

## Merseyside Sports Foundation Annual General Meeting

<b>MEETING DATE / HOST VENUE</b>	16 <sup>th</sup> June 2015
<b>NOTE TAKER</b>	Jean Stephens
<b>ATTENDEES</b>	John Bell (Chairman), Jean Stephens, Patricia Shenton,
<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 3rd annual general meeting of the Merseyside Sports Foundation.	Apologies were noted for Adam Walker		

### AGENDA ITEM 2

#### TITLE: ANNUAL DECLARATION OF INTEREST

DISCUSSION	Outcome /Action	who	Deadline
2: Annual Declaration of Interest forms handed out and completed by Trustees John Bell, Pat Shenton and Jean Stephens	<ol style="list-style-type: none"> <li>Completed annual declaration of interest forms be kept on file</li> <li>Outstanding Trustee to complete annual declaration of interest form</li> </ol>	<p>JS</p> <p>AW</p>	<p>Immediately</p> <p>7<sup>th</sup> October 2015</p>

### AGENDA ITEM 3

#### TITLE: CONFIRMATION OF APPOINTMENTS AND SERVICES

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
3: Trustees confirmed the renewal of annual appointments and services to support to Merseyside Sports Foundation for period 2015-2016.	<ol style="list-style-type: none"> <li>Oscar IP – renewed appointment as Independent accountant and advisor</li> <li>Tennyson Insurance renewed appointment</li> <li>DLP human resources renewed appointment</li> </ol>	JS	Immediately

### AGENDA ITEM 4

#### TITLE: VERBAL REPORT RECEIVED FROM CHAIRMAN AND OUTSTANDING ITEMS

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>4 Chairman provided a verbal report on MSF third year of operation:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;"><b>REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016</b></p> <p>Merseyside Sports Foundation (MSF), for the reporting period above, was in its third year of operating and has seen a number of milestones achieved. MSF has continued to strengthen its governance, structure and recruit new staff.</p> <p>A total of 4 meetings took place with the Board of Trustees within the review period.</p> <p>During this time, Merseyside Sport Foundation staffing levels have been maintained to include:</p> <ul style="list-style-type: none"> <li>• Sport and Physical Activity Officer, who supports organisations to development and implement a successful club development programme</li> <li>• Research officer, who has been instrumental in providing data and insight to support local organisations to grow physical activity opportunities for local residents</li> <li>• Officer Manager (PT), who ensures MSF operates efficiently and effectively providing high quality delivery supports the Board of Trustees, in order to prioritise and target resources appropriately</li> </ul> <p>During this period Merseyside Sports Foundation supported between 10-12 local organisations to apply for funding from a variety of sources. Each of the organisations has outcomes to provide physical activity and sporting opportunities for local communities encouraging the residents of Merseyside to lead a more active lifestyle. In particular two success applications includes the workplace challenge, which aims to get people in the workplace more active and Liverpool YMCA, which provides outdoor activities for their clients who are homeless adults from hostels to encourage more physical activity within the familiar setting as the Liverpool YMCA.</p> </div>	<ol style="list-style-type: none"> <li>All Trustees agreed with verbal progress report</li> <li>All Trustees agreed that within 2015-2016, there will be many new opportunities for Merseyside Sports Foundation around supporting likeminded partners with funding opportunities</li> </ol>	ALL	N/A

**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
5. Full statement of unaudited accounts for period 21 <sup>st</sup> March 2014- 31 <sup>st</sup> March 2015 prepared by Oscar IP accountants for MSF Trustees to consider and approve.	<ol style="list-style-type: none"> <li>1. Report of Trustees and unaudited statement for period 21<sup>st</sup> March 2014 – 31<sup>st</sup> march 2015 confirmed and endorsed accurate report and set of accounts. Trustees signed report.</li> <li>2. Oscar IP to send to company house and up load onto charity commission website.</li> </ol>	OIP	Final deadline December 2014 June 2015

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

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
6: 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.	<ol style="list-style-type: none"> <li>1. Trustees acknowledged the potential growth and opportunities for 2015-2016</li> </ol>	All	N/A

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

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
15th June 2016 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.			