

**BRIDPORT & WEST DORSET SPORTS TRUST LIMITED**

**MINUTES OF THE MANAGEMENT / FINANCE MEETING**

**HELD ON THE 17<sup>th</sup> MAY 2016**

**Present:** Nigel Carter (Chairman), Arthur Watson (President), Susanna Newall, George Skellern, Alec Bailey, Allan Staerk, Eddie Colfox, Gillian Summers, John Mackenzie, John Wright and Nick Neale (General Manager)

**Apologies:** Richard Salt, Nick Forbes, Malcolm Heaver, Neil Chilcott, and Peter Brook.

Nigel Carter opened the meeting and reported that Neil Chilcott had tendered his resignation from the Management Committee as Vice Chairman, and as a director, by letter dated 5<sup>th</sup> May 2016. This was due to increasing work commitments. A vote of thanks was given for many years of dedicated work as Vice Chairman and on various Sub Committees. The Articles state that the Council of Management includes a Vice Chairman, but gives no guidance on how he or she is to be appointed. It has become customary for the directors to select a single candidate at its July meeting, to be proposed for election at the AGM in September. It was agreed to continue with this procedure. A volunteer will be required to chair June's Meeting in Nigel Carter's absence.

**MINUTES OF PREVIOUS MEETINGS-** The minutes of the previous meeting held on the 19<sup>th</sup> April 2016 were accepted as a true record.

**MATTERS ARISING** – Covered by the agenda.

**MANAGER'S REPORT**

Brief report circulated prior to the meeting input from Working Parties as follows:

**FINANCIAL EFFICIENCY WORKING PARTY:** Last meeting held on the 18<sup>th</sup> April, next meeting planned for 23<sup>rd</sup> May. Verbal update given by Susanna Newall.

**IT SYSTEM:** Visit made to Leisure Centre in Bath to look at alternative IT system (Legend), with the aim to improve customer experience and reduce queues at reception. A full report with costings will be made at June's meeting. In comparison with the Leisure Centre in Bath, Susanna stated that the facilities at Bridport Leisure Centre were "Top Notch" and gave a vote of thanks to Nick Neale and the team.

George Skellern asked if there were any alternatives to Legend. Nick advised that another IT system used in the Leisure industry is MRM and is used by 1610; a visit is to be arranged to see system in use. It was felt that a visit to centres with IT systems in operation would be more beneficial than Company reps visiting the Leisure Centre.

Arthur Watson concerned that older generation may be disadvantaged by increasing IT.

Nigel Carter thanked Susanna for work to date and asked for the research into new systems to continue.

Work ongoing with the ASA with regard to the Bridport Aquatic improvement plan.

**PURCHASES:** Dry side water heater needs to be replaced approximate cost £12,000, currently being tendered using Creative Environments who will report back by the 20<sup>th</sup> May.

**AUDITORS:** 3 day audit completed by Edwards and Keeping, funding situation with WDDC will be included in the report, Final draft to be available for July's Management Meeting to be signed when approved at the AGM in September.

**HEALTH & SAFETY AUDIT:** Audit completed on site, audit used to improve any highlighted issues, this audit is additional to statutory inspections.

**MEMBERSHIPS:** Very busy period with new members joining, introduction of new categories of Membership available and the rebranding of the Active Wellbeing range.

**STAFFING:** Following the departure of Sam Channing (Maintenance/Duty Manager) a new staff structure in place to include maintenance support 2 days per week. Ongoing recruitment drive for Receptionists, Swim Teachers and Yoga Instructors.

**FOOD FESTIVAL:** Parking will be available on the road side pitch this has been fully risk assessed and landlord consent received.

**CHARITY FIREMAN'S BALL:** To be held on the 13<sup>th</sup> August, letter will be sent to residents on Watton Park. Allan Staerk asked if the need for porta loos had been considered.

**HRTC REPORT** John Mackenzie reported that the driveway was holding up well on a self help basis at present; situation to be monitored.

### **FUND RAISING WORKING PARTY:**

George Skellern, Peter Brook and John Wright held an inaugural meeting on the 25<sup>th</sup> April report circulated prior to this meeting. The outcome of the WDDC funding situation was felt to be critical in order to gauge the amount of fund raising required. It was acknowledged that fund raising was labour intensive very often for small reward. The possibility of hosting larger events could be more beneficial and there may be a requirement to hire a professional fund raiser. John Mackenzie suggested exploring the possibility of Lottery Funding in support of revenue funding.

### **AOB:**

None

Meeting Closed at 2041

*Minutes subject to approval*