**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 8th December 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. Mike Wellington (Pool Manager) |
| In attendance: | SC Wyatt (Clerk), CF Cave (Treasurer). |

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| 067/20 |  | Apologies for absence – George Foy |
| 068/20 |  | To decide any variation in the order of business – none required. |
| 069/20 |  | Declaration of interests – Mike as pool manager. |
| 070/20 |  | **Public participation** – no-one attended. |
| 071/20 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since September SPC. |
| 071/20 | .2 | Future fund-raising events – nothing since the last night swim in October. Night swims start again in January 2021. Notifications to neighbours will be sent as usual in the New Year. |
| 071/20 | .3 | Events booked for 2020 since the last meeting – none. |
| 071/20 | .4 | Hilly Triathlon 2021 (standing item) – no update. |
| 072/20 |  | Confirmation of previous minutes of meeting 10th November 2020 – these were reviewed and **approved** and will be signed at the next face to face meeting. |
| 073/20 |  | Review previous action points (appended to this agenda). |
| 074/20 |  | **Plant room upgrade project**. |
| 074/20 | .1 | Solar panel connectivity – now connected correctly. |
| 074/20 | .2 | Snagging - General update on snagging – T&CW person attended site today to review the snagging with Mike. Two tasks were progressed, several others are to be followed up. |
| 075/20 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report** - noted as received. All maintenance issues noted from the Ops Walkabout are being progressed. |
| 075/20 | .1 | It was noted that the boilers will need replacing following the recent annual inspection. Current boilers were installed about 10 years ago. A report was requested from Hallamshire Heating detailing the expected failings – Mike is to pursue. It was suggested alternative reports are obtained. |
| 075/20 | .2 | Cllr. Marsden mentioned about a decarbonisation grant scheme mentioned in the DALC newsletter. Further information is to be requested by following the link. |
| 075/20 | .3 | Cllr. Hill offered to explore information and technology regarding efficiency and alternative heat source. This offer was accepted. |
| 075/20 | .4 | There was a request to add improvement project progress to the MMR. |
| 075/20 | .5 | Mike reported that the staff are very pleased to be back as are the swimmers. Only 5 or 6 tickets are available for sessions during the Christmas week. |
| 065/20 |  | **Finance –** takings data had been circulated before the meeting; It has cost £1,800 to heat the pool in November and £3,000 for the pay top up. |
| 077/20 |  | **Confidential and HR items:** Cllr. Hanley took over chair of the meeting. |
| 077/20 | .1 | Job Descriptions. The latest iteration had been circulated prior to the meeting. |
| 077/20 | .2 | A transparent recruitment campaign needs to be put in place – the next meeting will discuss this. |
| 077/20 | .2 | Employee Handbook – members were asked to review and feedback comments. |
| 077/20 | .3 | Review of Government Coronavirus policies – latest lockdown has now completed. Should there be another lockdown an emergency meeting will be arranged. |
| 077/20 | .4 | Clerk’s appointment – update. The Job Evaluation interviews by DALC had been carried out and the report was expected soon.  It was agreed not to advertise the vacancy in Sheffield for the time being as closeness to Hathersage is a clear benefit. It was agreed to advertise the vacancy with:  DALC  Parish Magazine  Facebook  Cllr. W Hanley will draft an advert in readiness for the agreed pay scale to be added. |
| 078/20 |  | Clerk’s report/correspondence.  The complaint that Mike mentioned earlier was briefly discussed. |
| 079/20 |  | Items for the next meeting – Recruitment Campaign for pool staff. |
| 080/20 |  | Confirm date of next meeting – 12th January 2021. |

Date: Signed:

**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~~  Steve | 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  08/12 Email from Jim Fearn 16/11 had been circulated but was read out at the meeting. Just need a mention on the last page with the other pools. Hathersage is in the north of the county and hardly competing with the other pools. Request support from local councillors.  The Clerk is to request simple contact details on the last page. | 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.  08/12 Ticket Source is working very well with no problems. Cllr. W Hanley mentioned the booking fee and how much this costs so it may be beneficial to pursue the bespoke system. Mike will speak to the website developer. | 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.*  08/12 Matter resolved. | closed | |
| 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.  08/12 no comms received back from Tom. Clarity to be sought from Tom. Clerk to chase up – email had been received. | c/f | |
| 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  08/12 Mike to pursue. | c/f | |
| 101120/001 | Steve | 054/20 The Clerk was asked to speak to pool management about one of them always attending the monthly SPC meeting. | Closed | |
| 101120/002 | Steve | 060/20.3 The Clerk was asked to determine with Mike the current status with the water hygiene contracts  08/12 2 quotes received, one lacked detail that was requested but not forthcoming. The quotes were not to hand. This is to be approve under the Scheme of Delegation. | | c/f |
| 101120/003 | Steve | 063/20.1 | | Closed |
| 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.  08/12 Awaiting comments from members. | | c/f |
| 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.  08/12 Email sent and response received. | | Closed |
| 101120/006 | Steve | 063/20.5 The Clerk was asked to inform the pool management that Recruitment Policy in the Employee Handbook should be adhered to.  08/12 Dependant on 101120/004 | | c/f |
| **New Actions this meeting** | |  | |  |
| 081220/001 | Mike | 075/20.1 Mike will enquire re further details on the expected areas of failure within the next 12 months of the boilers. An alternative inspection is also to be arranged. | | Raised |
| 081220/002 | Cllr. Hill | 075/20.3 Tim is to investigate alternative methods of heating the pool water and report back. | | Raised. |
| 081220/003 | Mike | 075/20.4 Mike to include a list of improvement projects in the monthly report and any progress against each. | | Raised. |
| 081220/004 | Mike | It was noted while reviewing action points that some areas of the pool website needed some attention – current timetable doesn’t seem to be available; up to date pictures. | | Raised |
| 081220/005 | All members | Members were asked to review and comment to the clerk on the Employee handbook. | | Raised. |
| 081220/006 | Cllr. W Hanley | 077/20.4 Bill would draft an advert for the clerk’s vacancy while awaiting the report following the Job Evaluation review. | | Raised. |