

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE MANAGEMENT / FINANCE MEETING

HELD ON THE 27th JUNE 2017

Present: Susanna Newall, John Wright, Allan Staerk, Malcolm Heaver, John Mackenzie, Alec Bailey, and Nick Neale

Apologies: Margery Hookings, Peter Brook, George Skellern and Chris Baker .

Non Attendees: Eddie Colfox

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous management meeting held on the 16th May 2017 were amended to show income and cost of play area at Circadian Trust £50,000 and accepted as a true record of the meeting.

MATTERS ARISING:

GENERAL MANAGERS APPRASIAL: SN to arrange in July.

All other matters covered by the agenda.

MANAGERS REPORT:

Actions and Timeline for Various Outstanding -Strategic Matters Affecting the Trust June/July 2017
Circulated prior to the meeting and discussed.

Subject Timescale	Comment	Action	Team	
Staff Restructure	Shaping the workforce to meet the challenges ahead	Host series of mtgs with HR Advisor (Katherine Motterham)	NN/KM	Ongoing: commenced 5.6.17
External PR & Communications	Heighten awareness of leisure centre and also help inform capital plan. Understand customer needs and expectations	Undertake customer insight survey (user & non-user)	NN/Alex O'Dwyer/Clare Handford/Margery Hookings	Draft questionnaire to Board 27.6.17 Distribute until mid-July (16.7.17) Report findings end-July (25.7.17)

External PR – Draft survey NN to email to Directors. NN to investigate cost of Leisure Net Solutions completing electronic survey. Due to time constraints cost to be approved by Director's via email. Hard copies completed in house.

HRTC:

John Mackenzie reported that usage of the courts remains very high and the pro is currently seeking to employ an assistant. Membership also very positive 108 members and 38 junior members.

Looking to celebrate the 20th anniversary in 2018, this coincides with a request from HRH Prince Edward to play on the court as part of playing on every court in the country. This request gratefully accepted and will tie in with the anniversary celebrations.

Agenda Items for next meeting: Any items for the next meeting to be forwarded to SN
Meeting closed at 2002

Minutes subject to approval