

# **BRIDPORT & WEST DORSET SPORTS TRUST LIMITED**

## **MINUTES OF THE MANAGEMENT MEETING**

**HELD ON TUESDAY 22<sup>nd</sup> MAY 2018**

**Present:** Arthur Watson (AW), Susanna Newall (SN), Allan Staerk (AS), Chris Baker (CB), George Skellern (GS), John Mackenzie (JM), Margery Hookings (MHK), Peter Brook (PB) and Nigel Williams (NW).

**Apologies:** John Wright, Alec Bailey and Malcolm Heaver.

**Non Attendees:**

**MINUTES OF PREVIOUS MEETINGS-** The minutes of the previous management meeting held on the 24<sup>th</sup> April 2018 were accepted as a true record of the meeting.

### **MATTERS ARISING:**

COMMUNITY PR – NW attended a collaboration meeting initiated by George Streatfield from Bridport Museum with various local groups.

**ACTION POINTS:**

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

#### **1. Staffing Matters:**

- New plans afoot for changes to the sales and reception teams due to our Front of House Manager leaving to establish her own catering business
- Staff shift changes in the gym due to an instructor relocating his main residence

#### **2. Energy Saving**

- Meeting between Malcolm Heaver and Nigel Williams to be scheduled to discuss:-
- PV-T options and progress
- Potential lighting schemes for the Low Carbon Economy Programme
- The appointment of future contractors, discussions have already commenced
- Recent issues with the LTHW system and associated pipework which have cost over £2,000 from the R and R budget

#### **3. General Data Protection Regulation (GDPR)**

- Much work has been carried out in this area and after several staff meetings we believe that we are well organised and ready in each area of the business. It has been extremely time consuming but everyone has worked very hard to comply with known requirements to date

#### 4. Stepping Out Cancer Rehab

- The scheme is still working very well with new and regular attendees appreciating all of the work the instructors and centre put in to the project.

CB asked if staff completed an exit survey when leaving employment. NW confirmed this was completed.

CB asked who was the nominated responsible person in relation to GDPR. NW explained that the areas of responsibility were split as follows:

Will Thrower – IT  
 Sally Bragg –Staff  
 NW – Customers.

CB stated that there would need to be a nominated person. This will be the centre manager.

NW reported that HRH Price Charles will be landing at the centre on the 15<sup>th</sup> May visit planned to Bridport Literary & Scientific Institute.

CB asked if there were any identified grant application opportunities. NW potential for applications in conjunction with the collaboration group. CB has access to grant funding sites and will liaise with NW if funding opportunity identified.

MHK stated that there could be potential for crowd funding linked to LSI.

#### HRTC:

HRTC figures for April:

Monthly Report Item	31/04/2018	2018 April	Previous year April		
<b>Court use - hours</b>	<b>Total</b>	292	238		
	Member	229			
	Junior - under 25	52	21		
	Group coaching	9			
	Pro coaching	13			
	Matches/events	21	1 event		
	Other	63			
<b>Membership</b>	Adult	153			
	16-25	11			
	Junior - under 16	6			
	Other	8			
<b>Health and Safety</b>				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	4315.5	No
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**User groups**

Please list

Exeter Uni
BLC
Dorchester Tennis and Squash Club

**Special Events**

Please list

21st Birthday 2.5 hrs lesson and games
Dedanists
National League
Montagu Cup

**Liaison meeting**

HRTC and BWDST

Next meeting

Date

Set

Y/N

Due

JM reported as follows:

This year is the 20th Anniversary of the opening of the Club and HRH the Earl of Wessex will be visiting the Club on 13th June which is exactly 20 years to the day since he formally opened it in 1998.

Court usage remains positive averaging 10 hours per day.

Assistant pro (Levi) back until September.

**Agenda Items for next meeting:**

Stakeholder Forum

HR & Salaries sub committee report from meeting on the 12<sup>th</sup> June.

Meeting closed at 2005

*Minutes subject to approval*