

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

## **MINUTES OF THE TRUSTEE'S GENERAL MEETING**

**HELD ON TUESDAY 12<sup>th</sup> February 2019**

**Present:** Susanna Newall (SN), Alec Bailey (AB) Arthur Watson (AW), Malcolm Heaver (MH), Allan Staerck (AS), John Wright (JW), and William Thrower (WT)

**Apologies:** Chris Baker (CB)

**Non Attendees:** George Skellern (GS), Margery Hookings (MHK) and Peter Brook (PB)

**DECLARATION OF INTERESTS:** None declared from agenda items.

**MINUTES OF PREVIOUS MEETINGS-** The minutes of the previous trustee meeting held on the 22<sup>nd</sup> January 2019 were accepted and signed as a true record of the meeting.

### **MATTERS ARISING:**

**FUND FOR UNDERPRIVILEGED CHILDREN** – Decision made to put on hold at present.

**MARKETING** – Meeting planned for 19<sup>th</sup> February with JW/CB/MH/NW/NP. Main agenda point “How to engage with Councillors?” Minutes to be taken and circulated to all Trustees.

**LIFT:** Three quotes now obtained for essential work on the lift. Meridian / Onyx both Poole based companies potential contractors. WT has contacted Gillingham Leisure Centre for feedback on Meridian this proved essential as feedback was very negative in particular poor instalment and maintenance. WT has now contacted Jackson Lifts (fitted in GLL Centres) met contractor 11<sup>th</sup> February awaiting quote.

**ACTION POINT:** WT to look into funding opportunities for the work with WDDC via accessible funding streams.

**SAFEGUARDING FOR TRUSTEES** – All trustees are now required to undertake safeguarding training, on line course available the training would take 2 hours and the certificate is valid for one year. AB is also undertaking the training for a separate organisation in a Trustee role and questioned if this would be sufficient as a Trustee of B&WDST.

**ACTION POINT:** WT to ascertain if training is required by each organisation and to email training to Trustees.

**SPORTS HALL LIGHTING-** Low Carbon Trust grant application has been approved. Work to be completed by 1<sup>st</sup> April. WT and MH meeting 15<sup>th</sup> February.

**NEW TRUSTEE RECRUITMENT-** Advertisement placed on the website and on general notice boards in the centre. A5 flyer produced by NW. MH stated that the Community Forum would be a good source for attracting new Trustees. SN has met informally with Clare Handford who has expressed an interest in becoming a Trustee, SN would be very happy to propose her as a Trustee and invitation to be sent to Clare to attend the March Trustee meeting.

**ACTION POINT:** RH to send invite to Clare Handford for the March Trustee meeting.

**MANAGEMENT FEE:** Nothing to report.

**MANAGER'S REPORT:**

<b>WDDC / Lease Negotiations / Budgets</b>		
<b>Progress</b>	<b>Who</b>	<b>When</b>
All WDDC Management Fees for 2018/19 have been paid WDDC have now paid Disallowed VAT invoice - PD 25/01/19	<b>Info</b>	<b>Monthly</b>
Proposed revenue budget to be distributed amongst Trustees at February's meeting.	<b>Info</b>	<b>February '19</b>

<b>Staffing / Training / Programming</b>		
<b>Progress</b>	<b>Who</b>	<b>When</b>
Open invite for all trustees to attend the Centre's 'all staff meetings' on: <b>06/03, 03/04, 01/05, 05/06, 03/07</b> - 1.30pm to 3.00pm in the pavilion.	<b>Info</b>	<b>Ongoing</b>
WT met with Lucy Danes (Dorset CCG Programme Officer) on 17/12 to discuss a funded pilot for the delivery of a Diabetes / Obesity initiative. Awaiting feedback regarding the outcome of funding - to then progress for an April launch.	<b>WT</b>	<b>February '19</b>
Dementia hour programmed between; 2.45pm & 3.45pm on a Thursday - first session: 07/03/2019.	<b>Info</b>	<b>March '19</b>
Autism hour programmed between; 2.30pm & 3.30pm on a Tuesday - first session: 05/03/2019.	<b>Info</b>	<b>March '19</b>

<b>Children's Activities</b>					
<b>Progress</b>				<b>Who</b>	<b>When</b>
	Enrolled	Max Capacity	%	<b>Info</b>	<b>Monthly</b>
Swim School:	<b>539</b> (536)	<b>697</b>	<b>77%</b>		
Gym & Tramp:	<b>277</b> (271)	<b>343</b>	<b>81%</b>		
Racket Sports:	<b>20</b> (21)	<b>32</b>	<b>63%</b>		

<b>Memberships</b>		
<b>Progress</b>	<b>Who</b>	<b>When</b>
<b>1674 Adult Members (-51 compared to January 2018)</b> <b>136 Swim Members (+17 compared to January 2018)</b>	<b>Info</b>	<b>Monthly</b>

