

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE MANAGEMENT MEETING

HELD ON TUESDAY 17th July 2018

Present: Chris Baker (CB), Allan Staerk (AS), John Mackenzie (JM), John Wright, Malcolm Heaver (MH), Margery Hookings (MHK) and William Thrower (WT)

Apologies: Susanna Newall (SN), Arthur Watson (AW), George Skellern (GS), Peter Brook (PB), and Alec Bailey (AB)

Non Attendees:

CB chaired the meeting.

DECLARATION OF INTERESTS: CB reminded the trustees to declare any conflict of interest on the agenda or any that may emerge during discussion.

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous management meeting held on the 19th June 2018 were accepted as a true record of the meeting.

MATTERS ARISING:

AUDITED ACCOUNTS - CB, AB, WT and RF to meet in August to discuss the audited accounts.

ACTION POINT: WT to arrange meeting.

LIONS CLUB: WT has engaged with Peter Garlick from the Lions re funding available for pool speaker system.

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, one prior to the AGM and 6 months thereafter. The initial meeting to be planned for later this year, MH has agreed to lead the setting up of the forum and Chair the initial meeting.

The initial meeting needed to be well advertised and invitations made to all users and staff of the centre. It is hoped that the forum will be a source for identifying new members of the company.

ACTION POINTS:

MH and WT to liaise regarding date of first forum.

Publicity required via social media, media screens, emails, local papers and signage.

Draft terms of reference to be completed.

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

Staff restructure complete - see attached.

Staff environment improvement works ongoing.

Direct Debit Administrator enrolled on AAT L2 qualification - to start in Sept.

WT has engaged with Dr Blair Millar RE. Possible funding for L4 Diabetes & Obesity qualification.

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

Weekly Senior Management meetings have been started between WT, HR Manager (SB) and Finance Manager(RF)

Upcoming Outreach Events:

- Melplash Show - August
- Macmillan Coffee Morning - September
- Bridport Mind Fest – October

Sports Hall relamp scheduled for Wednesday 18th July - to cost:
More energy efficient future alternatives to be investigated

JW and WT to meet bi monthly to source potential grant applications. CB has access to data base.

JW asked if Colfox use the centre. WT explained they had used in some years ago. WT to look into resurrecting Colfox engagement with the centre.

Stakeholder Forum to be promoted at Melplash Show.

HRTC:

Report received as follows:

Monthly Report Item	30 June 2018	2018 June	Previous year June
Court use - hours	Total	261	233
	Member	217	
	Junior - under 25	25	10
	Group coaching	7	
	Pro coaching	15	
	Matches/events	16	1 event
	Other	49	
Membership	Adult	153	
	16-25	11	
	Junior - under 16	6	
	Other	8	

Health and Safety

Item	Current	Yes	Due	Next Due	Notes
PAT testing	Current	Yes	Due	Feb-19	BWDST copy 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 No

Finances

Court income Updated Y/N Due No

User groups

Please list

Exeter Uni
BLC
Dorchester Tennis and Squash Club

Special Events

Please list

Earl of Wessex
Fitzgerald-Rose Bowl
Bisque Tournament

Liaison meeting

HRTC and BWDST

Next meeting

Date

Set

Y/N

Due

MARKETING:

MHK had meeting with Nadiya (marketing manager) and had been very impressed with the marketing strategy. In addition social media input from Kelly Heath very timely and proactive. Whilst there is a marketing plan in place MHK looking to improve and produce a simplified plan in line with the Business Plan.

WT explained that Nadiya's skills were in design and he is currently liaising with HR regarding restructure of the marketing roles.

AGENDA ITEMS FOR THE NEXT MEETING:

Energy Savings – MH

Meeting closed at 1945

Minutes subject to approval