

WEB SITE
BRIDPORT & WEST DORSET SPORTS TRUST LIMITED
MINUTES OF THE MANAGEMENT / FINANCE MEETING

HELD ON THE 18th APRIL 2017

Present: Arthur Watson, Susanna Newall, Malcolm Heaver, Allan Staerk, Margery Hookings, Peter Brook, Chris Baker, and Nick Neale.

Apologies: Alec Bailey, John Wright, John Mackenzie and George Skellern

Non Attendees: Gillian Summers and Eddie Colfox

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous management meeting held on the 21st March 2017 were accepted as a true record of the meeting.

MATTERS ARISING:

VENDING MACHINE: Research completed by Malcolm Heaver (MH) was circulated prior to the meeting. MH has contacted Costa, Tchibo and Logic vending with a view to replace the existing machine. The following points were discussed:

Costa “marker leaders” initial contact feedback from Costa that previous trials within the leisure sector deemed to be unprofitable for both parties

Susanna Newall (SN) requested further financial comparison with existing machine and any potential new suppliers.

MH stated that the existing machine could be better promoted in the centre to increase sales.

Conclusion further research by MH required before proposal brought before the Trust.

PROCUREMENT POLICY: Draft policy, Procurement matrix and SLA budget sent prior to the meeting:

It was proposed by SN and seconded by MH to accept the Procurement Policy.

Agreed unanimously.

MANAGERS REPORT: Circulated prior to the meeting and the following points discussed:

School funding - initial expectation of additional government money for school funding for sport no progress or expectations now regarding this funding. Awaiting news from Thorner’s School.

Business Plan 2017/2018 and Performance Summary setting next years targets to be re-circulated to Director’s for their input.

FITNESS SUITE CAPITAL EXPENDITURE: Proposal was made by the Fitness and Wellbeing Manager:

- Last gym refurbishment took place in 2010
- CV equipment due for replacement in 2018 on asset register.
- Resistance equipment due for replacement in 2020 on asset register

Current position:

- Equipment now dated with no change or significant expenditure since 2010
- With an increase in footfall, need to accommodate increasing no. of members with ‘equipment efficiency’ and better utilisation of space.
- Competition – New Body Fitness opening at Gore Cross in April 2017
- Need to reward loyal membership
- Need to keep up with latest trends for example HiiT, functional training, small group training, core stability and so on
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Proposed solution:

- Modernisation urgently required. Refurb and remove and replace underutilised equipment with the very latest training equipment and training techniques.
- Maintain and grow existing client base, catering for all demographics
- Increase opportunities for Personal Training
- Inspire and reward existing members with new-look gym featuring latest equipment
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Following discussion all agreed that the fitness suite was in need of improvement, and it was important to show members that we are continuing to invest in the centre. The upgrade of IT would appeal to younger members. Any capital expenditure identified in the asset register. (NN to liaise with Alec Bailey)

It was proposed by AS and seconded by PB to approve the fitness suite upgrade.

Agreed unanimously.

HRTC: Report from John Mackenzie via email as follows:

“I have nothing significant to report on HRTC generally.

Meeting Closed at 2017

Minutes subject to approval