

Merseyside Sports Foundation Meeting

MEETING DATE / HOST VENUE	21 st November 2013, Merseyside Sports Partnership Offices
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 to the 6th 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 the 5 th June 2013. Action still outstanding include:-			
2.1. Management risk policy and register	Production of policy/register	JS	ASAP
2.2. Business plan 2014 – 2017/19 (Summary of business plan completed for discussion as part of agenda)	Full Business plan to be produced	AW	ASAP

AGENDA ITEM 3

TITLE: DECLARATION OF CONFLICT OF INTEREST

DISCUSSION	Outcome /Action	who	Deadline
3. Adam Walker declared an interest in item 4 – Business planning and development of new opportunities as the owner of Oaks Consultancy	Recorded for the actions notes and AW to leave the room for decision on item 4		N/A

AGENDA ITEM 4

TITLE: BUSINESS PLANNING AND DEVELOPMENT

DISCUSSION	Outcome /Action	who	Deadline
4. Five business planning days took place during June – August 2013, with Trustees and senior staff to explore, define and develop business opportunities for MSF over the next 3-5 years in line with its charitable aims and objectives. A document was produced summarising the opportunities for growth allowing for Trustees to have a detailed discussion on future priorities.	Attached business development summary	For record	N/A
Priorities discussion took place by Trustees (Chairman asked AW to leave the meeting whilst remaining Trustees discussed the implementation options)	Due to capacity within the staff at MSF and expertise, the Trustees agreed to commission Oaks Consultancy based on a funding formula model service level agreement for 12 months to increase funding into MSF and local organisations.	JB & AW sign SLA	March 2014
	Progress reports to be submitted as part of MSF Trustee meetings	AW	21 st May 14

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. Staffing 6.1. Trustees to consider options for company secretary	To explore options	JS	21st May 14
7. Accounts 7.1. Accurate account of income over expenditure to date presented to Trustees for 2012-2013 for period April-Nov 2013 7.2. End of year audited accounts for 2013-2014	Trustees confirmed and endorsed accurate set of accounts End of year 2013-2014 accounts to be presented at next meeting and AGM prepared by accountant	JS	21 st May 14

AGENDA ITEM 5**TITLE: COMMISSIONED WORK**

DISCUSSION	OUTCOME /ACTION	WHO	DEADLINE
1. Dame Kelly Holmes – On Track Programme	Report of progress to be tabled at next meeting and outcomes included in Trustees annual report	JS / JB	21 st May 14