

## BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

### MINUTES OF THE MANAGEMENT / FINANCE MEETING

HELD ON THE 25<sup>th</sup> JULY 2017

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

**Apologies:** Margery Hookings, Eddie Colfox, Peter Brook, George Skellern and John Mackenzie.

**Non Attendees:**

**MINUTES OF PREVIOUS MEETING-** The minutes of the previous management meeting held on the 27<sup>th</sup> June 2017 were accepted as a true record of the meeting.

#### **MANAGERS REPORT:**

Actions and Timeline for Various Outstanding -Strategic Matters Affecting the Trust July/Aug 2017

Subject	Comment	Action	Team	Timescale
Staff Restructure	Shaping the workforce to meet the challenges ahead	Host series of mtgs with HR Advisor (Katherine Motterham) Currently advertising for HR Manager (online advert). Awaiting responses	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) Finalising online survey with Leisure Net Solutions with working party	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)

The following points were discussed:

Vearse Farm development potential source for funding.

Customer survey – Margery Hookings to write press release to include photo's in front of the centre with SN and NN. Malcolm Heaver volunteered to be interviewed for Wessex FM.

Fitness suite upgrade – to be fitted on the 11<sup>th</sup> August. It was agreed that NN could sell 4 items of redundant equipment on ebay.

**HRTC:**

HRTC figures circulated for information.

**ANNUAL ACCOUNTS:** NN to complete secretary's report for accountants to produce final report to be presented at the AGM

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

*Minutes subject to approval*