

Meeting Minutes

for the

Governing Body

Community Management Committee

Date	Start Time	End Time
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20th April 2009

5.00 pm

Present	Apologies for Absence	In Attendance
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Mr Jos Creese (Chair)

Mr Chris Loveday

Mrs Marion Jarrett

Mrs Annette Hillier (Head)

Mr David Savage

Ms Eloise Appleby

Cllr Vicki Weston

Cllr Mike Westwell

Cllr Patricia Stallard

Mrs Sue Dewhirst

Mr Andrew Walkling

Cllr Frank Pearson

Mr Don Snowsill (Clerk)

Absent

Ms Rona Pickering

Ms Mandy Ford

Sgt Andrew Heward

Item	Subject	Action
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1 Welcome and apologies

1.1 The Chair welcomed everybody to the meeting. Apologies were noted from Mrs Sue Dewhirst, Mr Andrew Walkling and Cllr Frank Pearson.

2 Register of Conflicts of Interest

2.1 There were no declarations of any Conflict of Interest or any Pecuniary Interest.

3 Minutes of the meeting of 19th January 2009

3.1 Re 3.3 – Action to finalise the deed of variation to the Management Committee Agreement carried forward.

**Eloise Appleby
Chair**

3.2 Re 3.4 – Action complete.

3.3 Re 3.5 – Actions complete but it was noted that the last sentence should have read actioned not auctioned.

3.4 Re 3.7 – It was agreed that the Chair would ensure that the WWC report on opportunities arising from the London Olympics would be considered by FGB.

Chair

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3.5	Re 3.9 – It had been agreed at the previous meeting that an event could be organised to allow Committee Members to meet with users but Chris Loveday had not felt able to make any arrangements for this. Members discussed again how they could canvas the views of users and considered a number of options including the posting of specific questions on the website requesting a response from users and the setting up of a whiteboard in reception for users to post comments. It was agreed that the latter approach should be tried. It was also agreed that long-term users of the facilities should be targeted to ask them to take the opportunity to provide feedback.	Chris Loveday
3.6	Re 3.16 – It was agreed that the action was no longer relevant but it was also agreed that there should be an item for a presentation on Extended Services on the agenda for the next meeting.	Clerk
3.7	Re 8.4 – Action in hand.	
3.8	Re 8.5 - David Savage indicated that he had only suggested that the cost of the Astroturf pitches should be abstracted separately but not the income.	
3.9	Re 7.1 – Action completed.	
3.10	Re 10.1 - Action to revise the Forward Plan in hand.	Chair
3.11	Re 12 – The HT indicated that she would not be able to attend the Parish Council meeting that would be discussing the proposed Community Hall development and asked whether another member would be able to attend. Cllr Westwell was able to inform the meeting that the development was proposed mainly as a replacement for the Scout HQ but that there would be no progress until clear proposals had been produced. Chris Loveday observed that there were adequate facilities at the Community Centre that could be used by the Scouts.	
3.12	The Chair corrected the minutes by hand in respect items 3.3 and 3.8. The minutes were otherwise agreed to be an accurate record and were signed by the Chair.	
4	Community Manager's Report	
4.1	Chris Loveday introduced his report and highlighted the more significant issues. He reported that his attempts to obtain contributions towards the refurbishment and	

