

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE MANAGEMENT / FINANCE MEETING

HELD ON TUESDAY 16th JANUARY 2018

Present: Arthur Watson, Susanna Newall, Malcolm Heaver, John Wright, Allan Staerk, John Mackenzie, George Skellern and Nigel Williams.

Apologies: Alec Bailey, Chris Baker, Margery Hookings and Peter Brook.

Non Attendees:

Susanna Newall opened the meeting and read letter received from Nick Neale thanking the Trust for the opportunity of managing the centre, and wishing the Trust and staff all the very best for the future.

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous management meetings held on the 14th November 2017 and the 18th December were accepted as a true record of the meeting.

MATTERS ARISING:

GENERAL MANAGER'S POSITION: To be discussed at next HR and Salaries meeting.

Susanna Newall (SN) welcomed Nigel Williams as the new General Manager to the committee who introduced themselves.

Item 8 – Public Relations deferred to February meeting.

MANAGERS REPORT:

MEMBERSHIP – NW reported that membership sales remain very positive however there is a need to focus on retention. MH suggested more interaction with members using the Fitness Suite. NW explained that this has been identified and is under HR review. In addition small group training sessions are now taking place in the Fitness Suite.

RECEPTION LIGHTING – Quotes received and expenditure approved MH asked for assurance that LED lighting would be used.

BENCHMARKING EXERCISE- NW to co-ordinate benchmarking exercise on various issues including energy efficiency savings with other sites.

HRTC:

HRTC figures circulated for information prior to the meeting.

John Mackenzie gave a brief report from the Club.

Court usage remains very high on average 9 hours per day. (now includes professional's practice time) Generally court use is lower at week end therefore actual week day usage is in excess of 10 hours.

National competition held over the week end very successful event with full court coverage all weekend involving 19 competitors.

HRTC marketing improved now on front page of Leisure Centre web site and on Facebook.

GOVERNANCE UPDATE: Meeting held on the 18th December with the members of the company. Joanna Bussell has responded to the questions raised at that meeting.

PALMERS LEASE:

It was agreed that there was some urgency to secure an extension to the lease ASAP to enable grant applications to be made. CB has meeting planned with the Palmers land agent on 19th January (earliest date possible) to discuss Palmer's response to our proposal on the lease and agree the way forward. NW to attend meeting with CB if possible.

Agenda Items for next meeting:

General Managers position.
Public Relations.

Meeting closed at 2017

Minutes subject to approval