

## Merseyside Sports Foundation Meeting

<b>MEETING DATE / HOST VENUE</b>	1 <sup>st</sup> April 2015 Merseyside Sports Partnership Offices
<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 to the meeting of the Merseyside Sports Foundation			

### AGENDA ITEM 2

#### TITLE: MATTERS ARISING / ACTIONS FROM PREVIOUS MEETING

DISCUSSION	Outcome /Action	who	Deadline
2. Trustees agreed action notes were a true record of the previous meeting held on 4 <sup>th</sup> December 2014. Action still outstanding include:-  2.1. Management risk policy and register	Production of policy/register	JS	ASAP

### AGENDA ITEM 3

#### TITLE: DECLARATION OF CONFLICT OF INTEREST

DISCUSSION	Outcome /Action	who	Deadline
3. Board members requested to express any declaration of interest	<b>NO CONFLICT OF INTEREST FROM TRUSTEES</b>		N/A

### AGENDA ITEM 4

#### TITLE: BUSINESS PLANNING AND DEVELOPMENT

DISCUSSION	Outcome /Action	who	Deadline
4: Comprehensive discussion took place of the core areas within the MSF business plan 2014-2018 and highlighting Priorities and options as part of the action plan. JS informed Trustees of a number of applications in the pipe line from 3 <sup>rd</sup> Party organisations	Areas of priority identified <ul style="list-style-type: none"> <li>Third party grants – organisations to be identified for small grants applications</li> </ul> List of projects in the pipeline to be up dated and provided at the next meeting	Oaks / MSP  JS	Ongoing  16 <sup>th</sup> June 2015

### AGENDA ITEM 5

#### TITLE: HORIZON SCANNING FOR NEW OPPORTUNITIES AND CHALLENGES

DISCUSSION	OUTCOME / ACTION	WHO	DEADLINE
5: Included in item 4 for this meeting	See above action		

**AGENDA ITEM 6 /7****TITLE: HUMAN RESOURCES AND FINANCE ACCOUNTS**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
6: Secretariat support for MSF – Currently additional 3 hours per week provided by existing Office Manager	<ul style="list-style-type: none"> <li>Trustees agreed to continue the trial period till October 2015 combining it with a full review of capacity requirements for the organisation – subject to budget and compliance. Report to be produced for Trustees to consider and agree</li> </ul>	JS	Oct 2015
7: Accounts			
3.1. Accurate account of income over expenditure to date presented to Trustees as of 31 <sup>st</sup> March 2015	<ul style="list-style-type: none"> <li>Trustees confirmed and endorsed accurate set of accounts</li> </ul>	JS	June 2015
3.2. 2015-2016 budget to be set	<ul style="list-style-type: none"> <li>2015-2016 budget to be set and agreed</li> </ul>		

**AGENDA ITEM 8****TITLE: COMMISSIONED WORK**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
8 No to report at this meeting			
9: Date of next meeting			
<ul style="list-style-type: none"> <li>16<sup>th</sup> June 2015 – this will include the AGM</li> <li>Dates need to be confirmed for October and December 2015</li> </ul>		All All	