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	improvement of the tennis courts from the local Parish Councils and tennis clubs had proved fruitless. As a result there were sufficient funds for the resurfacing but a further £10k would be needed to fund the installation of floodlighting. It was pointed out that Parish Councils would have already allocated their annual funds for open space development and would not be in a position to contribute. It was therefore suggested that a request should be made that they make a contribution from their budget in the following year. It was thought that Swanmore Tennis Club was hoping to re-apply for planning permission to install floodlighting on their own courts but it was thought unlikely that they would be successful. It was thought possible that they might offer a contribution if this were to be the case.	
4.2	It was noticed that the revised prices had been implemented without any difficulties or objections.	
5	Community Business Plan	
5.1	Chris Loveday introduced the Community Business Plan, highlighted the more significant issues and indicated that there was a more recent 3 year financial forecast since the Plan had been distributed.	
5.2	Members asked what new actions had been included in the Plan. Chris Loveday explained that most of the actions set out in the plan were ongoing and, although they had been revised and updated, nothing really new had been added to the Plan. The Chair suggested that the Action Plan within the Plan would be fairly dynamic and should perhaps be updated 2 or 3 times per year.	
5.3	Members agreed that the Community Business Plan should be accepted and published.	
6	Sports Development Plan	
6.1	Chris Loveday introduced the Sports Development Plan and highlighted the more significant issues. He noted that there was a dilemma arising from the desire to facilitate and foster particular sports but insufficient funds or resources to do so.	
6.2	Members discussed whether, given the original TOR of the Management Group, there should be more focus in the Plan on promoting sporting activity by the elements of the community, such as the disabled or disadvantaged, which tended not to participate in sporting activity. The HT observed that the College had promoted facilities widely and	

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	tried to reach all sections of the community but that a difficulty remained in trying to establish the true need for any particular activity.	
6.3	Members discussed whether the Centre should be proactive by attempting to initiate new clubs as a focus for particular sports or activities or whether the Centre should be passive and simply provide facilities to the clubs which approach the Centre. It was agreed that the former approach could not really be supported given the resources available.	
6.4	The Chair asked if there was any more that could be done to meet the needs of parishes, the City Council or HCC and asked that Councillors be alert to any opportunities or requirements arising from the local communities.	
6.5	David Savage observed that other Community Schools (afternote for clarity - those that had been given community status under the old community system) had more officers to manage and promote the community facilities, for example many had a full or part-time Sports Development Officer who did focus on proactive initiatives to develop sports and reach all elements of the community whereas Chris Loveday, by necessity, had to focus on the management of facilities and maximising the letting of facilities. The HT advised that the College did not necessarily have the range of accommodation and other facilities that allowed other Community Schools to employ a greater range of Officers to support and promote the Community facilities. It was agreed that David Savage and Chris Loveday should discuss this issue in more detail and to discuss whether there could be any additional support on sports development could be provided from the City Council.	Chris Loveday David Savage
6.6	The Chair summarised that there were two main issues to be considered; firstly, the running of the facilities on a businesslike basis; secondly, the promotion of sport amongst the hard-to-reach sections of the community. He observed that it would be difficult to tackle the second without significant income arising from the first.	
7	Review of Finances	
7.1	Chris Loveday tabled copies of the Community Centre accounts for the end of the Financial Year. He explained that they showed an annual surplus but only because funds were still in hand for the committed refurbishment costs of the Astroturf pitches.	

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7.2	Cllr Westwell observed that the underlying position was that the community Centre had an annual deficit of £25k and asked how this could be managed over time. Members noted that the review of the apportionment of costs to college and community agreed at the previous meeting would hopefully help to balance the budget over time.	
7.3	Members agreed to accept the Financial statements for 2008/09.	
8	Review and update of Forward Plan	
8.1	The Chair requested and noted suggestions for topics to appear on the revised forward plan which he would prepare.	Chair
8.2	It was agreed that at future meetings there should, where possible, be only one significant topic for discussion alongside the routine items.	Chair
9	Date of next meetings	
9.1	13 th July 2009.	
10	AOB	
10.1	Eloise Appleby tabled a revised version of the Management Committee TOR and invited comments from Members. The Chair requested that a final version should be available for final agreement at the next meeting.	Eloise Appleby
10.2	It was noted that the letter to the Parishes had still not been sent. The final details were agreed and it was agreed that Chris Loveday would ensure that the letter would be sent out.	Chris Loveday
10.3	The Clerk was requested to propose dates for meetings during the following year at the next meeting.	Clerk

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