

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE MANAGEMENT / FINANCE MEETING

HELD ON THE 25th OCTOBER 2016

Present: Susanna Newall, John Mackenzie, George Skellern, Malcolm Heaver, Gillian Summers
Peter Brook, and Nick Neale.

Apologies:, Allan Staerk, Eddie Colfox, John Wright and Alec Bailey

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous meetings held on the 13th September were accepted as a true record.

MATTERS ARISING:

IT: New Website now operational, Susanna Newall (SN) congratulated all those involved in setting it up.

LEGEND: New IT system goes live date 16th December 2016, on line bookings expected in the New Year. Good liaison with Legend operating staff, two days staff training arranged and support on go live day.

NEW SWIM CO-ORDINATOR POST: NN consulting with existing staff, full HR support required, aiming to be in post by the 1st January 2016. Post to be on a fixed term contract.

FINANCIAL REGULATIONS – John Wright and NN working together on Financial Regulations now at final proofing stage. To be circulated prior to November's meeting for approval.

MANAGERS REPORT:

EXERCISE REFFERAL – Presentation by Leisure Centre staff to be made to Bridport Medical Centre to promote the exercise on referral and stepping out schemes. Working with John Chapman to obtain a grant for revenue funding (£250,000) for co-ordinator for these schemes. In addition work ongoing to become a dementia friendly centre.

HR – Monthly staff newsletter now produced.

HRTC:

Report from John Mackenzie (JM):

HRTC AGM held and JM re-elected as Chairman. Following the departure of Ben Ronaldson, 4 applications received for position of pro. Jez Brodie currently acting pro.

GIFT AID: Planned meeting with Chris Baker to discuss gift aid postponed.

GOVERNANCE: SN and GS held meeting looking to bring documents up to date, once drafted would need legal approval. NN has been in contact with legal specialist at SPORTA who are specialists in the leisure industry and have recently completed this exercise. It was agreed that the documents needed to be clear, concise and comply with the Charity Commission. It was proposed by SN and seconded by GS to update Governance documents for trust approval prior to legal drafting. Agreed unanimously.

AOB:

Peter Brook thanked the trust for support to the Rugby Club with improvements to the pitch, pitch plan board, improvements to the ladies and a new carpet. Any costs were shared 50/50. Visiting referees often give compliments regarding the pitch and the facilities.

Malcolm Heaver congratulated SN and GS on their appointments as Chair and Vice chair.

SN – Letter received from Nick Forbes tendering his resignation from the management committee with immediate effect. SN to send letter of thanks.

SN – Future AOB matters raised will be added to the agenda for the next meeting.

SN – New bank signatories required, Gillian Summers and George Skellern volunteered. RH to organise.

Meeting Closed at 2045

Minutes subject to approval