

Baslow Sports Field Trust
Minutes of the Trustees Committee Meeting

Present:	Peter Holt (Chairman), Roger Rose (Treasurer), Alan Wilson (Secretary) Neil Mantell, Larry Harfoot, Peter Barlow, Chris Brown, Helen Watts, Nick Beecroft
Apologies:	Martin Venning, Matt Poole, Mike Booker, Diane Whalley, Phil Morton
Date:	Wednesday 11 March 2015 - 7:30pm in the Cavendish Pavilion

	Topic	Discussion	Action
1.	Opening Remarks	The Chairman welcomed Sandra Marshall (SportsFest raffle organiser) and Chris Lyne (new Bookings Secretary) to the meeting. Sandra reported that some generous prizes had been donated and bought a stock of raffle tickets for the Trustees to take and sell.	
2.	Previous Minutes	The Minutes of the meeting held on 3 December 2014 were approved as a true and fair record of the previous meeting.	
3.	Matters Arising	There were two Action points arising from the previous meeting not included in this meeting's Agenda. Helen Watts reported that she was still awaiting: <ul style="list-style-type: none"> • notification of all the names of the nominated persons responsible for each of the club's child protection policies, • receipt of a signed undertaking that each club is abiding by the Trust's CP policy and their own sports governing body's rules on child protection. <p>Helen will contact the clubs to ensure these issues are resolved before the Trust's Annual General Meeting.</p> <p>The status of previous Action points are shown in italics and headed (<i>PAP</i>)s in the relevant sections below.</p>	HW
4.	Recreation Area	The Chairman agreed to take this Agenda item earlier as Chris Brown was unable to be present for the whole meeting. Peter introduced the subject by saying this issue had been on the agenda for the past three years during which time BSFT had consistently supported the principle of additional recreational facilities in the designated area. As such he proposed, seconded by Roger Rose that BSFT formally approve the establishment of the Recreation Area subject to satisfactory Terms of Agreement with the Parish Council. This was unanimously approved by the Committee . In respect of the Terms of Agreement, there were three key points for the Trust to consider: <ul style="list-style-type: none"> • access to the new recreation area • protection of the site and • associated costs 	

		<p>The first point, regarding access to the recreation area, was discussed at length with the pros and cons of each of the three proposals being closely examined:</p> <ul style="list-style-type: none"> • via the road leading to the campsite • alongside the tennis courts • in front of the pavilion and alongside the MUGA <p>Overall, the risks associated with using the road were considered too high and distractions to tennis players, even with the erection of canvass screening, was deemed inappropriate particularly for league fixtures.</p> <p>Following the discussion, Chris Brown proposed, seconded by Nick Beecroft that access to the recreation area should be routed in front of the pavilion alongside the MUGA, subject to Football Association approval. This was approved by the Committee.</p> <p>The chairman sought confirmation that the Parish Council would pay the costs of the new path and this was confirmed.</p> <p>In terms of Health & Safety, Chris Brown requested that the trajectory of cricket balls be monitored and recorded during the cricket season in order to help site the protective fencing. This was agreed by the Committee.</p> <p>Chris Brown announced that a local working group would be meeting on 28 March to begin clearing the recreation area.</p> <p><i>(PAP) Nick Beecroft will represent the Trust on the Woodland Play Area Committee</i></p>	<p>PH</p> <p>MB & MP</p>
5.	<p>Financial Report</p>	<p>Roger Rose reluctantly announced that he would be resigning as Treasurer of the Trust at the coming AGM and was thanked by the Chairman for all his hard work and support during his tenure.</p> <p>Neil Mantell offered to stand as Treasurer for the coming year at which point the Chairman proposed, seconded by Roger Rose that Neil Mantell be appointed Treasurer and the handover of responsibilities be completed by the AGM. This was approved by the Committee.</p> <p>Roger Rose then presented the financial report for the year to date and mentioned that expenses exceed income in the winter months but an overall surplus of around £300 to £400 was expected at the financial year-end.</p> <p>David Robins, the groundsman, and his team had voluntarily completed a number of maintenance jobs (including replacing fence posts decorating the pavilion and levelling the car park) but had only claimed the cost of materials.</p> <p>Roger explained that fund raising activities were necessary to keep the Trust financially viable. A sub committee of Alan Wilson, Peter Barlow and Roger Rose had been formed to address longer term financing issues.</p>	<p>RR & NM</p>

