

# HATHERSAGE PARISH COUNCIL

Clerk – Maura Sorensen, *Heart of Hathersage, Main Road, Hathersage, S32 1BB*

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## Hathersage Parish Council Swimming Pool Committee meeting, Tuesday 21 May 2024, 7.30pm MINUTES

**Present:** Councillors W Hanley (Chair), B Hanley, Tim Hill, Jane Marsden, Heather Rodgers

**In attendance:** RFO, Chris Cave; Maura Sorensen, Clerk; Leisure Services Manager, Mike Wellington

- 001/24 Apologies for absence – Cllrs Alex Campbell and Rosie Olle.
- 002/24 To decide any variation in the order of business – none.
- 003/24 Declaration of interests – pool staff member Mike Wellington, Leisure Services Manager (LSM).
- 004/24 **Public participation** - a period of not more than ten minutes for members of the public and Members of the Council to comment on any matter – there were no members of the public in attendance.
- 005/24 **Pool Advisor's Report. Noted** the Pool Advisor will attend and contribute to a meeting between pool staff and Cllrs on Wednesday 22 May.
- 006/24 **Minutes of the 16 April 2024 meeting were confirmed;** actions arising from the minutes (*referenced in the Action Log*) **noted.**
- 007/24 **Pool Manager's Report** including operational, maintenance and staffing matters. Noted late delivery of the report - Cllrs asked that the report be shared at least two working days ahead of the meeting.
- .1 **Tile repairs** – LSM noted proposed work dates still awaited. LSM has advised the contractor that the Council wants to avoid closure during the school summer half-term or in the school summer holidays. LSM confirmed the contractor has taken delivery of the tiles. Contractor is looking to arrange a further pool site visit within the next couple of weeks. Reaffirmed that the Council will look to schedule CCTV work (along with other jobs) during the pool closure period. Referencing other works – where scaffolding is needed – Cllrs suggested charges (approx. £500) for hire of mobile scaffolding was too costly. **Agreed to look to co-ordinate hire/provision of scaffolding for pool jobs with other village jobs (e.g. on the Shuttleworth Lamp).**
- .2 **Quotes for consideration**
- Replacement of rotting window frame/s – three quotes shared – a fourth company approached did not provide a quote. Cllrs favoured one of two quotes from Pennine Woodworking – for provision of an Accoya frame. Queries flagged about whether an Accoya frame can be painted **ACTION – Cllr Hill to query with Pennine.** Subject to confirmation that the Accoya frame can be painted, the quote from Pennine for £1,327.20 plus £221.20 VAT was **approved.** Noted the quote did not include fitting. LSM referenced a contractor he could approach re fitting the frame; suggested the contractor might quote for some other work around the pool (where the original contractor is no longer available/able to take on the work). Any quotes for fitting the frame (and other pool works) to be considered by SPC.
- .3 **Pool staff training**
- **Safeguarding training** – Cllr B Hanley had undertaken one of the basic online training sessions – flagged that sessions are scheduled i.e. are not accessible at any/all times. **Agreed pool management to undertake identified safeguarding training modules ahead of the June SPC meeting.**
  - **Other staff training** – LSM referenced some recent staff training and forthcoming planned training (including renewals – NPLQ; pool plant operational training). LSM referenced a recent on-site RLSS audit – noted RLSS audits are undertaken annually but on-site audits are only undertaken every three to four years. Audit outcome/s awaited **ACTION – LSM to share RLSS audit outcome/s at June SPC.**

- Cllrs/pool staff – forthcoming meeting - Wednesday 22 May – noted.
- .4 **Staffing – Lifeguard hours; Duty Supervisors – hours and areas of special interest; monthly planning; recruitment; any other staffing matters.**  
 SPC Chair asked for a pool management update on Duty Supervisors hours, and areas of special interest. In relation to hours, noted the RFO has details of all the hours worked by all staff and can share this with SPC. SPC Chair suggested SPC also needed context e.g. where there were increases or decreases in Duty Supervisor hours worked each month and how this related to the Duty Supervisor budgeted hours. ***ACTION – LSM to include reference to Duty Supervisor hours, and context, in the monthly pool management report [also to share this with the RFO in terms of budget oversight].***  
 In relation to Duty Supervisors areas of special interest, LSM noted the pool management approach – looking to allocate areas of interest in liaison/agreement with staff. Cllrs expanded on how they had considered this would be managed. Cllrs flagged caution in the way in which this initiative is presented to staff i.e. framing it as intended - an opportunity for staff members to lead on or champion particular aspects of pool provision – which may be of specific personal interest to them. Cllrs noted it was not intended to be onerous; rather it was intended to offer staff opportunities for career growth and development; further noted it was intended to support the longer-term development of the pool. Suggested there may be areas of interest where staff want to share or collaborate. Affirmed that SPC did want regular updates. ***ACTION – pool management to provide a report on Duty Supervisor areas of interest at June SPC including which staff members are leading/championing specific areas and a brief note of how they are planning to take this forward.***
- **Lifeguard job description review – to note and comment.** Cllr Hill noted he had some thoughts about future reviews of JDs however both he and Cllr Rodgers commented that the JD was too lengthy and unfocused and that it did not sufficiently highlight the primary function of a Lifeguard ‘to preserve life’. SPC Chair noted no Cllr had produced any suggestions or alternative form of JD prior to the meeting, having had the draft JD in good time  
 SPC Chair and the LSM flagged the breadth of the Lifeguard role in safety across the site and in other attendant duties. Cllr B Hanley noted a JD needs to be comprehensive, citing other examples. Flagged that the JD was based on models used by both Derbyshire Dales District Council (DDDC) and Freedom Leisure. Cllr Hill reiterated his concern that the primary function of the role be made clearer; **agreed** that item 1 under ‘Job Purpose and Responsibility’ be highlighted in bold **To provide a safe and enjoyable environment for all users of the swimming pool and associated leisure areas including the MUGA and playing fields - ACTION for the Clerk.** Further **agreed** to ask Duty Supervisors for comments/feedback on the Lifeguard JD - **ACTION for the LSM.** Subject to no significant issues or queries being raised by Duty Supervisors the Lifeguard job description was **approved.**  
**LSM noted the intention to recruit new Lifeguards (one or two) agreed all applicants to use standard Parish Council application forms and include two referees.** Suggested a member of pool management, and Cllr B Hanley, conduct the interviews
- .5 **Fundraising / Events / Marketing: any updates.** LSM referenced the positive response from season ticket holders on the offer of complementary tickets to the April night swim; suggested continuing to make this an (occasional) offer to season ticket holders, going forward.  
 Following the success of the AlmostSynchro demonstration noted staff interest in providing synchronised swim sessions. LSM to setup sessions - which could be delivered by two pool staff members who already have swim teaching experience (and related qualifications). Reference made to possible other/additional training. Times when sessions could be delivered were flagged – suggested a Friday evening session – twice monthly. Agreed there would be no additional charge for joining the session, for now; if the pool were to

