

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE TRUSTEE'S GENERAL MEETING

HELD ON TUESDAY 23rd April 2019

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

Apologies: Chris Baker (CB), Margery Hookings (MHK), Alec Bailey (AB)
and Claire Handford.

Non Attendees:

DECLARATION OF INTERESTS: None declared from agenda items.

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous trustee meeting held on the 19th March 2019 were accepted and signed as a true record of the meeting.

MATTERS ARISING:

SAFEGUARDING FOR TRUSTEES – All trustees are now required to undertake safeguarding training, and email sent from WT with the link. If training completed for another organisation in the capacity of a Trustee the certificate is valid for any organisation.

ACTION POINT: All Trustees to complete prior to the next meeting.

GOVERNANCE: SN stressed the importance of sound governance and the importance that trustees are fully aware of their responsibilities and understand the steps they need to take to ensure that the Trust is properly governed. This is particularly relevant due to the recent governance changes and with the financial constraints and uncertainties that the trust faces. SN would like to work using the Charity Commission tool kit which identifies these six benchmarks of effective governance for the board.

1. Sound leadership and control.
2. Clearly defined roles and responsibilities.
3. Clear focus and direction.
4. Acting with integrity and objectivity.
5. Being open and accountable.
6. Financially sound and prudent.

SN happy to check the tool kit to identify strengths and weaknesses of the trust to seek and identify what additional skills are required.

MH asked where we needed improvement and the following areas were identified:

1. Strategic Management
2. Business Planning
3. Future financial planning
4. Need to be reactive.

JW stated that there would need to be additional time outside of the monthly trustee meeting to discuss strategy. The board over recent years have always been involved in crisis planning and MH stated that it was important to plan for the future regardless and that each Trustee needed to have a clear specific role.

SN stated that she would be happy to work with the tool kit to produce a paper working with Trustees individually as required and proposed that she commences with this work, seconded by MH.

Agreed unanimously.

CCG INITIATIVE – WT reported that the Leisure Centre will host pilot education program beginning on the 1st May 2019 - funded by Dorset CCG. Although no budget for classes the centre will add its own 6 week course program focusing on; diabetes prevention / reversal / weight loss management at a discounted rate. In addition pulmonary sessions will commence shortly.

COFFEE BAR PROPOSAL – WT reported that the new coffee machine has now been installed and has been well received. Awaiting delivery of tables and chairs for the reception area. If successful would then look to install additional area on the top corridor. AS suggested doing a press release once up and running. SN thanked MH for the suggestion and WT and the team for making it work.

All other matters arising covered by the agenda.

MANAGER’S REPORT:

WDDC / Lease Negotiations / Grants		
Progress	Who	When
Dorset Council invoiced for: £179,770.20 exc VAT . To be paid in one lump sum. This figure includes a 2% inflationary uplift as advised by Tony Hurley to Rachel Figueira:	Info	Update
£8,000 leisure development grant obtained from WDDC to complete pump replacement works wetside. UPDATE: WDDC paid grant in full 20/03/19.	Info	Update
£2,500 grant from the Swimathon Foundation applied for to be used for Autism and Dementia swimming. Outcome expected by: 07/05/19 .	Info	May '19
WT spoke at Bridport Town Council annual meeting on: 26/03/19	Info	Update

Staffing / Training / Programming		
Progress	Who	When
Open invite for all trustees to attend the Centre’s ‘all staff meetings’ on: 01/05, 05/06, 03/07 - 1.30pm to 3.00pm in the Bacit Studio .	Info	Ongoing
Diabetes Initiative - UPDATE: Leisure Centre to host pilot education program beginning on; 01 st May 2019 - funded by Dorset CCG. Centre to add its own 6 week course program focusing on; diabetes prevention / reversal / weight loss management.	Info	Update

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Children's Activities					
Progress				Who	When
	Enrolled	Max Capacity	%	Info	Monthly
Swim School:	530 (539)	690	77%		
Gym & Tramp:	268 (269)	339	79%		
Racket Sports:	17 (20)	32	53%		
Half Term activities program have proved successful - WT to provide figures at next meeting.				Info	To Update May'19

