

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE MANAGEMENT MEETING

HELD ON TUESDAY 19th June 2018

Present: Susanna Newall (SN), Allan Staerk (AS), John Mackenzie (JM), John Wright, Alec Bailey and Nigel Williams (NW).

Apologies: Arthur Watson (AW), Chris Baker (CB), George Skellern (GS), Peter Brook (PB), Margery Hookings (MHK) and Malcolm Heaver(MH).

Non Attendees:

DECLARATION OF INTERESTS: SN has been advised by Winckworth Sherwood that this was required as an agenda item for all meetings. In addition forms to be signed by all Directors and register of all declarations of interest is to be kept. Generic form sourced to be sent to all Directors and completed annually. Register to be present at all meetings and added as an agenda item.

ACTION POINTS: SN to send generic form to RH.

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous management meeting held on the 22nd May 2018 were accepted as a true record of the meeting.

MATTERS ARISING:

MARKETING & ADVERTISING - NW to liaise with CB and Nadiya re marketing campaign. SN expressed concern that the media screens in the centre were displaying the same message. NW explained that there was currently a technical problem preventing Nadiya to update the screens. SN requested this be addressed with some urgency and the importance of the messages for example to include and promote the HRTC.

ACTION POINT: NW to liaise with Nadiya.

GRANT FUNDING: NW to liaise with CB re identifying potential grant applications. Bridport Town Council application to be completed by the end of June.

ENERGY SAVINGS: NW reported that he had a brief meeting with MH who has been in contact with CHG to try to improve the current agreement. Further meeting with NW and MH required.

GOVERNANCE UPDATE:

STAKE HOLDER FORUM – To be a positive platform to support the running of the centre and the Trust, therefore very important to set it up correctly. Looking to hold 2 meetings per year with the initial meeting to be planned for later this year to set up the forum. Invitations to be made to all users of the centre past and present and all clubs. The Trust will draft terms of reference for the forum and these will be agreed by the forum at the first full meeting planned for March 2019. The forum would select their own independent Chair and vice chair.

SN stressed the importance to have a cross section of users of the centre and staff involved.

ACTION POINTS:

MH has offered to be involved in setting up the initial meeting.
Draft terms of reference to be completed.

CEO'S REPORT: Sent prior to the meeting as follows:

1. Staffing Matters

- Employee of the month x 2, Dan Elliot and Aaron Beal
- Staff rest room refurbishment, commenced with different contractor
- Senior appraisals have been completed all staff appraisals being completed by line managers
- HR committee meeting report in conjunction with GS, separate agenda item

2. Energy Saving

- Meeting between Malcolm Heaver and Nigel Williams to be scheduled to discuss:-
- PV-T options and progress, MH to report on CHG meeting
- Potential lighting schemes for the Low Carbon Economy Programme
- The appointment of future contractors, discussions have already commenced

Potential funding from Lion's Club towards loud speaker system for the pool side. To be used for galas. Centre manager to follow up.

HRTC:

JM reported as follows:

Visit from the Earl of Wessex had been very successful. Funds raised for the Duke of Edinburgh scheme included £140.00 via a sweep stake on the length of speech by JM. 2 rackets were donated to the club by HRH one to be displayed in the club and one to be auctioned. 20th anniversary speaker pleased to announce this would be Rob Fry the current world champion.

HR & SALARIES:

Meeting held with GS, AB, SN, NW and Sally Bragg. Minutes sent to GS for approval to be forwarded to directors once approved.

Minutes subject to approval