**HATHERSAGE PARISH COUNCIL**

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

Mob: 07432422470 Email: [clerk@hathersageparishcouncil.gov.uk](mailto:clerk@hathersageparishcouncil.gov.uk)

Minutes of a meeting of the Swimming Pool and HR Committee of Hathersage Parish Council

As an on-line meeting at 19.00 on 12th January 2021

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

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| 080/20 |  | Apologies for absence – Cllr. B Hanley, George Foy. |
| 081/20 |  | To decide any variation in the order of business. It was agreed to move agenda item 10.1 to the end at which point the Clerk will leave the meeting. |
| 082/20 |  | Declaration of interests- Mike as pool manager. The Clerk declared in interest in agenda item 10.1 |
| 083/20 |  | **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. |
| 083/20 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since September SPC – no updates at this time. |
| 083/20 | .2 | Future fund-raising events – no updates at this time. |
| 083/20 | .3 | Events booked for 2021 since the last meeting – no updates at this time. |
| 083/20 | .4 | Hilly Triathlon 2021 (standing item) – no updates at this time. |
| 084/20 |  | Confirmation of previous minutes of meeting 8th December 2020 – the minutes were reviewed and approved and will be signed ASAP. |
| 085/20 |  | Review previous action points (appended to this agenda). |
| 086/20 |  | **Plant room upgrade project**. |
| 086/20 | .1 | Snagging - General update on snagging – no further updates, Tom Crooks chasing with T&CW. Update to be requested from Tom by the Clerk. |
| 087/20 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report.**  Shower boilers (Andrews water heaters) – one was replaced last year, the other now needs attention/replacement at a cost of £2,600. Vaillant are to be asked for options. Mike is to follow up and request 3 quotes with a parts and labour guarantee. This will be an agenda item for February HPC.  A suggestion is to be circulated from Mike/George for alternative shower options. |
| 087/20 | .1 | An email had been circulated to HPC members with regards swimming teacher’s pay – The Clerk will pass this email to Mike and he will report back at the next meeting |
| 087/20 | .2 | Pool consultant – the suggestion was raised that there needs to be a check that commitments are delivered in this role. It was agreed that an agenda item is added for future meetings for a brief monthly report to be presented. Mike agreed to follow this up. |
| 087/20 | .3 | Floor surfacing under the pool cover roller – this was discussed under actions with Mike to pursue with FlexFloor. |
| 087/20 | .4 | Pathway from showers across the grassed area – discussed under actions. |
| 088/20 |  | **Finance**. It was noted that the report had been circulated prior to the meeting.   * Admission prices have not yet been discussed and must be recommended to Full Council for approval. An agenda item for next meeting.   Signed: Date:   * A pool budget is required to meet the audit requirements.   Mike and George will work with Chris to derive some suggestions based on assumptions of opening arrangements. Swimming lessons within the limitations are to be given some thought. |
| 089/20 |  | **Confidential and HR items:** |
| 089/20 | .1 | Review of RFO’s job description and DALC review.  It was agreed that minor additional wording is to be added from Cllr. W Hanley. The Clerk was asked to then forward this to DALC for review. |
| 089/20 | .2 | Review of assistant clerk’s JD and DALC review.  It was agreed that no changes to JD circulated are required. To be forwarded by the Clerk to DALC for review. |
| 089/20 | .3 | Employee Handbook – this is now to be circulated to all staff and a hard copy printed for the pool office. |
| 089/20 | .4 | Review of Government Coronavirus policies – nothing further to add following recent furlough of pool staff. |
| 089/20 | .5 | Clerk’s appointment – update from Clerk in that no applications had so far been received but 2 enquires for the documentation to be provided.  It was agreed to stick with the closing date for now and interview those that have applied by the closing date of 15/01/2021.  It was agreed that the interview panel, by Zoom but face to face at the pool if at all possible, will be Cllrs. Marsden, W Hanley and the current Clerk. Cllr. Rodgers will be reserve.  Cllr W Hanley will draft some interview questions.  It was agreed to ask the HR Consultants to review the proposed questions. |
| 089/20 | .6 | Pool Managers’ appointment.  Following agreement at the HPC meeting 5th January it was agreed that Mike Wellington will be appointed as Leisure Facilities Manager and George Foy as Pool Operations Manager from 1st April. It was noted that as all pool staff are currently on furlough, no changes to pay rate can be made at this time so delaying the appointment to April 1st has no financial implications. Advice has been taken on this matter from HMRC and HR Consultants. |
| 089/20 | .7 | Pool staff recruitment campaign – Mike is to draft a vacancy notice for seasonal staff in preparation although current staffing levels seem to be appropriate at the moment.  A recruitment campaign should be arranged every year to ensure no shortfalls when staff are required. This may help the staffing of sessions on Saturday evenings in the summer or at other times not supported by the current staff.  Cllr. B Hanley joined the meeting at 20:40hrs.  Other opening times and appropriate staffing will have to be discussed under whatever rules allow in the summer and with consideration of several other issues. |
| 090/20 |  | Clerk’s report/correspondence – nothing to report. |
| 091/20 |  | Items for the next meeting: If there is a lockdown in the summer with more staff working, whose pay will be topped up if any? ; swimming club; school swimming lessons; pool advisor; new boiler quotes; update on scoping report for alternative heat source. |
| 092/20 |  | Confirm date of next meeting – 9th February 2021. |
| 093/20 |  | At 20:50 hrs The Clerk left the meeting. |
| 094/20 |  | Review of clerk’s salary - details to be added by Chris Cave RFO.  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~~  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.  12/01 Close | Closed |

