



**MINUTES
FROM THE MEETING OF
THE BTCT TRADING LTD COMPANY
HELD ON
TUESDAY 29 JUNE 2021
AT 3.00pm VIA TEAMS**

Actions from BTCT Trading Ltd Company Meeting on 29 June 2021

Item Reference	Action	Person Responsible	Date raised
1.4	An update on the Business Interruption claim through Zurich would be given at the next meeting	NM	23/03/21
4.1	MN to submit paper, for information purposes to GJ, for submitting to the Board.	NM	29/06/21
4.1	NM would forward our further detail, to the Directors, giving context to the figures contained in the business plan.	NM	29/06/21





**MINUTES
FROM THE MEETING OF
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HELD ON
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Directors

✓	Sid Gibson	(SG)	
✓	Peter Elliott	(PLE)	(Trust Leader)
✓	Carole Chevalley	(CC)	
✓	Nicola Mould	(NM)	(CFO)
-	Steve Redman	SR	(Head of Operations)
✓	Richard Hawkins	(RH)	(Chair)

In Attendance

✓	Fran Davis	(FD)	(Clerk)
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✓ those present

1. Procedural Matters

1.1 Apologies for absence and acceptance/non-acceptance

SR sent apologies – on holiday.

1.2 Declarations of Interest

None

1.3 Minutes arising from the last meeting on 6 May 2021.

Minutes were agreed as accurate

1.4 Matters arising not contained elsewhere on the agenda

An update on the Business Interruption claim through Zurich would be given at the next meeting - **Ongoing** NM advised SG has prepared a letter to forward to Zurich. This item to remain an



outstanding action until final confirmation has been received from Zurich.

Action – NM to update on progress of Business interruption claim at the next meeting.

NM

NM/SR to share new software facility for boosting sports centres via online searches **Completed** - on the agenda for discussion.

NM/SR to bring draft figures of potential income for the coming year to the next meeting. **Completed** – on the agenda for discussion

NM to provide Directors with a Business plan before the end of the academic year. **Completed** – on the agenda for discussion.

2 **Sports Manager Report**

CW gave highlights from the report:

- Able to now offer out our indoor facilities to the community.
- Current sports hall occupancy is 73%
- 3G pitch bookings are taking a break and resuming in August however all will be returning.
- Will be able to utilise netball courts when ready.
- WSC membership is growing steadily.
- HAF Programme Funding has been obtained for the summer. Funding totals £14,350. Breakdown of costs – facility hire £7600, staffing £2725, food £3,775 and promotion £200.

It was asked what is the optimum membership number for WS. CW advised this needs to be around 300 however at the moment Government restrictions impact on the number currently allowed on site. However, when this changes we will be aiming to increase the current numbers.

NM agreed that 320 would be the number to aim for. We will need to move forwards with marketing to gain more exposure for the WS centre when able.

A Director noted it was pleasing to see members returning to the centres.

NM confirmed some new members had been gained.

It was asked with Butlins not functioning at full capacity had this impacted on the centre.

CW advised yes, we would have benefitted from corporate membership via the staff and casual drop ins from holiday makers staying there.



3.0 **Update on new software facility**

MN gave highlights from the proposed report and asked Directors for their feedback with a view to approving this today.

- Current system is Gladstone, but this will not be able to offer the IT capabilities we will require for all trading services.
- Do not have sufficient exposure in the area as we tend to piggyback off the schools for marketing and promotions.
- Proposed new system is the Schoolhire system. It is a tried and tested system.
- Commission is based on a percentage fee of turnover going through the system. However, to reduce costs we will exclude the 3G as this is well established and needs no promotion.
- The cost is a flat £3000. There is no up-front cost, as commission is taken from the booking fees.
- Analytical information will be available from the system.
- Look to implement as soon as possible.
- Wish to come out of Gladstone contract as soon as possible. Will take advice from our solicitors to help us exit from this.

It was asked will existing WS members book through his system

MN advised it is designed for new bookings as we still have Gladstone for existing members.

It was asked if the trading company would look to use this for all bookings in the future or run parallel

NM advised it would run parallel initially however in the future would like to have our own branded web site with payment functionality etc. The benefit with Schoolhire is we only pay for bookings that come into us.

A Director noted there were advantages for the customer as they get instant feedback on bookings. You can also clearly see your invoices and know who has booked and for what activity. A very simplified process.

The Directors unanimously approved the proposal.

4.0 **Financial Position**

- 4.1
- Nothing unexpected in the figures however slight drop in income due to two tournaments being cancelled at WS and racquet sports not being opened up until 17 May.
 - Month 9 shows a £342 loss against a budgeted surplus of £3.6K



- The use of 'flexible furlough' has assisted in mitigating the impact of reduced income. The Sports Manager has done a fantastic job of managing this situation.
- Duty manager has resigned and we will be looking to see if a replacement post is required.
- The reforecast of the expected outturn shows a net expected loss now at £5.7k. The Lettings income of £24.5K from Brymore supports the loss; without this it would have been £30k.
- Outturn loss £5663
- HAF income will give some surplus.
- The two residentials will really help in the 'learning' for future potential bookings.
- Have struggled to get staff for HAF Summer school as they are exhausted.

The Directors felt that the £5663 loss was manageable and a credit to CW and the team for managing it so well. They were pleased there was a chance to break even which would be fantastic given the Covid restrictions that have been in place.

A Director asked about the two cancelled tournaments NM advised the company that booked the tournaments use Butlins for accommodation and this was not available, therefore it had to be cancelled however they have rebooked for next year.

NM advised one item which needed clarifying was the intercompany debt.

- There is a provision for £60k in the Trust accounts to cover any loss, but it has not been required this year
- We have paid back nearly £100K. Currently owe BCA £77K, owed £31K from Brymore and have £12K in the bank.
- £34K outstanding compared to £46K last year.
- Monitoring the debt to the trust closely.

Next year – looking to break even around June 2022, this is a cautious approach however year end could show a £63K surplus. Assumptions made:

- HAF funding
- Small increases in hourly rates 2-2.5%
- Membership at WS 320
- Tennis/netball courts at BCA – interest there already. Based figures on 50% of facilities being used.
- Staffing to still retain an administrator
- Website £3000
- Lease gym equipment
- Brymore lettings will generate £25K with £6K expenditure



The Directors agreed to forward a paper to the Board asking them to approve the proposed budget for next year with a verbal update to be given by the Chair of the Trading company.

The Directors agreed these were conservative figures but wholly achievable. It was felt the right decision to keep the sport's centres running had been correct as it provides community and leisure facilities in deprived areas at a reasonable cost.

All Directors formally approved the budget, and it was agreed a paper, for information purposes, would be submitted to the Board via GJ.

Action MN to submit paper, for information purposes to GJ, for submitting to the Board.

NM

Action - NM would forward our further detail, to the Directors, giving context to the figures contained in the business plan.

NM

6 **Date of next meeting – 13 September 2021**

It was agreed that that the Trading meetings would continue to be held monthly and separately from F&R meetings as it still requires close monitoring.

