



**MINUTES
FROM THE MEETING OF
THE BTCT TRADING LTD COMPANY
HELD ON
MONDAY 25 JULY 2022
AT 10.30am VIA TEAMS**

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)
✓	Clive Wilson	(CW)	
✓	those present		

1. Procedural Matters

1.1 Apologies for absence and acceptance/non-acceptance

All Directors were present

1.2 Declarations of Interest

None

1.3 Minutes arising from the last meeting on 15 June 2022.

Minutes were agreed as accurate

Actions outstanding:

FD to provide Directors with a monthly email update on applications received for the nursery - **Completed.**



NM/SR to have a conversation about enhancing the promotion of holidays clubs at the sports centres and report back at the next trading meeting - **Completed.**

PLE/NM/SR to meet to discuss agenda items and bring a shadow model to the next trading meeting - **Completed.**

FD to arrange another trading meeting before the end of the summer term - **Completed.**

1.4 Matters arising not contained elsewhere on the agenda

None

2 Updates

2.1 Nursery

FD provided a report on the nursery covering:

- parental enquiries
- staffing
- building work
- marketing update
- Ofsted

It was asked what the risk is to opening without a nursery administrator

FD explained it would increase the workload for the manager who is already having to be part of the ratios due to onboarding of nursery staff however it can be managed and we will go straight back out to advert.

It was asked if building work will be completed on time

FD advised the contractors are working around the clock to ensure the works are completed on time.

Directors wished thanks to be recorded for the hard work undertaken by FD and the team.

2.2 WSC

CW's report combined items 2.2 and 2.3

BCA

- Bookings - occupancy rates increased
- School holiday activities - 74% spaces filled at this time

WSC

Bookings – following 3-month trial of extended opening hours it has been decided the gym will close 12-2pm from 1st August as only a handful of members use it at this time.

- School Holiday activities



- Membership breakdown
- WSC student development and recruitment

9.50am CC joined the meeting and the Chair gave a brief summary of the meeting.

A Director asked if there was a capacity or number limit on membership
 CW felt with students being able to use the centre as well there will need to be a limit on the number of members able to access the facility at one time. Therefore, we will have a student only and member only sessions to limit numbers. However total membership of the centre has not yet been reached.
 It was asked if priority would be given to students over the public
 CW advised student only sessions would run from 3.15pm to 4.30pm but after this priority has to be given to paying members.
 SR advised they had been liaising with the PE dept and students will have the 12.00pm – 2.00pm slot as well. Also we have looked at utilising the out of hours school times such as the holidays and this has proved successful with Premier Education running their holiday programme at the centre. We are also looking at offering alternative activities such as art and drama.
 It was asked if there any way of ensuring students turn up for the School holiday Activities
 CW advised parents had been informed if students were not able to attend to notify us however non notification would result in not being able to attend the sessions again. This has been effective but will give an update on the success rate in the next sports report.

2.3 BCA

Covered above

2.4 Operations Report

SR gave an update on:

- Sports Development
- Lettings
- Potential new lettings

NM felt it would be useful to ensure the Trust marketing lead was aware of any publicity generated as this can also be pushed through our own social media.



It was also asked if weddings were receptions only as we do not have a license to hold ceremonies.
It is just to hire the facilities but it was felt might be worth looking into a license for the future.

3.0 **Financial Position**

NM gave an update:

- A year to date position of £57.5k, some £9.9k above budget is very promising especially having to factor in the purchase of the gym equipment at WSC for £11.5k.
- BCA Income is looking healthy especially as Brymore lettings are linked to their figures but more work needs to be done around the netball courts.
- It is likely we will be able to achieve a six figure for sports trading next year.

Directors were very pleased with the figures

Budget

- Sports budget will be about 100K
- Nursery incurred an 8 week delay which means very difficult to predict as it is a constantly evolving.
Therefore, would like to suggest a sign off on Budgets on 24 August. It was agreed this would be a one item agenda for the meeting.

4 **Date of next meeting**

1.00pm on 24 August 2022

