

BRIDPORT & WEST DORSET SPORTS TRUST LIMITED

MINUTES OF THE TRUSTEE'S GENERAL MEETING

HELD ON TUESDAY 21st May 2019

Present: Susanna Newall (SN), Arthur Watson (AW), Malcolm Heaver (MH), Peter Brook (PB)
Allan Staerck (AS) George Skellern (GS), John Wright (JW), Margery Hookings (MHK),
Claire Handford, Nick Chandler, Nick Thornley, Alec Bailey–via Skype (AB) and William
Thrower (WT)

Apologies: Chris Baker (CB)

Non Attendees:

SN opened the meeting by welcoming Nick Thornley and Nick Chandler to the meeting and brief introductions were made.

DECLARATION OF INTERESTS: None declared from agenda items.

MINUTES OF PREVIOUS MEETINGS- The minutes of the previous trustee meeting held on the 23rd April 2019 were accepted and signed as a true record of the meeting.

MATTERS ARISING:

MANAGEMENT FEE – NT gave a brief outline explaining the new Council set up following the recent elections. The leisure centre has been discussed and the Council is aware of the Trusts agreements. The Trust needs to be very aware that the new Council will be more financially challenged by statutory agreements. Review of all Leisure Centres currently being undertaken by Tony Alford and Tony Hurley with the assistance of Max Associates.

COFFEE BAR – Positive feed back from members for the new coffee bar area. Promoted on social media.

SN thanked WT and team for the success.

DRY SIDE PUMP – WT reported that the work had been completed 50% funded from the Council.

COMMUNITY FORUM- SN reported that she had sent an email to Joanna Bussell regarding the lack of interest in volunteers to act as Chairperson from the Forum meetings and if this was a common problem or is there a better way? Joanna Bushell has agreed to do some research and feedback this would be completed free of charge.

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

PR CAMPAIGN The visit by Oliver Letwin had been successful and he had requested an additional executive summary providing brief information profiling the centre and statistics. Draft sent prior to the meeting and minor changes discussed. WT to amend and send to Trustees.

SN produced a list of newly elected Councillors some had visited the centre recently. All Councillors to be invited to attend the centre date provisionally agreed as Saturday 29th June at 0900. Oliver Letwin to be kept updated of the progress.

ACTION POINT: WT to send amended executive summary to trustees to be signed off. Invitations to be sent to councillors.

JW reported that there had been good engagement with Bridport News however more resources would be required for a PR campaign. NP the marketing assistant is leaving the centre and WT is actively seeking a replacement with appropriate skill set and flexibility within the current staff.

JW left the meeting at this point.

MANAGER’S REPORT:

| WDDC / Lease Negotiations / Grants | | |
|--|-------------|---------------|
| Progress | Who | When |
| | | |
| | | |
| | | |
| £2,500 grant from the Swimathon Foundation applied for to be used for Autism and Dementia swimming. Outcome expected by: 07/05/19 . UPDATE: Application unsuccessful due to high volume of grant applications. | Info | Update |

| Staffing / Training / Programming | | |
|---|-------------|-----------------|
| Progress | Who | When |
| Open invite for all trustees to attend the Centre’s ‘all staff meetings’ on: 05/06, 03/07, 04/09, 03/10, 06/11, 04/12, 08/01, 05/02, 04/03 - 1.30pm to 3.00pm in Studio 2 (updated location). | 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: June 2019 . | Info | June ‘19 |
| | | |

| Children’s Activities | | | | | |
|---|------------------|--------------|------------|-------------|----------------|
| Progress | | | | Who | When |
| | | | | | |
| | Enrolled | Max Capacity | % | Info | Monthly |
| Swim School: | 543 (530) | 716 | 77% | | |
| Gym & Tramp: | 272 (268) | 339 | 80% | | |
| Racket Sports: | 16 (17) | 32 | 50% | | |
| Easter Holiday – Analysis: 186 attendees at 89% occupancy. | | | | WT | May’19 |

| Memberships | | |
|--|-------------|----------------|
| Progress | Who | When |
| 1665 Adult Members (-40 compared to April 2018) 131 Swim Members (+12 compared to April 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. <ul style="list-style-type: none"> ▪ Production of May Half Term Activities Program ▪ Marketing Assistant has resigned from post - current recruitment drive underway. | NW / NP / KH SB / NW | Ongoing Closing Date: 20/05/19 |

| Energy | | |
|--|---|--|
| Progress | Who | When |
| <u>UPDATE:</u> Sports Hall and Squash Court lighting upgrade <ul style="list-style-type: none"> ▪ Sports Hall and Squash court lighting has now been installed ▪ Positive feedback received from both Badminton and Squash players. ▪ Sports Hall sensors to be installed WC: 20/05/19 during our dryside fixed electrical inspection. ▪ Once completed - WT to contact Low Carbon Dorset to signoff and claim grant. | Info WT WT | Update May '19 June '19 |
| To Action: Quote to be obtained for the replacement of ageing / failing lights in the wetside changing rooms for LED panels. <u>UPDATE:</u> 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. <u>UPDATE:</u> WT has been in communication with the Club Pro and Assistant throughout the month RE. Various issues and have resolved collaboratively. Formal meeting to follow soon. | WT | Update |

