

**BRIDPORT & WEST DORSET SPORTS TRUST LIMITED**

**MINUTES OF THE MANAGEMENT / FINANCE MEETING**

**HELD ON THE 19<sup>th</sup> JULY 2016**

**Present:** Nigel Carter (Chairman), Richard Salt, Susanna Newall, Alec Bailey, John Mackenzie, George Skellern, John Wright, and Nick Neale (General Manager)

**Apologies:** Malcolm Heaver, Nick Forbes, Gillian Summers, Allan Staerk, Eddie Colfox, and Peter Brook.

**MINUTES OF PREVIOUS MEETINGS-** The minutes of the previous meeting held on the 14<sup>th</sup> June 2016 were accepted as a true record.

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

**MANAGERS REPORT:**

Report by NN circulated prior to the meeting and the following items discussed:

**HR&SALARIES** – Jo Hughes (HR Manager) returned from maternity leave, Kerry Shepherd to continue as pay role administrator, Nicole Attrill confirmed as Exercise Class Manager.

**PURCHASES** – Dry side plant room water heater order placed cost £16,000 plus VAT will be capital item.

**MEMBERSHIPS** – Sales remain strong 1,933 members to date.

**GROUP EXERCISE** – Looking to introduce additional yoga courses (not included in membership)

**BUSINESS PLAN** – Circulated prior to the meeting with slight adjustments.

**FINANCIAL REGULATIONS** – NN met with John Wright (JR) to discuss draft financial regulations for the Trust.

**RUGBY CLUB** – Grant awarded for improvements to ladies toilets in the pavilion.

**OLYMPIC LEGACY GRANT** – NN met with evaluation team regarding grant awarded towards the Stepping Out programme.

**EXERCISE ON PRESCRIPTION** – Meeting planned with GPs to promote the scheme, actively looking for funding / grants to increase participation.

**FINANCIAL EFFICIENCY:**

Working party notes from meeting held on the 28<sup>th</sup> June circulated prior to this meeting.

Susanna Newall updated the Committee as follows:

Chris Baker attended the FEWP and will produce letter to send to members in order to claim gift aid.

Meeting planned regarding potential new IT system, full costings and recommendations to be made at next meeting.

On going work with ASA regarding improving pool usage, communication and revenue. Growth potential in swim school would increase revenue however additional resources required.

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

George Skellern (GS) reported following the inaugural meeting of the Fund Raising Working Party. The meeting tried to focus on improving funding, ideas included local parish council, involvement with schools, holiday options for families, outsourcing, surveys with members and gaining knowledge from other centres.

The WP felt that the work needed to co-ordinate with the Business plan and not to sit in isolation. Alex O'Dwyer and Claire Handford looking to meet with NN to further understand the running of the centre and to gain an understanding of the 5-10 year strategic plan.

GS recommended holding one large event per year which would potentially grow over the years, for example "Proms at the Leisure Centre"

JW stated that this working party needed to be further developed before it could be come effective.

### **HRTC:** Report from John Mackenzie:

Increased usage of the courts, and membership as follows:

Full Members	109
Juniors	43
Country Members	70

T&RA now a charitable body. T & RA has suggested, from Health and Safety considerations, that all under 18's should be required to wear goggles.

Exhibition and Fun Day to be held on 14<sup>th</sup> August at 12pm.

### **APPOINTMENT OF CHAIRMAN, VICE CHAIRMAN AND HON SEC:**

There were no nominations for the HonSec position. Nominations have been received for Susanna Newall as Chairman, and Gillian Summers as Vice Chairman.

It was proposed by John Mackenzie, and seconded by Richard Salt, to elect Susanna Newall as Chairman, and Gillian Summers as Vice Chairman.

### **AOB:**

Meeting Closed at 2055