Memberships			
Progress		Who	When
1665 Adult Members (-50 compared to March 2018) 134 Swim Members (+14 compared to March 2018)		Info	Monthly

Marketing / Outreach			
Progress		Who	When
<u>Marketing - Focus</u> <ul style="list-style-type: none"> Continued update / presence on website, social media platforms, internally, publications. Assisting with PR drive of Community Forum. Production of new Swim and Fitness Timetables. 		NW / NP / KH	Ongoing
Energy			
Progress		Who	When
UPDATE: Sports Hall and Squash Court lighting upgrade <ul style="list-style-type: none"> Lights and accessories to be delivered - 26/03/19 Installation - W/C: 29/03/19 Scissor and Tower Scaffolding to be provided FOC by Fowlers (thanks to Malcolm Heaver)		Info	Update
To Action: Quote to be obtained for the replacement of ageing / failing lights in the wetside changing rooms for LED panels. UPDATE: No Progress		Info	June '19

HRTC		
Progress	Who	When
To Action: WT to liaise with Club Pro's and hold an update meeting with them. UPDATE: To still be arranged	WT	May '19

Other Matters		
Progress	Who	When
TO CONSIDER: Further plant failure has occurred - this time in the dryside plant room. Currently running on one 9+ year old pump 24/7 to deliver hot water around the dryside.	To Discuss	April '19
UPDATE: Lift Modernisation Project <ul style="list-style-type: none"> ▪ Current maintenance service plan with Stannah lifts cancelled: 16/04/19. ▪ Accepted quote by Jackson Lifts). 	Info	Update
UPDATE: IT Upgrade <ul style="list-style-type: none"> ▪ Installation - W/C: 10/06/19 ▪ All hardware has been purchased and coded to 18/19 financial year. 	Info	Update
UPDATE: Vending / Shop & Retail <ul style="list-style-type: none"> ▪ New Hot Drinks machine and has been met favourably by members. ▪ Range of fresh sandwiches, flapjacks and brownies are now being stocked. <ul style="list-style-type: none"> ▪ New swim shop supplier (SRS Leisure) now being stocked. ▪ Tables and Chairs for Reception have been ordered - to be delivered: 29/04/19. 	Info	Update

The following points were discussed:

MH asked if there was a plan for activities in the summer holidays. WT explained that a six week plan to include the popular day camps, trampolining and paddle boarding in addition potential for snorkelling/rookie lifeguard. Plan to be marketed in June.

COMMUNITY FORUM (CF): Positive outcome from the Community Forum meetings to date was the addition of Clare Handford as a Trustee. The main focus of the forum was surrounding publicity campaigns. However no interest from the forum in taking the role of chairperson. JW stated that the recent publicity campaign needed to continue however this would require additional resources. WT looking to increase NP's hours to assist with the campaign. JW stressed the importance of keeping all informed and agreed to draft a letter to those who attended the meetings providing an update and appreciation of involvement with the Forum. Look to plan next meeting after the summer break.

PR to be included as an agenda item for all trustee meetings in the future.

Oliver Letwin visit to the centre arranged for the 4th May. All Trustees encouraged to attend if possible. Plan for the day to include tour of the centre including the Rugby Club.

ACTION POINTS:

WT and SN to liaise to finalize programme for Oliver Letwins visit.

JW to draft letter to Forum members.

ELECTRIC CHARGING POINT: The proposal was discussed in principle, and whilst more detailed information with costings etc. is required it was agreed that it was potentially good for PR and the proposal would be considered at the next meeting.

ACTION POINT – SN to provide more information with costing and submit a full proposal.

AGENDA ITEMS FOR NEXT MEETING

1. Electric vehicle charging point (SN)
2. PR Campaign
3. Governance
4. Safeguarding

Meeting closed at 2000

Minutes subject to approval