

## WEBSITE

### BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

### MINUTES OF THE MANAGEMENT / FINANCE MEETING

HELD ON THE 21<sup>st</sup> MARCH 2017

**Present:** Susanna Newall, Malcolm Heaver, George Skellern, Allan Staerk, John Wright, Gillian Summers, John Mackenzie, Peter Brook, Chris Baker, and Nick Neale.

**Apologies:** Alec Bailey, Margery Hookings and Eddie Colfox.

**MINUTES OF PREVIOUS MEETINGS-** The minutes of the previous management meeting held on the 21<sup>st</sup> February 1027 were accepted as a true record of the meeting.

#### **MATTERS ARISING:**

**FINANCIAL REGULATIONS:** Copies sent prior to the meeting. The following points were discussed:

3.1 Budget control - Expenditure may be incurred up to the amount in each budget heading in the approved budget. Any variances, or expected variances to this will be reported to the management committee.

Payments of Accounts- 6.3 All invoices for payment shall be examined, verified and finally certified for payment by two signatories from the trust's management committee.

It was proposed by Gillian Summers (GES) and seconded by George Skellern (GS) to approve the Financial Regulations with the above amendments effective from 1<sup>st</sup> April 2017 to be reviewed April 2018. Agreed unanimously.

**POOL SUPPORT:** Working party to include Margery Hookings. George Skellern (GS) and Malcolm Heaver (MH) also happy to be involved in working party. Initial meeting postponed to be re-arranged.

**TRAINING BUDGET:** Susanna Newall (SN) to meet with GS to discuss potential for increasing the training budget.

All other matters arising covered by the agenda.

#### **MANAGERS REPORT:**

**School Funding** – Meeting held with Mike Sitch - Thorners Primary School 3<sup>rd</sup> March 2017. Awaiting confirmation on Government funding to schools

**Round Table** - £5k Stepping Out – largest single award by Round Table. Also, pledged £1,000 for 2 subsequent years. BIG press release thanks to Margery Hookings – 3<sup>rd</sup> March 2017 good press coverage View From front page)& Bridport News.

**Online Bookings** – Went live 1<sup>st</sup> March 2017 very successful, notable decrease on telephone calls and Reception staff time. (1,146 bookings made to date)

**Wi-Fi** upgrade fully installed – much improved with managed system and signal boost.

**Staff Restructure:** 1<sup>st</sup> March & 1<sup>st</sup> April 2017

Front of House Manager – including Sales – Lucy Constable

Fitness & Wellbeing Manager – Nicole Attrill

Head Receptionist – Lin Hill

Swim Sales – Hatti Amos

New male Receptionist – Jordan

**Performance Management** – cost accounting to commence 2017 separating out individual cost centres

**HRTC:**

Report from John Mackenzie (JM).

Court usage remains very positive average of 10.5 hours per day. 3 new full members.

Meeting Closed at 1950

*Minutes subject to approval*