

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE TRUSTEE'S GENERAL MEETING

HELD ON TUESDAY 16TH October 2018 2018

Present: Susanna Newall (SN), George Skellern (GS), Allan Staerck (AS), John Wright (JW), Malcolm Heaver (MH) and William Thrower (WT)

Apologies: Arthur Watson (AW), Margery Hookings (MHK), Peter Brook (PB), Alec Bailey (AB) and Chris Baker (CB)

Non Attendees:

DECLARATION OF INTERESTS: None declared for this meeting's agenda.

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous trustee meeting held on the 25th September were accepted and signed as a true record of the meeting.

MATTERS ARISING:

STAKE HOLDER FORUM (SF):

Draft terms of reference sent out to all trustees. It was agreed that that all previous members of the trust plus selected individuals including staff be invited to the inaugural meeting. MH will chair the inaugural meeting giving the rules as laid out in the terms of reference. JW stressed the importance of involving users of the centre and attracting younger representation. The SF would hopefully also identify potential new trustees.

The date of the inaugural meeting was agreed as the 28th January at 7pm and all trustees are encouraged to attend.

MANAGER'S REPORT:

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

SN / AB / MH / PB all attended October's meeting and this was met positively by all staff.

Exercise referral course to be held on site in Nov / Dec '18 with exams in Jan '19 to train staff to deliver the Exercise referral exercise program (both GP and self-referrals).

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

October half term activities have been scheduled (focusing on the day camps).

They are being advertised in / on:

- Website
- Social Media

- In House
- PDF's sent to local schools
- Bridport News - w/c 18/10/18
- Leaflet drops - w/c 18/10/18 Info N/A

Upcoming Outreach Events:

- School Water Safety Talks - To commence from Late October onwards.

Past Events

- Macmillan Coffee Morning - Held on Friday 28th September, £937 raised.
- Bridport Mind Fest - Sales team attended on Saturday 6th October.
- Disability Confident Day - Held on 3rd October, links have been made with the job centre in order to offer some form of discounted scheme for those suffering from a number of conditions where exercise could be beneficial to them returning to work.

WT has submitted an expression of interest for grant funding towards the project from low carbon Dorset.

WT and MH to meet once responses from both Dextra and low carbon Dorset have been received.

HRTC:

Monthly Report	31 August 2018	2018		Previous year	
Item		Sept		Sept	
Court use - hours	Total	251		240	
	Member	227			
	Junior - under 25	13		12	
	Group coaching	4			
	Pro coaching	15			
	Matches/events	31		1 event	
	Other	53			
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 repairs
Fire regs	Current	Yes	Due	Aug-18	Yes
Fixed Electrical	Current	Yes	Due	Feb-21	Yes
Boiler Servicing	Current	Yes	Due	Oct-18	Yes
Alarm inspection	Current	Yes	Due	Aug-18	Yes
Defibrillator	Current	Yes	Due	May-19	Yes
Staff DBS	Current	Yes	Due	Mar-21	Yes
Finances					

Court income	Updated	Y/N	Due	5117	No
User groups	Exeter Uni				
Special Events	Category B National Tournament				
Please list	MURTC Match				
	Hatfield House Match				
	Skills Session				

WT reported that links made with Colfox school in relation to the HRTC.

MARKETING AND PR:

SN thanked Margery Hookings for the excellent article in the Marshwood Vale magazine.

Allan Staerk reported that the Rugby Club had a new website, action required to link both websites.

WT reported that links being made with all local schools.

AGENDA ITEMS FOR NEXT MEETING

Energy (MH)

Christmas Drinks – Bull Hotel 18th December.

Meeting closed at 1945

Minutes subject to approval