**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 Committee of Hathersage Parish Council

held in the Heart of Hathersage, Main Road, Hathersage at 19.00 on 14th January 2020

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| Present | Councillors S Turner (Chair), B Hanley, W Hanley, JA Marsden, HJ, R Olle, T Hill & H Rodgers. |
| In attendance | SC Wyatt (Clerk), CF Cave (Treasurer), M Wellington, G Foy & C Wilkinson, Architect Tom Crooks (part). |

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| 133/19 |  | Apologies for absence received from Suzanne Cass. |
| 134/19 |  | To decide any variation in the order of business – none. |
| 135/19 |  | Declaration of interests Mike, George and Christine as pool staff |
| 136/19 |  | Public participation. |
| 136/19 | .1 | Receive notes of Marketing/Advertising/Fundraising Group meetings since December SPC.  Nothing to report since the last meeting due to the festive season |
| 136/19 | .2 | Vulnerable groups – action 101219-002.  Chris W had attended the Peak Minds group meeting to talk the benefits of outdoor swimming. The meeting supported this and **agreed** that and it will be a future idea for fundraising. |
| 136/19 | .3 | Contact with GPs, NHS etc. - carried forward from the last meeting – action 101219-003.  Helen will visit GP surgeries once a reopening date for the pool is known. |
| 136/19 | .4 | Review actions assigned to Fundraising group.  Derbyshire County Council action grant being submitted – Mike and Chris W are writing this.  Oncology swims – will continue in due course.  In March co-op good causes Severn Trent community funds will be available and will be applied for.  It was suggested fundraising would be included in future in the Management report – this was **agreed**.  Twitter still being looked into  Heritage Pool membership has been submitted today. |
| 137/19 |  | Confirmation of previous confidential minutes of combined HR/SPC meeting 2nd January 2020. The minutes were not printed and approval will carried forward to next meeting. |
| 138/19 |  | Sport England Grant.  A claim has been submitted for £50,000 against a bill for £80,000 – There will be a 5% retention until the works are completed. (Details are to be found by the Clerk for retention rules and progress reports that are required to Sport England). |
| 139/19 |  | Review previous action points (appended to this agenda).  Bill suggested encouragement that we are included in a wider distribution by DDDC as we are out on a limb. Are we included in DDDC publicity of available pools? DCC seems to only publicise what were their own pools and not Hathersage. Mike is to ask if DDDC can include Hathersage in their publicity. If there is no response, approach from HPC will be made.  Signed: Date: |
| 140/19 |  | **Plant/Machinery/Operational issues** **and** **Manager’s Report.**  Circulated prior to the meeting – pool plant ops course has been completed by Helen and Chris; two further candidates could be booked on the February course – this was granted by meeting; hours worked by staff are being recorded and submitted to Chris Cave; Mike has spoken to Mary with regards her return to work; the job list is progressing; some areas taken up by stores which when clear will be addressed (painting/cleaning); the lighting replacement work is completed; remote unlocking of the disabled gate will be carried out at the end of the month.  It was suggested that a James Bond themed event could be arranged around the release date of the film – this was supported. |
| 141/19 |  | **Plant room upgrade project – update**.  Tom Crooks, Architect, attended the meeting briefly to provide an update; there was discussion about the buttressing to the deep end walls; the colour of tiles for the pool edge; the progress of work to date and in the coming weeks. With the site meeting the following day with the primary contractor more information will be available in due course.  Tom Crooks left the meeting. |
| 142/19 |  | **Prices for winter season tickets (1 October to 31 March) carried forward from previous meeting.**  Summer season tickets pricing had been agreed. As High Peak had confirmed that they would not be increasing their grant it was **agreed** to recommend to Full Council that adult and concessions for High Peak residents should go up by £3.  The winter season ticket will be for a period of 5 months as in previous years.  It was suggested that the meeting with HPBC approx. 22/03/20 should be attended by several HPC members and not just Chris Cave RFO and pool staff. |
| 143/19 |  | **Office and storeroom space review.** Update provided under action points. |
| 144/19 |  | **EPOS system options –** Mike reported on his findings and suggestion by Ash Watts; he suggested using more facilities of the existing till and moving to new system for 2021 – this was **agreed**; improvements in broadband would be a pre-requisite of a new system. All staff would need to be aware of any system as we don’t have 2 or 3 receptionists. |
| 145/19 |  | Finance. Chris Cave had circulated details of  the current anticipated cost of the pool upgrade together with details of the funds that would be used to pay for it. |
| 146/19 | .1 | Clerk’s report/correspondence.  Weston Park charity swim – agreed in principle, policy for hire needs to be written, word back from insurance company required, need to ask for donations and not charge per ticket. |
| 146/19 | .2 | Season ticket – needs to have Sport England logo included, it was agreed to remove the deli from the new season ticket and offer an alternative. Mike will discuss with Colemans. |
| 147/19 |  | Items for the next meeting. Approval of minutes of 2nd January meeting. |
| 148/19 |  | Confirm date of next meeting – 11th February  Signed: Date: |

