

**Baslow Sports Field Trust**  
**Minutes of the Trustees Committee Meeting**

<b>Present:</b>	Peter Holt (Chairman), Neil Mantell (Treasurer), Alan Wilson (Secretary), Helen Watts, David Neath, John Watts
<b>Apologies:</b>	Chris Brown, Larry Harfoot, Peter Barlow, Matt Poole, Mike Booker, Nick Beecroft, Phil Morton
<b>Date:</b>	Tuesday 15 September 2015 - 7:30pm in the Cavendish Pavilion

	Topic	Discussion	Action
1.	Opening Remarks	The Chairman welcomed the attendees to the meeting. He began by paying tribute to Martin Venning who had passed away suddenly earlier in the month. Martin had been a Trustee over the previous three years, firstly representing the Parish Council and then remaining on the Trust in a consultative capacity. Peter praised and thanked Martin for his wisdom, generosity and all round support and said that his counsel and unique sense of humour would be sorely missed.	
2.	Previous Minutes	The Minutes of the previous Trustees' meeting held on 16 June 2015 were approved as an accurate record of the meeting and signed by the Chairman.	
3.	Matters Arising	A summary of the status of previous Action points covered under Matters Arising is shown in Appendix 1.	
4.	Appointment of Trustees	<p>The Chairman explained Diane Whalley's recent decision to resign from the Trust and gave thanks for her work as Secretary, Bookings Secretary and Football Co-ordinator.</p> <p>The Secretary said there were currently three Trustee vacancies:</p> <ol style="list-style-type: none"> <li>1. Football Representative - Diane Whalley's resignation</li> <li>2. Tennis Representative - Neil Mantell's appointment as Treasurer</li> <li>3. Co-opted Trustee - Martin Venning's passing</li> </ol> <p>Further consideration would be given to seeking a new Football Representative (see Section 5. Financial Report)</p> <p>The Chairman said he would write to Philip Gregory to seek a new Tennis Representative.</p> <p>The Chairman proposed that <b>Tony Buckham be co-opted as a Trustee</b> with responsibility for the MUGA and the Pavilion. This was seconded by Helen Watts and <b>Approved.</b></p> <p>As previously minuted, Larry Harfoot had expressed his intention to step down as one of the <b>Bowls Club Representatives</b>. The Bowls Club had subsequently nominated <b>John Watts</b> to take his place and the Chairman welcomed John to the Trust.</p>	PH

