

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE TRUSTEE'S GENERAL MEETING

HELD ON TUESDAY 23rd June 2019

Present: Arthur Watson (AW), Susanna Newall (SN), Peter Brook (PB) Chris Baker (CB) Malcolm Heaver (MH), Allan Staerck (AS), John Wright (JW) Margery Hookings (MHK), Alec Bailey (AB), Claire Handford (CH), Nick Chandler, Nick Thornley and William Thrower (WT)

Apologies: George Skellern, Margery Hookings, Nick Thornley and Allan Staerck.

Non-Attendees:

DECLARATION OF INTERESTS: None declared from agenda items.

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous trustee meeting held on the 21st May 2019 were accepted and signed as a true record of the meeting.

MATTERS ARISING:

COMMUNITY FORUM- Email received from Joanna Bussell regarding the lack of interest in volunteers from the Forum meetings. Three options were suggested as follows:

Option 1 We could modify the Memorandum and Articles of Association to provide that the Trustees are only required to engage with the forum if and when stakeholders have come forward.

Option 2 Alternatively, it could be minuted in a Trustee meeting that, for the time being, there are no stakeholders involved in the forum and, therefore, there is no obligation to meet with the forum unless and until stakeholders are engaged.

This position could be reviewed on an annual basis.

Option 3 In the alternative, you could, potentially, constitute a forum made up of, say, representatives from the key sports clubs and users to the extent that these are not already represented on the board of the Trust or on other forums.

It was agreed unanimously to adopt option 2.

ACTION POINT - John Wright to update all of the forum members with progress.

PR CAMPAIGN – Article to be written for the Bridport News detailing upcoming visit of Councillors to the centre, to include photo of Sir Oliver Letwin on recent visit.

ACTION POINT: MHK to assist WT with the press release.

MANAGER'S REPORT:

Dorset Council / Lease Negotiations / Finance		
Progress	Who	When

		Ongoing
Draft Accounts have been received from Edwards & Keeping for last financial year. To Action: 1. WT to circulate draft accounts to: SN / AB / CB, 2. WT to produce Trustees Report and present at next meeting.	Info	July '19
UPDATE: Councillor Meeting - 29/06/19 @ 9:00am list of responses from Councillors RE. their attendance on 29/06/19 - Executive Summary Recipients sent prior to this meeting	Info	Update

Staffing / Training / Programming		
Progress	Who	When
Open invite for all trustees to attend the Centre's 'all staff meetings' on: 03/07, 04/09, 03/10, 06/11, 04/12, 08/01, 05/02, 04/03 - 1.30pm to 3.00pm. Location TBC Monthly (due to bookings).	Info	Ongoing
UPDATE: Diabetes Education Program Centre to run its own 6-week course program focusing on; diabetes prevention / reversal / weight loss management - to launch in: July 2019	Info	End July '19

Children's Activities					
Progress					
Who					
When					
	Enrolled	Max Capacity	%	Info	Monthly
Swim School:	548 (543)	753	73%		
Gym & Tramp:	264 (272)	332	80%		
Racket Sports:	15 (16)	32	47%		

Memberships		
Progress	Who	When
1674 Adult Members (-43 compared to May 2018) 135 Swim Members (+18 compared to May 2018)	Info	Monthly
UPDATE: Gym Extra Membership band to be launched - July '19	WT / RH	July '19

Marketing / Outreach		
Progress	Who	When
<u>Marketing - Focus</u> ▪ New Marketing Assistant has been recruited – 'officially' starts WC. 17/06/19 .	Info	Update

<ul style="list-style-type: none"> Marketing focus has been on; 1. <i>Student Membership Offer</i>, 2. <i>Creation of literature for our new Gym Extra Membership</i>, 3. <i>Promotion of new Nutrition Offering</i>. 	Info	Update
Outreach	Info	04/07/19 @ 9:30am
<ul style="list-style-type: none"> Meeting scheduled with; Barton House Surgery and the Dorset CCG to discuss how to improve the GP referral scheme and working partnerships. George Skellern to also attend. WT met with Melanie Gale from Alzheimer's UK (13/06/19) - Leisure Centre to host a 'pilot' weekly low impact fitness class for those in the early onset of dementia. First session - 17/07/19. WT met with Sportz+ to facilitate the integration of children suffering from both mental and physical disabilities into our holiday activity program. 	Info	17/07/19 @ 3:00pm (Time TBC)
	Info	Ongoing

Energy		
Progress	Who	When
UPDATE: Sports Hall and Squash Court lighting upgrade		
<ul style="list-style-type: none"> Installation is now 100% complete - sensors are now in operation and the system is working efficiently. Once final payment has been made to; Peter George Electrical, WT to reconcile grant with Low Carbon Dorset. 	Info WT	Update July '19
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	August '19 Revised Date

Other Matters		
Progress	Who	When
Dryside Pumps Replacement		
<p>Following a request at last month's meeting - the old pumps have now been replaced for modern and energy efficient alternatives by Jackson Drilling.</p> <p>UPDATE: Grant reclaim has been made to Dorset Council for sum of £3k as agreed by Tony Hurley and Nick Thornley.</p>	Info WT	Update June '19
<p>UPDATE: Lift Modernisation Project</p> <ul style="list-style-type: none"> UPDATE: Site audited: 12/06, now awaiting installation date. 	Info	Update
<p>UPDATE: IT Upgrade</p> <ul style="list-style-type: none"> Installation now underway. Additional workstation has been required due to additional 'hot desk' created by staff environment improvement works. Upgrade has been met favourably by staff and will allow for a more modern system of working. 	Info	Update

The following points were discussed:

Quest visit resulted in an informal registration some paperwork required on remedial on fixed electrical work.

MH raised concern re air conditioning during the hot weather. ESG to look at the system.

Member suggestion for wildflower area on the banks at side of the centre. MHk to forward information to WT. Potential for Groves to sponsor and good PR opportunity.

PR CAMPAIGN: Visit planned to centre for Councillors on 29th July at 0900. 5 confirmed to date including Anthony Alford. Structure of visit discussed to include a tour of the centre which will be busy with swim school at this time. WT to meet with JW on 27th to finalize plan for the visit all Trustees encouraged to attend.

Kelly Heath employed as marketing assistant. JW stressed the importance of continued promotion of the centre with a clear strategy in place.

APPOINTMENT OF CHAIRMAN: MH to stand for position of Chairman and CB to be approached for position of Vice Chair. Appointments to be ratified at the AGM on 24th September.

AGENDA ITEMS FOR NEXT MEETING

Any items to be passed to SN prior to the next meeting.

Meeting closed at 1957

Minutes subject to approval