		<p>Alan reported that a number of different options had been explored and the sub-committee was currently focussing on a shortlist of three of those, being:</p> <ul style="list-style-type: none"> • self-financing of clubs • centralisation of clubs, and • rationalisation of the number of clubs <p>A detailed breakdown of each club's expenses relating to their individual use of the Sports Field facilities would be necessary in the next phase of the Finance sub-committee's project. It was agreed that Neil Mantell would also join the sub-committee.</p> <p>There was a discussion about the use of the pavilion, with a general consensus that it should be marketed to help raise funds to support any ongoing maintenance or other improvements to the building. Suggestions included:</p> <ul style="list-style-type: none"> • summer parties with sporting events for children • running a cafe (consider offering to a commercial organisation) • real ale nights • birthday parties • use by Porter FC • review of license arrangements <p>The lack of "ownership" of the pavilion was considered a key obstacle in maximising its potential. This matter would be considered further by the Chairman and Helen Watts.</p> <p>It was agreed to put some artistic sport related canvases on the walls and attempt to clean the carpet. Consideration should also be given to creating a new entrance to the toilets to enable the main club room to be used for functions.</p> <p>A full page advert should be put in the parish magazine and on the BSFT website to advertise the pavilion as a birthday party venue.</p>	<p>PH & HW</p> <p>PH & HW</p> <p>CL & AW</p>
6.	MUGA update	<p>Nick Beecroft reported that the MUGA snagging list had been discussed in broad terms with the contractor, Ben Hickman and progress would be made in the next few months. In the meantime, some perimeter boarding coming away from the MUGA would be repaired by David Robins. It was suggested that, when finance allowed, new boarding similar to that recently installed during the MUGA refurbishment should be used to replace the remaining areas of the MUGA.</p> <p>Nick mentioned that the field floodlights had been fixed but we needed to monitor their performance. The electrical certification was still awaited.</p> <p>Regarding the shelter, it was agreed that the base could be made by David Robins. Nick Beecroft will compare the quotes, arrange the purchase and email the base size to David.</p>	<p>DR</p> <p>NB</p> <p>NB</p>

		<p>The Chairman said the Trust needed someone to run the MUGA - looking after the user statistics, marketing, maintenance, managing future surface replacement and keeping records of inspections. He emphasised that it was a Sport England requirement to have someone responsible for the MUGA, so any volunteers would be gratefully received.</p> <p><i>(PAP) Attract additional users for the MUGA. Completed - Bowls, walking football, jogging football.</i></p>	PH
7.	Move to CIO Status	<p>The Chairman summarised the contents of his email, sent on 23 February 2015, in which he had formally notified all Trustees of the proposed move to CIO status, included a link to the new Constitution, explained the effects on the membership rules and had set out the process for applying to the Charity Commission.</p> <p>As the matter had been subject a number of discussions and agreement at previous Trustees meetings, there was a short discussion following which Roger Rose formally proposed, seconded by Helen Watts, that the Trust move to CIO status.</p> <p>This was unanimously approved (NB the Secretary had also received written approvals from Diane Whalley, Martin Venning and Mike Booker prior to the meeting)</p> <p>The Trustees present signed the Trustee Declaration Form, required as part of the Charity Commission application process.</p> <p>Roger Rose will manage the process and advise on the timing of an announcement to existing "members" so they can vote on the change in status.</p> <p><i>(PAP) Clubs based at the BSF should ensure their constitutions accord with the BSFT constitution. This is on hold until the new CIO constitution is in place.</i></p>	RR
8.	Website Update	<p>The Chairman said he was very pleased with the website and that it would be a useful marketing tool for the Trust and its associated clubs.</p> <p>Alan Wilson thanked Neal Mantell for uploading the Tennis information.</p> <p>Alan and Helen Watts said that it would be good to include a short profile of each of the Trustees on the website and asked if they would complete and return a brief template that Alan would email to them.</p> <p><i>(PAP) Each club to provide basic contact information and a calendar of events as a minimum contribution to their own club page. Mostly completed but will be covered in the new template referred to above.</i></p> <p><i>(PAP) Policies & procedures document have now been transferred to the public areas of the website.</i></p>	AW