5.	Financial Report	<p>The Treasurer circulated budget figures for 2015/2016 showing income from activities, how overheads had been split and the surplus / deficit for individual clubs and profit centres. He explained that he had attended meetings with individual groups to work out and agree the details.</p> <p>He said that setting the budgets for Bowls, Cricket and Tennis had been relatively straightforward but Football had been more difficult. There was no way they could cover their allocated costs. He said that if there was no football on the Sports Field, the remaining overheads would have to be split between the other clubs thus imposing additional costs.</p> <p>It was acknowledged that the Trust could not expect any more money from the current Football setup this season but the general consensus of the meeting was that the Trust should continue to provide football facilities at the Sports Field.</p> <p>It was proposed that the Trust set out a 'Football Vision' with a framework designed to benefit all ages in our local community. This would include creating a centre of excellence for children's football. Once achieved, the next step would be to see who could best deliver the desired outcome and meet the Trust's football objectives.</p> <p>Initial exploratory meetings with representatives from Porter AFC found that they already had the infrastructure in place and would like to participate in the development of a longer term BSF plan for football. They were a well organised and well run club with qualified coaches and:</p> <ul style="list-style-type: none"> <li>• would be prepared to make Baslow Sports Field their home base,</li> <li>• would commit to attracting players from our local community,</li> <li>• would seek funding to make improvements to the pitch and facilities</li> </ul> <p>The Chairman said that he would be prepared to fundraise to meet the Football budget shortfall this year on the basis that a medium term plan would be adopted to promote and develop a coordinated approach to football for the benefit of the local community.</p> <p>The Treasurer said the budget allocations had been apportioned in a way that each club was financially supporting itself and was therefore not required to subsidise the Football group. The consensus was that the Trust should be prepared to invest in football, providing there was no financial impact on the other clubs. However, the football plan would need to be in place by the end of February 2016, in time for the setting of next year's budget.</p> <p>The Chairman said that the nomination of a new Football Representative Trustee would be determined by the outcome of the new approach to Football.</p> <p>During the discussion it was mentioned that the Bowls Club fundraised to supplement its membership fees in order to meet its budget obligations, so couldn't contribute any more to the Trust.</p> <p>It was also mentioned that Tennis had consistently contributed significant funds over the years for court maintenance in addition to meeting their allocated budget.</p>	
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6.	Delegation of Executive Responsibility	<p>The Secretary said that current Trust rules allowed for certain decisions to be made by the Chairman or the Secretary alone. However this had on occasion put an unfair burden on those individuals.</p> <p>He was therefore proposing the formal adoption of an operational executive group, made up of the Chairman, Treasurer and Secretary, who would facilitate the day to day running of the Trust. The group would seek input from other relevant trustees as appropriate /necessary.</p> <p>Although supported by those present, it was decided to seek formal approval at the next Trustees meeting when it was hoped that more Trustees would be in attendance.</p>	
7.	CIO Status Report	<p>An initial response, providing constructive guidance on our CIO application, had been received from the Charities Commission. We have been requested to address the following three issues and re-submit our application:</p> <ol style="list-style-type: none"> <li>i. Amend the Trust's draft objectives in accordance with the specimen provided by the Charities Commission</li> <li>ii. Obtain written confirmation from the DDDC that they no longer want to nominate a Representative Trustee</li> <li>iii. Ensure the child protection box on the Trustees Declaration form is ticked</li> </ol> <p>The Chairman said that the Secretary would now deal with the re-submission of the CIO application.</p>	AW

8.	MUGA update	<p>Following his announcement in the previous meeting, the Chairman explained that Tony Buckham had taken on the role of MUGA Manager, tasked with developing its use, ensuring statistics for Sport England were compiled &amp; reported and that a plan was in place for future repair and renewal of the MUGA surface.</p> <p>An attempt was being made to establish a 5-a-side league on the MUGA on Thursday evenings. Peter said that Tony was also working closely with Chris Lyne and Ian Dipaolo of Derbyshire Dales to encourage greater use of our facilities.</p> <p>Helen Watts reported that there were nails protruding from some of the boards around the MUGA and expressed concern that someone could be injured. Peter said that he would ask David Robins to make the repairs. This point had been raised previously (see Appendix 1)</p> <p>In the absence of Nick Beecroft, the Chairman said that he wasn't sure if a date had been set for the completion of the snagging list but that work would include re-setting one of the floodlights which was pointing away from the MUGA. Tony Buckham had previously reported to the Chairman that he was chasing the contractor on these issues.</p> <p>Helen reported that Astro turf had been affixed to the area of the MUGA where tennis posts were secured, thus removing a potential tripping/slipping hazard.</p>	<p>PH</p> <p>AB</p>
9.	Club Reports	<p><b>Bowls</b>  Membership was around 68 and fees were £85 per annum. The club relied on social events and fundraisers to break even. Additional income had been generated from caravan club visitors but there had been the occasional problem with members finding paying visitors on the Green.</p> <p>The sprinkler system was going ahead as all the money had been raised from donations and grants. It was expected that the Green would be greatly improved.</p> <p><b>Cricket</b>  No Report</p> <p>The Chairman mentioned that as the first team had been accepted to play in the Derbyshire District League next year he had received a request for their season to start earlier and end later on the Sportsfield. However, he had advised Cricket that the current rules required any change to be negotiated between the impacted clubs.</p> <p><b>Tennis</b>  Membership had dropped dramatically but has now stabilised at around 95. The club had increased membership fees by 40% over the past three years.</p> <p>There was a very vibrant junior section, but the club was struggling to attract members in the 20-45 age group. There are no annual subscriptions for juniors but more income is generated through coaching.</p> <p><b>Football</b>  No Report (see Section 5)</p>	

