

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE MANAGEMENT MEETING

HELD ON TUESDAY 25th September 2018

Present: Susanna Newall (SN), Arthur Watson (AW), George Skellern (GS), Peter Brook (PB), Alec Bailey (AB), Allan Staerck (AS), John Wright (JW), Malcolm Heaver (MH), and William Thrower (WT)

Apologies: Margery Hookings (MHK) and Chris Baker (CB)

Non Attendees:

DECLARATION OF INTERESTS:

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous management meeting held on the 17th July 2018 were accepted as a true record of the meeting.

MATTERS ARISING:

AUDITED ACCOUNTS:

SN thanked all involved in particular William Thrower (WT) for the in-depth trustees report included in the annual accounts. They were explicit in the point that we need a long term resolution in regard to the management fee. The report was factual and evidence based and will provide a good working document for future negotiations with WDDC.

It was proposed by SN and seconded by MH to accept the annual report and financial statements for the year ended 31st March 2018.

Agreed unanimously.

COLFOX SCHOOL:

SN asked for an update on liaison with Colfox School. WT explained that contact had been made however as timetables had been agreed there was no capacity this term. However, looking to resurrect squash, swimming, and gym and spinning in the future. George Skellern (GS) stated that the centre has a fantastic resource of instructors and important to engage youngsters with for example yoga and Pilates.

SN asked that Colfox are informed of The HRTC and invite them to use the staff training session.

ACTION POINT: WT to contact Colfox in relation to the HRTC in particular A level students as the history is part of the syllabus.

ENERGY SAVINGS:

SN thanked MH for the in depth report on energy saving. AB suggested that there may be potential in obtaining a grant from WDDC for carbon neutral work. Full proposal paper to be submitted for consideration and to be an agenda item for the next meeting.

ACTION POINT: WT to investigate potential carbon neutral funding.

SAFEGUARDING: WT has confirmed with Sally Bragg (HR Manager) that all safeguarding and GDPR measures are in place and the centre is fully compliant with the Charity Commission's guide lines.

ANNUAL ACCOUNTS:

Carol Giles from Edwards and Keeping (Auditors) was introduced to the meeting at this point.

CG reported that the audit of the financial statements for the year ended 31st March 2018 resulted in an unqualified audit. Therefore SN signed 3 copies which in turn will be signed off by the auditors and one copy sent to Companies House one retained by Edwards and Keeping and the third for B&WDST.

SN thanked CG on behalf of the Trust for audit.

MH thanked Rachel Figueira and AB for their budgeting.

CG left the meeting.

STAKE HOLDER FORUM:

SN explained that Item 18 of our new Memorandum and Articles of Association states that we will establish a Forum and invite key stakeholders (as identified by the Trustees) to become members of the Forum (SF)

The Trustees shall engage with the SF on a regular basis and shall meet with the SF at least once every 6 months.

MANAGER'S REPORT:

SN thanked WT for his comprehensive report which was sent prior to the meeting.

Open invite for all trustees to attend the Centre's 'all staff meetings' on: 03/10, 07/11, 05/12, 09/01, 06/02, 06/03 - 1.30pm to 3.00pm in the pavilion.

Staff environment improvement works have now been completed and have been met favourably by staff.

£250 small grant for sports awarded by WDDC to put towards exercise referral training for fitness suite staff.

Funding for L4 Diabetes & Obesity qualification has been secured following discussions with Dr Blair Millar at Bridport Medical Centre.

WT has met with Babcock Training (NVQ provider) regarding potential Management training qualifications - Institute of Leadership Management levels 4 & 5 discussed.

£350 donation received from Bridport Lions for the purchase of a portable PA system. Purchased August 2018.

Melplash show attended - resulting in 9 membership sign ups.

Opportunities for next year to be explored in order to increase awareness of the leisure centre and the services that it offers.

Marketing / Outreach

Upcoming Outreach Events:

- Macmillan Coffee Morning - September
- Bridport Mind Fest - October Info N/A

Engaged with 30 local schools (primary, junior and secondary) offering water safety talks and to promote the various children's activities that we currently offer.

WT and MH have met to discuss and investigate more energy efficient lighting solutions for both the sports hall and pool hall. WT has made enquiries to low carbon Dorset regarding a possible grant to put towards the project.

New pool inflatable delivered and is now in operation image. A positive acquisition that has added to our wet side offering.

Car Parking this remains a major problem during peak times of operation and on a Sunday morning.

Peter Brook reported that meetings between The Rugby Club and WT have been very positive.

HRTC:

Report from the club received as follows:

Monthly Report Item	31 August 2018	2018 Aug	Previous year Aug
Court use - hours	Total	278	255
	Member	233	
	Junior - under 25	39	12
	Group coaching	2	
	Pro coaching	8	
	Matches/events	9	1 event
	Other	55	
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	5117	No
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User groups

BLC

Please list

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Special Events

Please list

Finals Day

Liaison meeting

HRTC and BWDST

Next meeting

Date

Set

Y/N

Due

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MEETING DATES:

Trustee general meeting dates set as follows:

Tuesday 16th October 2018

Tuesday 20th November 2018

Tuesday 18th December 2018

Tuesday 22nd January 2019

Tuesday 12th February 2019

Tuesday 19th March 2019

Tuesday 23rd April 2019

Tuesday 21st May 2019

Tuesday 18th June 2019

Tuesday 23rd July 2019

Tuesday 24th September 2019

AGM

Tuesday 24th September 2019

AGENDA ITEMS FOR NEXT MEETING:

Energy Savings (MH)

Meeting closed at 2000

Minutes subject to approval