

**BASLOW SPORTS FIELD CIO**  
**Trustees Meeting**  
**Wednesday 20 November 2019**  
**7.30pm**  
**Cavendish Pavilion**

**Minutes**

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| Present                            | Tony Buckham (Chair), Chris Lyne (Secretary), Dave Robins, Paul Ward, Becky Lyne, Louis Gay, Tony Mottram, John Watts, Helen Watts, Jonathan Holsgrove, Andy Knowles,   |   |
| Apologies                          | Peter Barlow, Neil Mantell (Treasurer), Anna Johnson, Stuart Cunningham.  |   |
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|                                    | <b>Discussion</b>   |   |
| 1. Welcome and Introductions       | TB began by welcoming everyone to the meeting.  |   |
| 2. Minutes of the Previous Meeting | <p>TB apologised for the cancelled Trustees meeting in September and explained that agenda items from that meeting would be carried over to the present meeting.</p> <p>It was agreed that the minutes of the previous meeting were a true record of proceedings.</p>   |   |
| 3. Matters arising                 | <p>The mirror in the Ladies toilet has been installed.</p> <p>The Vegan Café has been operating successfully for the past four weeks.</p> <p>A cleaning company has been appointed to clean the pavilion on a weekly basis.</p> <p>Outstanding:</p> <p>The financial audit from David Gray, discussed at the AGM, raised certain issues which need to be followed up.</p> <p>All other matters were discussed during the meeting.</p> | TB to arrange a meeting with NM & CL to follow up the report. |

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| <p>4. Finance</p>                      | <p>TB presented the financial forecast for 2019/20 which had been distributed previously. The income from clubs is currently sufficient to cover the operational costs of BSFT, but there is no surplus to cover any unforeseen expenses.</p> <p>Income from the MUGA has fallen, due to football teams from last season relocating to a new 4G pitch, and Porter FC are no longer using the football pitches. However, they have been replaced by two new clubs, Chesterfield FC Community Trust and Brunsmeer FC.</p> <p>Further expenses are likely to be incurred due to increased utility costs and ground maintenance fees. The latter will be renegotiated in 2020 together with a review of the nature of the maintenance work undertaken.</p> | <p>TB to meet with DR.</p>                                      |
| <p>5. Marketing BSF &amp; Pavilion</p> | <p>TM presented a marketing report on BSFT, which had been prepared by Joanne Carnell, a local marketing consultant. The report contained a detailed SWOT analysis, a description of BSFT's target market and ideas for expanding and improving the current marketing tools, e.g. social media, the website and Instagram. The full report will be circulated, and a further meeting will be held with JC to discuss in more detail possible future actions.</p>   | <p>TM to forward slides to TB.<br/>TB to arrange a meeting.</p> |

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| <p>6. Projects:</p> <ul style="list-style-type: none"> <li>- Pavilion phase 3</li> <li>- Path to the Woodland Park</li> <li>- Running track</li> </ul> | <p>LG explained that phase 2 of the pavilion project has been completed. A quote of £24,900 to carry out phase 3 has been received. Phase 3 involves the conversion of the existing storeroom and the construction of a new extension overlooking the tennis courts to create a large tennis lounge. Grant funding would be required to complete the project.</p> <p>BL updated members on proposals for a running track around the perimeter of the sports field. Helen Cassell from Sport England had rejected the plans, but BL is confident that an appeal, based on a revised layout, can be lodged.</p> <p>A Christmas tree with lights will be installed at the entrance to the sports field. DR has secured funding from the Parish Council for the lights.</p> <p>TB explained the need for a grant to fund a footpath from the sports field car Park to the Woodland Park. The Parish Council has agreed to fund any shortfall.</p> | <p>LG &amp; TB to investigate LTA funding and grant opportunities.</p> <p>BL to action.</p> <p>DR to install the tree and lights and liaise with Parish Council over payment.</p> <p>CL to investigate possible grants.</p> |
| <p>7. Junior Football Festival</p>   | <p>PW outlined plans for the 2020 festival. It will be held on Sunday 21st June and will be for U8 and U9 age groups.</p>   |   |

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| <p>8. Club reports:</p> <ul style="list-style-type: none"> <li>- Cricket</li> <li>- Bowls</li> <li>- Tennis</li> <li>- Football</li> <li>- Trysport</li> </ul> | <p><b>Cricket:</b><br/> AK reported on the 2019 season. The junior section is thriving, and the number of adult players has also increased. Both Saturday and Sunday teams performed well and next season it is planned to run a mid-week team with a further weekend team in 2021. This expansion is bucking the local trend of a fall in participants and teams.</p> <p>The cricket nets will need refurbishing in the near future and a grant will be needed to carry this out.<br/> The cricket club has fallen slightly short of its income target but is hoping to rectify this next season with the introduction of new teams and players. A volunteer to run the bar during cricket matches has been found.</p> <p><b>Bowls:</b><br/> JW reported that the bowls club had had a successful season. Social events had been well supported and had helped to balance the books. Membership was stable. HW had obtained a grant of £500 to purchase a set of bowls for junior players. The club is hoping to hold sessions for children next season.</p> <p><b>Tennis:</b><br/> LG reported that membership had increased to 102 adults, 67 juniors and 6 students. Therefore, income had increased, but substantial reserves will be needed to replace the courts in 2024.</p> <p>Summer and winter tournaments have been held and the junior section is thriving.</p> <p>The club is hoping to become part of an 'Area Integrated' initiative which aims to increase club memberships and improve facilities at local clubs.</p> <p>The club is financially sound, but income is only just covering operating costs.</p> <p><b>Football:</b><br/> No representatives from football were present, but TB reported that the Saturday AM football and Walking Football were both thriving, and the new football teams were enjoying the improved facilities.</p> <p><b>Try Sports:</b></p> | <p>AK and TB to investigate possible grants.</p> <p>JW &amp; HW to discuss with BL &amp; TM possible sessions and school involvement.</p> |
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|  | <p>BL reported that early evening sessions were doing well, but the later sessions at 8pm had been suspended due to lack of interest.</p> <p>A new initiative called 'Teen Movement', aimed at involving more teenagers in coaching, volunteering and work experience, has been launched.</p> <p>'Virtual Fitness' classes in the upstairs room are being trialed on Tuesdays to run alongside the vegan café.</p> <p>Matt Heason, the founder of SHAFF (Sheffield Adventure Film Festival), is interested in showing films at the pavilion. Proceeds would be split 50/50 between BSFT and his company.</p> <p>TrYumphinlife is launching a new offer of corporate well-being days based at the sports field.</p> <p>T M suggested publicising events and activities at the sports field on the large TV screen in the pavilion. PW asked is anyone had an old PC that could be used for a PowerPoint presentation and linked to the TV screen,</p> | <p>BL to discuss with MH possible screenings.</p> <p>BL to circulate information and interested parties to contact BL.</p> <p>Anyone with an unwanted PC to contact PW.</p> |
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| 9. VE Day Celebration. Fri 8th May 2020  | TB updated trustees on preparations for the event. A family event is planned between 3 and 7pm. It will follow the nationally prescribed programme. A stage is needed for performers. BL suggested contacting the Medway Centre. | PW to action.                |
| 10. AOB  | Peter Barlow has resigned his post of trustee. TB expressed thanks to him for his contribution over the years. A new tennis trustee is needed.   | LG to recruit a new trustee. |
| <p>Meeting dates 2020: Wednesdays 7.30pm</p> <p>25 March, 1 July (inc AGM), 14 September, 11 December. PLEASE ALL DIARISE.</p> |  |                              |