

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE MANAGEMENT MEETING

HELD ON TUESDAY 24th APRIL 2018

Present: Arthur Watson (AW), Susanna Newall (SN), Alec Bailey(AB) Malcolm Heaver (MH), Allan Staerk (AS), Chris Baker (CB), George Skellern (GS), John Mackenzie (JM), and Nigel Williams (NW).

Apologies: John Wright, Margery Hookings and Peter Brook.

Non Attendees:

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous management meeting held on the 20th March 2018 were accepted as a true record of the meeting.

MATTERS ARISING:

PUBLIC RELATIONS - PR awareness campaign to be covered in agenda item 9.

CEO'S REPORT:

Circulated prior to the meeting as follows:

1. Staffing Matters:

- New operations manager, Aarron Riley now in post, working closely with Will and settling in well.
- Time invested with Aarron will be well spent to enable WT and NW to look at other aspects of the business.

2. Energy Saving:

- 'Low Carbon Economy Programme' finance potentially available
- NW requested BLC inclusion in the initiative
- Funding personnel to assess BLC options to further reduce CO2 output and energy consumption
- For agreed and ratified schemes operators receive 40% contribution from the fund
- Initial ideas relate particularly to LED throughout the centre including the main hall
- Payback periods are essential to justify the initial investment which will be 40% quicker in this initiative
- Further updates to follow at each board meeting

3. Membership Sales:

- March sales went well against a target for new sales but attrition nullified the good sales increase once again
- Target to increase membership retention

HRTC:

HRTC figures circulated for information prior to the meeting:

SN requested that previous year's figures be shown for comparison, as a YOY figure

Monthly Report		2018		Previous year	
Item		March		March	
Court use - Total hours		281*			
	Member	253			
	Junior	20			
	Group coaching	6			
	Pro coaching	9			
	Matches/events	12			
	Other	47			
Membership	Adult	153			
	16-25	11			
	Junior - under 16	6			
	Other	8			
Health and Safety					BWDST copy
PAT testing	Current	Yes	Due	Feb-19	waiting for report
Fire regs	Current	Yes	Due	Aug-18	Yes
Fixed Electrical	Current	Yes	Due	Feb-21	waiting for report
Boiler Servicing	Current	Yes	Due	Oct-18	Yes
Alarm inspection	Current	Yes	Due	Aug-18	Yes
Defibrillator	Current	Yes	Due	May-19	New Package Ordered
Staff DBS	Current	Yes	Due	Mar-21	No
Finances					
Court income	Updated	Y/N	Due	3885.5	No
User groups	Exeter Uni				
	BLC				
	Hawkchurch Lawn Tennis				
Special Events	Marauders				
	Brigands				
	National League				
	Montagu Cup				
* 9 hours lost to Maintenance - Lights and side netting					
* 14 hours lost due to snow					
* Court hours would have been over 300 without the above setbacks.					

JM reported as follows:

Previous request for parking for visitors to Walditch village hall at the club had been declined. SN has received an additional request from Chris Dobbs stating that S106 money from Walditch could be applied for potential resurfacing of driveway. SN awaiting meeting with listed building department in regard to material permitted on the driveway. Request discussed briefly. This item will be given a full agenda point in Mays meeting after further information is requested and received from Chris Dobbs, regarding useage etc.

COMMUNITY PR:

SN has been invited to a meeting by George Streatfield from Bridport Museum. SN and NW to meet to discuss the potential for being involved. In addition involvement from BLC agreed for Mind Fest. Local councillors to be invited to the Leisure Centre potentially for quarterly drop in sessions. SN keen for working party to be set up. Item to be given more attention at next meeting.

Meeting closed at 1952

Minutes subject to approval