10.	Sports Fest 2016	<p>Next year's Sports Fest will be on 2 May and meetings will start soon. The Chairman had already made an appointment to see Sarah Reid from the Parish Council.</p> <p>He said that all ideas were welcome and then a discussion took place on the possibility of increasing income by extending the event with something like an evening beer festival, or next day lunch, utilising existing equipment / marquees.</p> <p>The Chairman emphasised that all clubs should be made aware that access to all the grounds would be required on the day.</p>	PH
11.	Defibrillator Report	<p>Helen Watts reported that at least 16 people across the Sportsfield had received defibrillator training. She would be contacting Sarah Porter to see if there was any more training available for those who had been on holiday.</p> <p>It was suggested that a poster be sited close to the defibrillator box explaining how to access it.</p>	HW  HW
12.	Woodland Play Area	<p>The Chairman confirmed that he had written to the Parish Council setting out the Trust's requirements in relation to the establishment of the Woodland Play Area. This covered access, netting, liability and expenses.</p> <p>The lease had been signed and Nick Beecroft's company had produced some very detailed plans. Peter said it would be a tremendous asset for the local community and would run in parallel with the Trust's objectives. The time scale was still uncertain but the project was expected to be completed in around 5 years time.</p>	
13.	Vision for the Pavilion	<p>Tony Buckham had been asked to take this on. Helen Watts volunteered to help him and Chris Lyne.</p> <p>Helen said that work was needed to repair the exterior of the pavilion, in particular some slipped slates and broken guttering. The Chairman asked the Treasurer to see if any funds were available in one of the sinking funds to pay for the repairs.</p> <p>Helen said that the changing rooms and showers should be the next area to receive attention.</p>	NM
14.	Any other business	<ul style="list-style-type: none"> <li>i. Netball - this is now being advertised.</li> <li>ii. The Chairman mentioned that the next fundraising speaker evening is expected to take place on 29 January 2016. Eileen Langsley, who has photographed the last 12 Olympic Games has agreed to give a presentation. Peter and Helen Watts will meet to discuss the topic and approach to marketing the event.</li> <li>iii. The Chairman repeated his intention to step down at the next AGM.</li> </ul> <p style="text-align: center;">The meeting ended at 10.05pm</p> <p style="text-align: center;">Next meeting: Tuesday 1 December 2015</p>	PH & HW

### Status of Previous Action Points

	Subject	Action Required	Who	Status
1.	Woodland Area	Formal agreement between the PC and the Trust to cover finances, liabilities and ongoing maintenance of the woodland area.	PH	Outstanding
		Monitor the trajectory of cricket balls.	MP	Outstanding
2.	Budgets	Treasurer to arrange individual meetings with each of the clubs to work out the budget details.	NM	Completed
		The work of the sub-committee formed to address the longer term financing issues to continue under the chairmanship of Neil Mantell.	NM	Outstanding
3.	MUGA	Nick to write a final letter to the contractor insisting that works be completed without further delay.	NB	Completed
		The electrical certification for the field floodlights to be obtained.	NB	Outstanding
		The MUGA perimeter boarding to be repaired by David Robins.	NB	Outstanding
		Shelter base to be made by David Robins. Nick Beecroft to arrange the purchase and email the base size to David.	NB	Outstanding
4.	Signage	Three quotes with provisional design and text had been received from local companies. A final quote is expected soon.	HW	Outstanding
5.	Pavilion	Put some artistic sport related canvases on the walls. PH had approached a local professional sports photographer.	PH	Outstanding
6.	Security	As available funds stood at £1,000, it was suggested that enquiries be made to ascertain how much coverage could be obtained with that amount. The Chairman agreed to discuss this with Tony Buckham.	PH	Outstanding
7.	Child Protection	Obtain a signed undertaking from each club.	HW	Outstanding
8.	Website	Obtain a short profile of each of the Trustees.	AW	Outstanding
9.	Sponsorship	Draft a letter requesting organisations to sponsor BSFT for £5,000 per annum.	HW	Outstanding