

WEB SITE
BRIDPORT & WEST DORSET SPORTS TRUST LIMITED
MINUTES OF THE MANAGEMENT / FINANCE MEETING
HELD ON THE 16th MAY 2017

Present: Susanna Newall, John Wright, Allan Staerk, George Skellern,
Peter Brook, Chris Baker, Eddie Colfox and William Thrower (Deputy Manager).

Apologies: Arthur Watson, Alec Bailey, Malcolm Heaver, John Mackenzie, Margery Hookings
and Nick Neale

Non Attendees:

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous management meeting held on the 18th April 2017 were accepted as a true record of the meeting.

Susanna Newall (SN) read a letter received today from Gillian Summers tendering her resignation as a Director of the trust. The letter stated that Gillian had enjoyed her years with the trust and sent her best wishes to all for the future. SN to reply to the letter.

MATTERS ARISING:

VENDING MACHINE: Research completed previously by Malcolm Heaver. MH now recommending not to pursue the replacement Coffee Vending Facility at this time. The Tachebo sign has been reinstated and the current machine has been serviced to help our existing sales increase. Future scope for a coffee shop / area was discussed and supported by MH.

MANAGERS REPORT: Report compiled by Nick Neale (NN) and circulated prior to the meeting the following points were discussed:

GYM Proposal – Meeting planned for 23rd May.

Financial Audit – Audit now completed awaiting draft report.

Communications Working Party – NN to arrange meeting on return from leave.

Swim School – New Swim School launched 15th May initial feedback positive.

Electrical Maintenance – Essential work completed on the wet side.

On Line Bookings – Working well looking to provide workshop in foyer to encourage more users.

HRTC: Report from John Mackenzie via email as follows:

“On HRTC generally I have nothing specific to report and all still goes well with usage and membership.

DRAFT SUBJECT PROPOSAL: SN circulated a form to be used when making a proposal. With the following headings:

Title: This is the name of the subject you want the Trust to consider.

Purpose of Report: The reason you are bringing this subject to the Trust for consideration

Background/ History: State history or background of subject indicating any dates, costs, individuals involved, any relevant agreements etc. for background purposes.

Current Position: Show current financial costings, subject status, reason for proposing change i.e. what the problem is and who it is affecting.

Proposed Solution: What is the answer to the problem? What is the desired outcome of this proposal? Show facts and figures. How much will it cost? Who will be involved? How long will it take? What steps are needed to make it work?

Recommendation: State here what your proposal is and what you would like the Trust to do. Summarise the need for change to current status.

The aim to help formulate thought process to enable Directors to make informed decisions. Proposals to be sent to the Chairman with any additional supporting evidence (i.e. photos) the proposals would then be sent prior to the meeting to all Directors. The following points were raised:

CB suggested it may be useful to include an alternative proposal. Financial input if required to be included from the Treasurer.

JW suggested a change in the order to start with the purpose of the report followed by the recommendation / the ask.

SN to make suggested amendments and welcomed any additional comments.

WT and RH left the meeting at this point.

GENERAL MANAGERS APPRASIAL: Discussed with Directors only present.

Minutes subject to approval