**New Action Points**

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 |
| 140120-001 | Mike/Chris W | 136/19 to complete and submit the DCC action grant application | Raised |
| 140120-002 | Mike | 136/19 Fundraising news is to be included in Mike’s management report | Raised |
| 140120-003 | Steve | 137/19 The minutes of the 2nd January meeting will be available for approval at the February meeting | Raised |
| 140120-004 | Steve | 138/19 Details of reporting to Sport England are to be ascertained and the policy around payment retention. | Raised |
| 140120-005 | Mike | 139/19 Mike will speak to DCC and DDDC about including Hathersage pool in their pool publicity. | Raised |
| 140120-006 | Mike | 144/19 Mike will report back on the facilities to be used with the existing cash till to improve on data capture and admission related statistics. | Raised |
| 140120-007 | Steve/Chris C | 146/19.1 Insurance implications for admission charging for a private hire will be determined and confirmed back to the requestor of the pool hire for the proposed Weston Park fund raiser. | Raised. |
| 140120-008 | Mike | Mike will speak to Coleman’s Deli about alternative publicity rather than the season ticket. | Raised |

**Actions** (reviewed)

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| Minute no | Owner | Action | Status |
| 116/19 | M Wellington | Keep record of hours paid to staff and ensure that staff are not paid for hours worked in any week excess of their guaranteed hours when they have been paid guaranteed hours in previous weeks.  10/12 Being recorded and provided to Chris Cave.  14/01 Confirmation time worked is being recorded | Closed |
| 112/19 | ~~R Olle~~  S Wyatt | Obtain date of next Liaison Group at Breedon cement Works & forward to the clerk  10/12 the meeting this month is tonight so has not been attended on this occasion. Other attendees are to be found who are not on SPC. Check with clerk at Breedon for future dates of these meetings.  14/01 the dates of future meetings had been circulated. It was stated that requests for funding need to be made now and not to wait for the next meeting. | Closed |
| 112/19 | M Wellington | Report on splitting office to provide staff room  10/12 A temporary office partition is to be purchased for now. Cost to not exceed £200.  14/01 The screen has been ordered. | c/f |
| 112/19 | JA Marsden & M Wellington | Meet Café tenants to discuss signage.  10/12 The meeting took place and actions carried out. The design of the main sign is to be agreed.  14/01 Mike is still waiting for input from the café and will chase them up. | c/f |
| 101219-001 | Mike | 122/19.2 Annual subscription to Heritage Pools of Britain is to be completed.  14/01 the subscription has been sent off. | Closed |
| 101219-002 | Chris W | 122/19.3 To speak to Peak Minds to promote swimming opportunities.  14/01 Chris has attended the meeting. | Closed |
| 101219-003 | Chris W | 122/19.4 To offer Helen HPC support for contacting GP surgeries in the wider area.  14/01 GPs will be contacted in due course once an opening date for the pool is known. | Closed |
| 101219-004 | Mike | 122/19.6 report back to the next meeting on the options for an EPOS system and utilisation of local or cloud storage.  14/01 – see the minutes of the meeting 144/19 | Closed |
| 101219-005 | Mike | 122/19.7 To report back on addition of merchandising options to the website (short term solution).  14/01 Additions to the pool website will be live by the end of the week. | Raised |
| 101219-006 | Mike | 122/19.9 To estimate the number of leaflets that may be required and enquire about wider distribution of these. Wider use of social media for publicity should be explored with a Twitter account being set-up.  14/01 Mike estimates that 12k will be needed. | Closed |
| 101219-007 | Cllr. W Hanley | 125/19.1 Work with the Pool Management on a checklist of personnel records that should be held and to reduce the amount of paper records that are held. To also include suggestions about data security.  14/01 A single central record has been created and updated. Cllr. W Hanley will meet with Mike on a regular basis to review this. | Closed |
| 101219-008 | S Wyatt | 130/19.2 To contact AW to agree a date for a meeting in the New Year to discuss the HPC detailed proposal.  14/01 a date has been agreed. | Closed |