9.	SportsFest	<p>The Chairman gave a summary of progress on the organisation of the SportsFest and circulated an up to date budget for the event. He said that some local organisations had agreed to run stalls on the day - for example St Anne's Church would run Skittles and the Orchard Society the Rocket launching stall. However, he said that more volunteers were still required to run stalls.</p> <p>New this year would be a smoothie bike and a football penalty shoot-out blow-up frame. A climbing wall will be there again as will a number of the popular side stalls from last year.</p> <p>He mentioned that a PA system is still required and he was also waiting for the school to respond to a request to participate on the day. Otherwise, all was coming together very well.</p> <p>Posters designed by Helen Watts were distributed to the Trustees for general display around local communities.</p> <p>The Chairman was thanked for all his hard work in leading and managing the event as this was much appreciated by all of the Trustees.</p>	
10.	Club Reports	<p>Soccer: The junior semi-finals day was set for 22 March 2015 and there was a request for the Trustees to assist on the day as there would be an opportunity to promote BSF facilities. The Trust would also be receiving a donation from the fund raising events on the day.</p> <p><i>(PAP) Proposals for Porter FC to have more usage of the BSF are being further considered.</i></p> <p>Cricket: There were no Cricket Club Trustees in attendance.</p> <p>Bowls: There are currently 54 members and they need to attract new ones as numbers are falling.</p> <p>Tennis: Reported that things were going well - just one point regarding cleanliness of toilets was raised.</p> <p>There is a need for an irrigation system for the Green and the club has been asking for donations. It was emphasised that there is a meter for the Bowls club's mains water supply and they were seeking approval from the Trustees to proceed with the work. This was approved.</p> <p>David Robins will install the system next autumn. The Green was in much better condition since he took over as groundsman.</p>	DW
11.	Signage	<p>Helen Watts had been looking at the Peak Park Regulations to ascertain what type of signage would be permissible.</p> <p>She displayed a number of signs used by other sports clubs in the vicinity and had mocked up some BSF designs.</p> <p>There was a general consensus and agreement that the design featuring a single board with a bar beneath showing the Trust's main financial sponsor should be used.</p> <p>It was further agreed that other clubs' sponsors could be displayed elsewhere in the Sports Field subject to prior approval from the Trustees.</p>	

		<p>Helen agreed to obtain some prices for the preferred style of name board.</p> <p><i>(PAP) A new logo has been designed, voted on by Trustees and is now in use.</i></p> <p><i>(PAP)The main notice board on the pavilion is now being used.</i></p>	HW
12.	Security	<p>Neil Mantell had been researching the possibility of introducing a new Pavilion entry system. He reported that it would cost £3,000 for 100 electronic keys, plus an annual maintenance fee.</p> <p>The chairman mentioned that a new keypad lock at the rear of the Pavilion had recently been installed and that funds for a CCTV would be identified. The Parish Council (£500) and the proceeds from the Quiz Night will go towards this project.</p> <p>Earlier in the meeting, Peter Barlow advised that Derbyshire Dales Housing Association had asked if the Trust would be making another application for funds. He thought this may be possible even though the previous application for funds to install a CCTV had failed. The Chairman agreed to follow this up.</p>	PH
13.	Any other business	<p>Helen Watts will draft a letter requesting organisations to sponsor BSFT for £5,000 per annum.</p> <p>Helen also mentioned the first aid training for clubs and the arrival of the defibrillator.</p> <p>The meeting ended at 10.00pm</p> <p>Next meeting: Annual General Meeting - 10 June 2015</p>	HW