk’s report/correspondence. | |
| 065/20 |  | Items for the next meeting. | |
| 066/20 |  | Confirm date of next meeting – 8th December 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 agenda item 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.  10/11 Other 4 pools are mentioned in Dales Matters Autumn 2020 but not Hathersage. Clerk to chase up with DDDC. Cllr O’Brien, Ash and Chief exec of DDDC | c/f |

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| 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.  10/11 The new website is now up and running, the bespoke booking system, to be incorporated in it, will now be pursued. | c/f |

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| 131020/001 | Mike | 047/20.1 Mike will contact Tom Crooks about rectifying the solar panel connection.  10/11 The Clerk will follow up  *Post meeting update: The Eon engineer will be attending to change the meter on Monday or Tuesday w/b 23/11 and he will co-ordinate with the electrician.* | c/f. |
| 131020/002 | ~~Mike~~  Steve | 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.  10/11 Expectations are that T&CW will sort out the failed surface before the rubber crumb is laid. The Clerk as asked to seek approval under Scheme of Delegation. Clarification is required with regards the edging mentioned in the quote. | c/f |
| 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.  10/11 The Clerk has been copied on regular emails to the T&C Williams. | Closed |
| 131020/004 | Mike | 048/20 Mike will report back next meeting on options for a path across the grassed area  10/11 A quote had been received but others have been requested. Maybe a mat to walk on, rolled up to allow the grass to breath may be suitable or maybe fence off to force swimmers around the grass | c/f |
| 131020/005 | Mike | 048/20 Mike will contact J Slater to get boundary shrubs trimmed.  10/11 This work has been completed. | Closed |
| 131020/006 | Mike | 048/20 Mike will schedule an Ops meeting at the start and end of the summer season.  10/11 This is scheduled for Friday 13th Nov 2pm. | Closed. |
| 131020/007 | Mike | 048/20.3 Mike will order over shoe protectors and a dispenser.  10/11 These have been purchased and installed. | Closed. |
| 131020/008 | Chris | 050/20.1  10/11 The details had been sent out. | Closed. |
| 131020/009 | Steve | 050/20.2  10/11 This had been completed. | Closed |
| 131020/010 | Steve | 050/20.2  10/11 This had been completed. | Closed |

**New actions from this meeting:**

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| Action no | Owner | Action | Status |
| 101120/001 | Steve | 054/20 The Clerk was asked to speak to pool management about one of them always attending the monthly SPC meeting. | Raised |
| 101120/002 | Steve | 060/20.3 The Clerk asked to determine with Mike the current status with the water hygiene contracts | Raised |
| 101120/003 | Steve | 063/20.1 | Raised |
| 101120/004 | Steve | 063/20.2 The clerk was asked to forward the latest version of the Employee Handbook to SPC members before passing to staff. | Raised |
| 101120/005 | Steve | 063/20.3 The Clerk was asked to contact Sarah Dines MP to ask for her support in the reopening of outdoor pools. | Raised |
| 1011/20/006 | Steve | 063/20.5 The Clerk was asked to inform the pool management that Recruitment Policy in the Employee Handbook should be adhered to. | Raised. |