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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.  12/01 Web developer looking at options, awaiting feedback. Close action and add to MMR. | Closed |

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| 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.  12/01 Mike spoke to Tom while he was on site. Tom still liaising with T&CW. Suggestion we contact FlexFloor and Tom will deal with T&CW with regards the removal of the failed surface and HPC will not pay for this element. Approval given for Mike to progress with FlexFloor. Close and move to projects in MMR. Tom to be asked to make this clear to T&CW. | 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  08/12 Mike to pursue.  12/01 Options provided and sketch reviewed. Suggest Tom employed to manage the project and design. Move item to MMR. | 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.  12/01 C3 Water emailed again prior to Christmas but no response has been received. Mike reported that he had a good relationship DCS and they know the pool, Hydro X are not known other thanbeing a large company. It was agreed to go with DCS. Mike to arrange. | | 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. | | 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  12/01 this will be passed to staff and hard copy provided for the pool office. | | Closed |
| 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.  12/01 An inspection is to be arranged with Vaillant from Belper within an annual service at £280 for 2 boilers. A domestic boiler service is different to commercial. A report expected for the next meeting. | | C/F |
| 081220/002 | Cllr. Hill | 075/20.3 Tim is to investigate alternative methods of heating the pool water and report back.  12/01 Two consultants have been identified to provide further information and potential contracts. A further consultant is to be identified. Several London pools heat their pools and may have useful information. Agenda item for future meetings. | | Closed |
| 081220/003 | Mike | 075/20.4 Mike to include a list of improvement projects in the monthly report and any progress against each.  12/01 Now included. | | Closed. |
| 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.  12/01 Updates carried out. | | Closed. |
| 081220/005 | All members | Members were asked to review and comment to the clerk on the Employee handbook.  12/01 duplicated action. | | Closed. |
| 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.  12/01 Completed | | Closed. |

**New Actions this meeting**

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| 120121/001 | Mike | 087/20 Mike will request 3 quotes for replacement of the shower boiler and to include parts and maintenance. This will also include alternative options. | Raised |
| 120121/002 | Mike | 087/20.2 Mile will contact Ash with regards a brief monthly report being provided following the discussion each month between Ash and Mike. This will be an agenda item for future meetings. | Raised. |
| 120121/003 | Mike | 087/20.3 Mike is to contact FlexFloor for them to get on with putting rubber crumb beneath the pool cover roller after rectifying the underlying screed. Architect Tom Crooks will also be asked to advise T&C Williams of this. | Raised. |
| 120121/004 | Mike Chris | 088/20 Mike and Chris will draw up some options for pool admission charges for the summer within assumptions for the C19 limitations. | Raised |