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<b>Marketing / Outreach</b>		
<b>Progress</b>	<b>Who</b>	<b>When</b>
<b>Marketing - Focus</b>		
<ul style="list-style-type: none"> <li>▪ Creation &amp; distribution of Autism and Dementia hours' literature.</li> <li>▪ Creation &amp; implementation of marketing promotional activities for private events.</li> <li>▪ Marketing Assistant continues to re- connect with local schools and has updated distribution lists. <ul style="list-style-type: none"> <li>▪ Advertising of new mother &amp; baby courses in the Bridport News (front page) - see attachment.</li> <li>▪ Marketing of new chair based fitness course to medical centres / physios etc. within the locality.</li> <li>▪ Meeting held with Wessex FM to provide airtime promotion of the Swim School / Autism Hour and Dementia Hour.</li> </ul> </li> </ul> <p>Awaiting quote - follow up meeting scheduled for 19/02/19 - Airtime prior to March launch date.</p>	<b>NW / NP / KH</b>	<b>Ongoing</b>
<b>Energy</b>		
<b>Progress</b>	<b>Who</b>	<b>When</b>
Successful application to Low Carbon Dorset for sports hall and squash court lighting. 40% grant awarded - £5,210.60. <b>Action Point</b> - WT to progress works ASAP.	<b>Info</b>	<b>Update</b>
<b>On Hold:</b> WT to investigate possible energy saving alternatives for the pool hall lighting (possibly schedule a site visit to 1610 Dorchester).	<b>WT</b>	<b>On Hold</b>
<b>On Hold:</b> Future Low Carbon Dorset applications - to include a submission to 'correct' the PV array should the Trust wish to pursue.	<b>Info</b>	<b>On Hold</b>
<b>HRTC</b>		
<b>Progress</b>	<b>Who</b>	<b>When</b>
Repair works to damaged playing wall and various patch works completed: <b>30/01/19</b> . Spoken with Levi at the club and they are happy with the works. Abel Alarms have installed additional fire sensor point in the stairwell as per the fire risk assessment. New entrance signage to court has been put up, with consultation from the club pro.	<b>WT</b>  <b>Abel</b>  <b>TS</b>	<b>Update</b>  <b>Update</b>  <b>Update</b>
<b>Other Matters</b>		
<b>Progress</b>	<b>Who</b>	<b>When</b>
<b><u>Vending / Shop &amp; Retail</u></b>	<b>Info</b>	<b>March '19</b>

<p>Mars vending machine has now been removed - therefore allowing us to stock a healthier range of products from behind Reception desk (once current stock has been sold).</p> <p>Coca Cola machine to be removed end of February '19 - enabling a fridge to be purchased to stock a healthier range of drinks and sandwiches - to be sold from Reception.</p> <p>Reception Manager continues to review the swim stock and seek an alternative supplier.</p>		
<p><b><u>Hot Drinks Machine</u></b></p> <p>3 quotes obtained for bean to cup, fresh milk coffee machines</p>	<b>To Discuss</b>	<b>March '19</b>
<p><b><u>Plant Room</u></b></p> <ul style="list-style-type: none"> <li>▪ Cold water booster pumps in need of replacement - we are now running of 1 out of 3 pumps (the sole pump is also a refurbished unit). <ul style="list-style-type: none"> <li>▪ 1x Hot water system pump in need of replacement - this is a dual unit, with 1 pump running 24/7.</li> </ul> </li> </ul> <p>These pump sets are now 10 years old - so have lasted well! WT has engaged with John Hunt (formerly of CHG) to provide works - awaiting final quote.</p>	<b>Info</b>	<b>To Action ASAP</b>

<b>Key Performance Indicators (KPI's)</b>				
Indicator	QTR 1 Apr - Jun	QTR 2 Jul - Sep	QTR 3 Oct - Dec	QTR 4 Jan - Mar
Footfall (Individual Visits)	71,312	69,795	72,258	
Customer Comments (Total)	8	8	13	
Positive	3 (37.5%)	2 (25%)	2 (15.5%)	
Negative	3 (37.5%)	3 (37.5%)	4 (30.75%)	
Suggestion	2 (25%)	3 (37.5%)	7 (53.75%)	
Faults Reported (from Workflow Asset Management - WAM)	11	7	5	
Faults Rectified (from Workflow Asset Management - WAM)	6	5	7	
New Starters (Staff)	5 (6%*)	6 (7%*)	3 (3.5%*)	
Leavers (Staff)	3 (3.5%*)	3 (3.5%*)	1 (1.25%*)	
*Based on 86 members of staff on payroll				

The following points were discussed:

AB and JW attended the recent all staff meeting.

Marketing – PR and Marketing had been raised as an issue at the Forum. Current resource is limited and the potential for an additional PR/Marketing specialist was discussed. Concern was raised regarding the potential high cost whilst potentially members from the forum in particular Pete Wyrill could provide assistance for free. MH to speak to Pete Wyrill.

JW stated that the most important thing was to be able to identify what exactly we need to do. JW would be happy to take a lead in this and produce a plan. Important to feedback strategy to the Forum. Meeting planned for 19<sup>th</sup> February with JW/MHK/CB/NW/WT/NP

### **COMMUNITY FORUM (CF):**

The inaugural meeting was held on the 28th January. MH thanked the Trustees who attended. The meeting was very positive and well attended. SN expressed concern that the main focus had been on the potential closure of the pool if funding not secured. The concern being that a negative campaign against the Council could have a negative impact on future negotiations. Elections to be held soon list not yet published. JW to send schedule to WT and invitations to the centre be sent to all candidates. Press release providing factual information to be written, Margery Hookings to be approached to assist with this.

MH stressed the importance of involving Oliver Letwin and ensuring that he is fully understands what the Leisure Centre offers in relation to the community and health prevention. WT to produce attendance figures, well being classes and list of groups using the centre.

The next meeting is planned for the 27<sup>th</sup> February at 7pm MH to chair this meeting.

### **AGENDA ITEMS FOR NEXT MEETING**

1. Coffee Bar proposal (MH/WT)
2. Electric vehicle charging point (SN)

Meeting closed at 2004

*Minutes subject to approval*