continue to offer the session into the winter season and beyond, consideration would be given to charging.

.6 **Swim Club:** no specific update to share.

.7 **Widening pool access to users with health and/or mobility issues** (standing agenda item). SPC Chair referenced a Future Lidos presentation on 'water wellbeing' including related training/accreditation **ACTION - SPC Chair to share details/link with LSM; LSM to share any comments/recommendations at June SPC.**

Confirmed there are currently no charges to pool users referred to specific health sessions e.g. the cancer swim. LSM referenced ongoing pool management consideration of how/where provision could be made to people with other physical/mental health issues; and where sessions could be offered e.g. sessions allocated to schools (in term time) could be used during the summer holidays to trial offers **ACTION – LSM to share further pool management thoughts/ideas at June SPC.**

008/24 **CONFIDENTIAL staffing item** – as this relates to an individual this minute is confidential.

009/24 **Season ticket holders and monthly direct debits** (standing agenda item). User usage data shared. Noted data only reflects attendance by season ticket holders. Cllrs commented that it was essential to capture data on all pool users to get a full picture **ACTION for LSM (to investigate ways to capture data on casual users).**

Cllr Marsden flagged residents' appreciation of the reduction in charges for Hathersage junior season tickets.

010/24 **Pool seasonal timetable and entry charges** (standing agenda item). SPC Chair flagged the need to consider the winter timetable **for initial consideration at July SPC (LSM to seek Duty Supervisor input ahead of the meeting); for formal approval at August SPC.**

011/24 **Finance**

.1 **Finance Report** – RFO referenced a staff member's loss of a training/accreditation certificate noting HPC had paid for a replacement. Cllrs noted, going forward, staff members should pay [where it is their responsibility to keep track of personal records]. Noted this is less likely to be the case with the majority of records being electronic.

.2 **Opus Energy dispute** – Ombudsman response still awaited.

.3 **Season tickets and charges to non-Hathersage residents** – letter drafted by the SPC Chair **agreed ACTION - Clerk to issue** – LSM to provide the Clerk with a list of High Peak parish councils.

012/24 **Pool Heating Project: progress update and any proposals for consideration/ agreement.**

.1 **Heat Pump Noise Assessment Survey:** to **consider** three quotations. Cllr Hill expanded including on why he was specifically recommending the ENS quote. However, he also noted he would need to liaise with both Matrix and SHEco on heat pump size before commissioning a related noise assessment survey. Cllr Hill addressed some technical queries from Cllrs about points around the pool at which noise would be assessed and how levels of noise at different times of the day and night would be gauged. Cllr Hill emphasised that completion of a noise assessment survey was a key measure in progressing the heating initiative. **ENS quote of £1,587.00 (excl VAT) was approved.**

.2 Cllr Hill noted a report from Matrix was still outstanding/awaited. He flagged that although, ideally, the Matrix report would have been provided ahead of directing SHEco to proceed to the next stage, it should be feasible to direct SHEco to move forward, nonetheless.

.3 **Solar Panels** – Cllr Hill referenced ongoing investigations. Cllrs noted Memorial Hall Management Committee discussions about how the Hall could benefit [from siting of panels on the Hall roof]. **Agreed that, if this initiative proceeds, a lease would be agreed between the Parish Council and the Memorial Hall Committee.**

013/24 **Pool Facilities Working Group:** noted group membership (Cllrs Hill and Rodgers; LSM; pool staff Andy Beach, Chris Wilkinson and Jo Wilman) and plans for an initial meeting on Friday 23 May.

014/24 **Pool User Group:** noted a recent message from the SPC Chair to group members – a report on suggestions from users on new foci or initiatives will be shared at June SPC. Suggested this was an appropriate area of special interest for a Duty Supervisor.

015/24 **Pool five-year business and improvement plan - to keep under review and update accordingly** (standing agenda item). LSM had shared the related action plan directly

before the meeting. Noted outcomes from meetings of the Pool Facilities Working Group will further inform the action plan.

016/24

**Engagement with other pool and leisure organisations and services e.g. Future Lidos Project:** SPC Chair referenced discussions at a recent Future Lidos meeting.

017/24

**Clerk – any additional reports and/or correspondence** – none.

018/24

Next meeting – **18 June 2024, 7.30pm**; and to **note** any items for the June meeting

- HPC contribution towards a staff Christmas meal.
- Planning for the 90<sup>th</sup> anniversary of Hathersage Pool (*agreeing a planning schedule, working group etc*)

*Meeting ended 9.45pm*