

Merseyside Sports Foundation Annual General Meeting

MEETING DATE / HOST VENUE	21 st May 2014
NOTE TAKER	Jean Stephens
ATTENDEES	John Bell (Chairman), Adam Walker, Jean Stephens, Patricia Shenton,
APOLOGIES	None
DISTRIBUTION	None

AGENDA ITEM 1

TITLE: WELCOME, APOLOGIES AND INTRODUCTIONS

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
1. JB welcomed Trustees and opened the 2nd annual general meeting of the Merseyside Sports Foundation. No apologies			

AGENDA ITEM 2

TITLE: ANNUAL DECLARATION OF INTEREST

DISCUSSION	Outcome /Action	who	Deadline
2: Trustees completed annual declaration of interest form	To be kept on file	Jean Stephens	

AGENDA ITEM 3

TITLE: CONFIRMATION OF APPOINTMENTS

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
3: Trustees agreed renew of annual appointments of support services to Merseyside Sports Foundation for period 2013-2014. It was also noted that the introduction of pensions will need to be considered in line with legislative compliance	Oscar IP – renewed appointment as Independent accountant and advisor Tennyson Insurance renewed appointment DLP human resources renewed appointment	JS	ASAP
	Explore options for pension services	JS/KS	2015-2016

AGENDA ITEM 4

TITLE: VERBAL REPORT RECEIVED FROM CHAIRMAN

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
<p>4 Chairman provided a verbal report on MSF second year of operation May 2012-</p> <p>This the second year of the Merseyside Sports Foundation and I am pleased to report that we have made excellent progress in building the organisation so as to meet our charitable objectives.</p> <p>The business plan is key to our future success and the key features of the plan are:</p> <ul style="list-style-type: none"> - to create an operating reserve for the charity - to achieve an overall revenue target of £1m over 4 years commencing April 2014 - analysing the main areas of activity (e.g. fees, fundraising, grants etc.) and attaching financial targets to each area <p>Our targets for the past year also included:</p>	<p>All Trustees agreed with verbal progress report</p> <p>Areas to further develop in 2014-2015 include</p> <ul style="list-style-type: none"> • Completion of 5 year business and annual action plan • Production of 3 year cash flow – 2014-2017 • Recruit additional company secretary capacity • Production of branding and logo • Production of equality, child welfare, risk management policy and processes 	ALL	<p>N/A</p> <p>2014-2015</p>

<ul style="list-style-type: none"> - completion of the financial plans and procedures - recruitment of staff - branding and logo <p>All these have been achieved and staff are working on a number of projects, particularly a project funded by Dame Kelly Holmes Trust, called Get on Track.</p> <p>The project helped 9 young people to increase their skills, confidence and employability. I am pleased to report very good outcomes for the young people who received their awards last November at the Adelphi Hotel at a celebration dinner.</p>			
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AGENDA ITEM 5

TITLE: REPORT OF TRUSTEES AND UNAUDITED STATEMENT FOR PERIOD 21ST MARCH 2013 – 31ST MARCH 2014

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
5. JS tabled the report prepared by Trustees highlighted successful year of progress along with full statement of unaudited accounts for period 21 st March 2013- 31 st March 2014 prepared by Oscar IP accountants.	<p>Report of Trustees and unaudited statement for period 21st March 2013 – 31st March 2014 confirmed and endorsed accurate report and set of accounts. Trustees signed report.</p> <p>Oscar IP to send to company house and up load onto charity commission website.</p>	OIP	Final deadline December 2014

AGENDA ITEM 6

TITLE: GENERAL BUSINESS

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
No further business to report			

AGENDA ITEM 7

TITLE: DATES OF NEXT ANNUAL GENERAL MEETING

DISCUSSION		OUTCOME /ACTION	WHO	DEADLINE
		Actual date to be confirmed	All	
	May / June 2015			
	May / June 2016			
	May / June 2017			

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.			