| Other Matters | | |
|----------------------------------|-------------|---------------|
| Progress | Who | When |
| <u>Dryside Pumps Replacement</u> | Info | Update |

| | | |
|--|-------------|---------------|
| Following a request at last month's meeting - the old pumps have now been replaced for modern and energy efficient alternatives by Jackson Drilling. | | |
| UPDATE: Lift Modernisation Project <ul style="list-style-type: none"> ▪ Current maintenance service plan with Stannah lifts cancelled: 16/04/19. <ul style="list-style-type: none"> ▪ Accepted quote by Jackson Lifts. ▪ UPDATE: Invoices received, to be signed off at this evenings meeting - WT to advise on installation date once received. | 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 swim shop supplier (SRS Leisure) now being stocked. ▪ Tables and Chairs for Reception have been delivered - positive feedback has been received on social media and also verbally in the centre. | Info | Update |

The following points were discussed:

KPIs – WT produced graphs tracking aspects of the centre including income, memberships and usage. SN thanked WT for this work and requested this be sent to all Trustees each month once completed.

LED lighting wetside – WT to obtain quote then apply for a grant via Carbon Dorset. If this was unsuccessful then an application to be made to the Council. NT suggested the best approach with the council would be to identify a package of work required in the next year and this could then be discussed with the Council who would assist with the process if not via a grant potentially a loan application.

ACTION POINTS:

WT to write thank you letter to Carbon Dorset once grant officially signed off.

GOVERNANCE: All Trustees to complete on line safeguarding by Junes meeting.

SN has identified additional training for trustees that could be a useful tool. SN to contact individual Trustees to identify skill sets and any training would then be undertaken as necessary.

ELECTRIC CHARGING POINT: Proposal made from SN as follows:

Purpose of Report:

To consider the introduction of two EVC units in the car park

Recommendation – The Ask

Replace two existing car parking spaces to two EVC points in the small top car park

Background/ History

- Electric vehicles are increasing on our roads and drivers of these vehicles map out their journeys in the same way we did with paper maps before car sat navs replaced them.

- EVs are becoming more mainstream
- Changes in the past 12 months mean that pay as you go chargers are increasingly popular with drivers who are not brand loyal.
- These chargers are installed free so no cost to the Trust and a rental income is paid.
- Drivers do not like apps or memberships
- The DoT has forecast that by 2020 134,000 new vehicles sold each year will be electric. This means a sizeable proportion of staff and visitors will be driving to and from the Centre in electric cars.
- This is only one year away.
- Both hybrid and fully electric cars much more common place on our roads
- With the increasing demand for EVs comes an increasing demand for charging infrastructure. In the same way a hotel guest or coffee shop customer now expects access to WiFi, EV drivers expect to charge wherever they park for an hour or more.
- EVCs attract and retain customers
- Increases dwell time
- Improve sustainability rating – by letting our users choose a more sustainable method of transport
- Positive brand image
- PR and Marketing Opportunities
- Can create a new revenue stream
- EV charging can be a revenue generating investment.
- EV drivers are not brand loyal

Current Position

Bridport currently only has three charging points
 Rapid Charge - East Street Car Park 2 x 50kw, 1 x 43kw.
 Fast Charge - Bridge House Hotel 1 x 7kw (Patrons Only)
 Trickle Charge – AP Chant 2 x 3kw

The Mitsubishi garage has closed

Main suppliers/operators

Pod Point

70:30 profit split BLC:Podpoint

Chargemaster -

Probably the larger operator – supplies Transport for London
 Uses an RFID key via Polar Network to open EVC point or a key
 Charges a subscription fee

Uses a ChargeVision data management system

Membership to PolarPlus is £7.85 per month (for the user)

Ecotricity

They have a unit in major motorway service stations. From starting out they were free which helped create coverage but overnight changed to charging £6 per 30 minutes which is not popular.

Proposed Solution

Install a Pay as You go charger through Instavolt.

Instavolt will install rapid DC EV chargers for free and will pay a rental income.

BLC may see increased footfall due to increased dwell time

Having an EC charging unit shows customers we are committed to green initiatives and reducing pollution

Instavolt pay all installation and running costs and ongoing maintenance and continually invest in the units

They prefer either a 15 or 20 year agreement in return for a base rent (of the car parking space) and profit share.

Typically the commercials would be ;

For a 15 year lease, the terms would be £1250 per charger per year base rent (RPI linked, £2500 base rent for 2 chargers) or 10% of charger profits, whichever number is greater

For a 20 year lease, the terms would be £1500 per charger per year base rent (RPI linked, £3000 base rent for 2 chargers) or 12.5% of charger profits, whichever number is greater.

Aside from the direct income generation of these offers, having rapid chargers on site will increase dwell time in the centre .

Alternatives

Do nothing and wait 12 months.

Technology here is rapidly evolving and by waiting we have lost nothing and may gain with more efficient units in 12 months time.

I cannot see another provide at this current time with as good an offer as Instavolt for both business and driver.

Whilst some concern was raised regarding the loss of 2 parking spaces it was agreed that the additional benefits in particular PR and footfall would outweigh this. If the proposal was agreed there would be a requirement to sign an exclusivity agreement prior to the company undertaking a full survey.

It was proposed by MH and seconded by GS to accept the proposal and grant permission to SN to progress to the next stage.

Agreed unanimously.

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