

## Merseyside Sports Foundation Annual General Meeting

<b>MEETING DATE / HOST VENUE</b>	12 <sup>th</sup> July 2016, 3.30 – 5.00PM
<b>NOTE TAKER</b>	Jean Stephens
<b>ATTENDEES</b>	John Bell (Chairman), Jean Stephens, Patricia Shenton, Alan Cooper
<b>APOLOGIES</b>	Adam Walker,
<b>DISTRIBUTION</b>	None

### AGENDA ITEM 1

#### TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
1. JB welcomed Trustees and opened the 4th annual general meeting of the Merseyside Sports Foundation.	Apologies were noted for Adam Walker		

#### TITLE: CONFIRMATION OF APPOINTMENTS AND SERVICES

### AGENDA ITEM 2

DISCUSSION	Outcome /Action	who	Deadline
A. Chairman re appointed for the period 2016-2017 B. Trustees re appointed for the period 2016-2017  C. Trustees confirmed the renewal of annual appointments and services to support to Merseyside Sports Foundation for period 2016-2017. D. Trustees confirmed service level agreements for period 2016-2017	✓ JB confirmed as chairman for period 2016-2017 ✓ PS, AW confirmed as Trustees for period 2016-2017 ✓ AC confirmed as a Trustee for period 2016 – 2017 ✓ JS confirmed Trustee and administrative support for period 2016-2017  ✓ Oscar MS– renewed appointment as Independent accountant and advisor ✓ Tennyson Insurance renewed appointment ✓ DLP human resources renewed appointment ✓ Employment and research services for MSP service level agreements signed		No deadlines

### AGENDA ITEM 3

#### TITLE: ANNUAL DECLARATION OF INTEREST

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
<b>A.</b> Annual Declaration of Interest forms handed out and completed by Trustees John Bell, Pat Shenton, Alan and Jean Stephens	✓ Annual declaration of interest forms completed ✓ Outstanding Trustee to complete annual declaration of interest form	AW	7 <sup>th</sup> September 2016

### AGENDA ITEM 4

#### TITLE: VERBAL REPORT RECEIVED FROM CHAIRMAN

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
A. Chairman provided a verbal MSF report for year ending 31 <sup>st</sup> March 2016. The key highlights were: <ul style="list-style-type: none"> <li>• Sefton project</li> <li>• Workplace project</li> </ul>	✓ All Trustees agreed with verbal progress report ✓ Presentation given by Jake P and Kenny Chu outlining the outlining the brief, process, successes, impacts, learning's and what next? - see attached copy of presentation ✓ Presentation given by Danny Wood outlining the brief, process, successes, impacts, learning's and what next? – see attached copy of presentation ✓ Trustees acknowledged the excellent work undertaken by the officers and offered any assistances when expanding these projects further	ALL	N/A  Confidential  Confidential

**AGENDA ITEM 5****TITLE: REPORT OF TRUSTEES AND UNAUDITED STATEMENT FOR PERIOD 21<sup>ST</sup> MARCH 2014 – 31<sup>ST</sup> MARCH 2015**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
A. Full statement of unaudited accounts for period ending 31 <sup>st</sup> March 2016 prepared by Oscar IP accountants for MSF Trustees to consider and approve.	<ul style="list-style-type: none"> <li>✓ Report of Trustees and unaudited statement for period ending 31<sup>st</sup> march 2015 confirmed and endorsed accurate report and set of accounts. Trustees signed report.</li> <li>✓ Oscar IP to send to company house and up load onto charity commission website.</li> </ul>	OIP	As per compliance

**AGENDA ITEM 6****TITLE: GENERAL BUSINESS**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
A. Trustees noted steady growth in terms of supporting partner organisations with funding applications to provide opportunities for the residents of Merseyside to live a more active lifestyle thorough physical activity and sport.	1. Trustees acknowledged the potential growth and opportunities for 2016-2017 with the new Government strategy, Sport England Strategy and Obesity plan	All	N/A

**AGENDA ITEM 7****TITLE: DATES OF NEXT ANNUAL GENERAL MEETING**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
14th June 2017	Diary to be inserted into calendar	All	

**AGENDA ITEM 8****TITLE: CLOSURE OF ANNUAL GENERAL MEETING**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
Chairman thanked Trustees for the time and commitment general meeting to a close.			