

Masters of Martial Arts Academy

Directors Meeting Minutes

8.30 pm Tuesday 16th March 2021

Type of Meeting: Directors Meeting

Chair: Steve Nightingale

Attendees: Phil Turner, Peter Cheshire, Karen Procter, Karenne Aspin (observer)

Apologies: Martin Dixon

Approval of minutes from last meeting - Agreed

Outstanding Actions from last meeting;

- ACTION – PT to arrange for filming/consent to be included in membership form as part of induction/signing up new students. Online form is now complete and awaiting implementation with uncertainty with COVID. – READY TO BE IMPLEMENTED - COMPLETED
- ACTION – SN to obtain copy of Sport England Governance report and to ensure Blackburn Academy of Martial Arts CIC complies with Level 2 requirements. SN reported that there are still two areas where we need to address to be fully compliant with level 2 of the Governance Code. Diversity of the Board of Directors and dual signatories on the Barclays Bank Account. PT raised the issue of a financial review of the accounts by another director also being best practice according to the Governance Code. DIVERSITY OF BOARD TO BE ADDRESSED LATER WITH PROPOSAL AND ACTION. BANK ACCOUNT CHANGES MADE AND NOW REQUIRES TWO AUTHORISATIONS. FINANCIAL REVIEW ALSO ADDRESSES LATER. COMPLETED
- ACTION SN to implement independent review of accounts once approved – AWAITING ACCOUNTS TO BE FINALISED BY NEXT WEEK - ONGOING
- Action -SN to conduct a skills audit of directors and identify any gaps - COMPLETED
- ACTION. SN arrange to form a fundraising committee. SN reported that Pam Lightbown had progressed the database and PT had contributed by supplying student and prospect data to inform the process. COMPLETED – NOW AND AGENDA ITEM

- ACTION – SN TO PREPARE ANNUAL REPORT ON ACADEMY ACTIVITIES BY MID OCTOBER.. COMPLETED AND TO BE UPLOADED ONTO THE WEBSITE
- ACTION –PT AND SN TO CONTINUE TO EXPLORE NEW VENUE OPTIONS – COMPLETED AND DISCUSSED BELOW AS AN AGENDA ITEM

Directors Updates

Financial Report

SN reported that the main bank account was healthy with a balance of £44,441. This is exceptionally high due to the Sport England grant payment of £23,000 and also that we had received around £18,000 since December 2020 in Coronavirus grants.

PC raised that Pam Lightbown be formally thanked and her efforts acknowledged for the work she put into the Sport England grant. Agreed.

- ACTION. PT TO ARRANGE FOR FORMAL THANK YOU AND AN APPROPRIATE GIFT PURCHASE

Membership Fees

PT reminded the meeting that the AGM had decided on the introduction of membership fees of £15 for individuals and £24 for families to be members of the club. This was due to be implemented from 1st April 2021. Pt suggested that in view of the healthy financial state of the club, that we use some of the grant money to subsidise that membership income. PT highlighted the cost would be no more than £4,500 and it would be a good gesture at this time of uncertainty. New members signing upon return to training would commence membership payments as previously planned. ALL AGREED

- ACTION SN TO ARRANGE COMMUNICATION OF THIS TO ALL MEMBERS
- PT TO IMPLEMENT CHANGES TO NEW MEMBER REGISTRATIONS & FEES

Health and Safety

PC reported that a draft risk assessment was ready for the planned reopening on 12th April. We are just awaiting final confirmation of date and what restrictions may be in place.

Safeguarding

PC reported that there were no issues and that the next 'safeguarding mark' was due for renewal in the summer of 2021

Fire safety

PC reported that there were no issues and that the annual inspection had been completed in January.

Kickstarter

SN reported that the Gov't Kickstart scheme had now moved on and that we had one position approved for Reception, working 25 hours per week. There is also the possibility of a second post. KP asked for the criteria and the duties to be performed. SN responded that the applicants had to be 18-25 years and have been on Universal Credit. The Gov't paid full costs of employment and expenses for 6 months and there was no obligation to continue after that. Newground (a charity) were providing the wraparound care on our behalf as well as screening applicants. We hope to have a person in post by the end of April.

Lease Extension

SN reported that we had taken the opportunity to extend our current lease which was due to expire in July 2022 to March 2026 in conjunction with our expansion into the adjacent room. The lease had been overseen by Bank View Solicitors, owned by a student of ours. The new lease was agreed at the same price as the current lease, plus £3,000 p.a. extra for the new room we are expanding into. We negotiated a 12 month rent free period on that room, saving us £3,000 in the first year.

New venue/expansion options and choice of contractor (Bryan Lee Ltd).

Grant support & financing the new venue.

With the lease confirmation imminent and planning permission due this week, we have chosen Bryan Lee Ltd as the contractor as they could provide a complete service. We have received £23,000 of a £24,495 Sport England Grant for the work and also £9,000 from Blackburn Council towards the conversion costs. Bryan Lee had quoted £32,312.40 for the work and after that it need equipping. We recently applied for a £10,000 grant from the Clothworkers Foundation and another grant was to be applied for shortly as a contingency in case the Clothworkers grant application was unsuccessful.

PT added that SN was applying for a Gov't backed Coronavirus Bounce Back loan for £11,000 as a further contingency in case both grant applications failed. That loan is interest free for upto 18 months and can be repaid at any time if not needed.

PC added he had a list of issues which SN needed to address with the builder, which PC undertook when we made our first building conversion.

- ACTION – PC TO PROVIDE SN WITH THE LIST FOR SN TO ADDRESS WITH THE CONTRACTOR

Future Grant Applications.

PT reported that Pam Lightbown had offered to commence a series of grant applications on behalf of the club to increase revenue and funded activities aimed at the disadvantaged, under represented groups and the BAME community of Blackburn. It would be of benefit to the club in either extra rental income, joint working on projects with Pam, or on by income for the club to pursue it's own projects.

Skills audit and possible need for another directors post

SN reported that all directors had returned their audit forms, which confirmed that we could be bolstered with a director with financial experience. Two accountants (parents) attended the AGM and it was proposed that they be approached one at a time to see if they would be willing to become a director. AGREED

- ACTION – SN TO PROGRESS THE RECRUITMENT OF A FINANCIAL DIRECTOR.

Waste collection

Sn highlighted that our current waste contractor only wished to perform weekly collections at a cost of £60 per month, doubling our costs. The meeting discussed the need for a waste management license and it was agreed that SN would explore further options.

- ACTION – SN TO PROGRESS AN ALTERNATIVE WASTE DISPOSAL OPTION.

Academy Events Calendar 2021

PT advised that a schedule of planned Academy events for 2021 had now been compiled based upon previous events. A copy was held and could be distributed. No firm dates had been set due to the present uncertainty of lockdown/coronavirus.

Website update

PT reported that the website had been 'freshened up' and there was now a dedicated page 'HOW WE ARE RUN' where AGM and directors minutes were available for all to read, along with our constitution, articles of association and safeguarding/risk assessments could be found.

Staff Development & Training

PT updated that we had held one COVID staff training event, along with a coaches development event, both in late 2020. A new staff training event would be arranged at the earliest opportunity for all staff, once return to training was imminent.

- ACTION – PT TO ARRANGE STAFF TRAINING EVENT FOR APRIL.

SN added that we were also planning a juniors training event for those under 16 wishing to assist in class once permitted to do so again.

Any Other Business & date of Next Meeting

PT requested that we discuss the supply/disposal of water as we had been contacted by a billing company with a backdated bill to Sept 2019 of around £700. Directors discussed the complexity of the building, namely that the roof was shared by 4 businesses and we the landlord has responsibility for that. The directors were also under the impression that the supply was paid for by another occupant of the building upon initial occupation we were unable to find a meter or trace back a source of our water. PC highlighted that the water company had to prove usage to charge for it.

The meeting agreed that we would continue to fight the imposition of that water bill due to the complexity of the building and usage.

PT added that the Town Centre BID (Business Improvement District) had agreed with Blackburn with Darwen Council to move the unsightly waste bin from outside our door to be nearer to Debenhams.

No further matters being raised, the meeting was closed at 21.20hrs

Date of Next Meeting – Sun 13th June 2021 at 11am