Community Use Management Committee
Meeting Minutes

Date	Thursday 8th March 2018
Time	1.00pm
Location	American Express Elite Football Performance Centre

No.	Agenda Item		Action By
1	**Present**		
1.1	Brighton and Hove Albion Football Club (Chair) Brighton and Hove Albion Football Club Brighton and Hove Albion Football Club (Secretary) Albion in the Community (AITC) Adur & Worthing Councils (AWC) Sussex FA (SFA)	David Jones Paul Mullen David Baker Phil Baldwin Tammy Waine Paul Saunders	
2	**Apologies for absence**		
2.1	Lancing Parish Council (LPC)	Liz Haywood	
3	**Minutes of last meeting**		
3.1	The minutes of the last meeting were agreed and action points picked up elsewhere in the minutes.		
4	**Usage Update**		
4.1	PB ran through the usage report issued to cover the usage to the end of February 2018. Usage has continued in a positive trend showing good increases on 2017 figures for the same period.		
4.2	Snow towards the end of February had a small impact on the usage.		
4.3	DJ highlighted the benefit of reporting in a consistent format to the main annual report.		
4.4	TW updated on BME groups following last meeting. There are no dedicated BME groups in the Adur and Worthing District. PB outlined options for this moving forward. PS advised the SFA have a 6% target in their agreement and this is achieved through coaches and match officials. They have similar challenges for recording data on other users, which is a countrywide issue. It was agreed to retain as a target group.		
5	**Draft 2017 Committee Report**		
5.1	DJ requested PB run through highlights of report which committee can then take away, review and feedback		
5.2	PB ran through recommended changes to allocation and charges. Proposed introduction of 1/3 pitch charges rather than ½ pitch as this is more reflective of the actual usage. Committee were in general agreement on this amendment		

5.3	PB also proposed £10 per hour increase in hire fee and introduction of a dedicated match fee. Also introduction of 15% discount for local groups within the Adur & Worthing District. PB also proposed a 10% discount for groups who book 10 or more sessions. Discussion on CUA requirement which refers to the pitch being self-financing.	
5.4	PB ran through section 5 which highlighted a significant increase in usage and participation hours since 2016. All in agreement that the increases were fantastic. DJ enquired what areas were reflected under teaching space which PB confirmed was classrooms and media centre. PB to check terminology in this section.	PB
5.5	PB confirmed usage trend has been upward since November. Not expecting to see such high increases in 2018 however opportunities remain to increase participation hours.	
5.6	DJ asked whether PB was happy with the process for collating information. PB confirmed he was and have a dedicated person putting this information together. PM suggested they link in with TG reception team.	
5.7	DJ enquired whether access had been offered to every school. PB confirmed list of schools offered access is in the report but that the aim remains to offer to all schools. TW enquired regarding disability schools which PB confirmed have more access than most. PB to update lists to reflect this. TW requested list of Adur & Worthing schools that have used facility. PB to provide.	PB
5.8	PB ran through objectives and confirmed the majority had been met. DJ enquired which ones had not and PB mentioned BME as discussed elsewhere in the meeting.	
5.9	PM suggested a mechanism for formal feedback form users would be useful. PB to progress.	PB
5.10	PB ran through financials. Whilst the pitch continues to make a loss which is covered by the Football Club this loss has reduced compared to 2016.	
5.11	PB ran through the examples of marketing included in the report. Discussion also held on the wide range of other coverage the community usage has had this year. Part of this is the link below when BBC sport visited and highlights the support and engagement form all sections of the Football Club. www.bbc.co.uk/sport/football/40912479	
5.12	TW explained that AWC's framework and target areas had changed. To send over so can be cross referenced.	TW
5.13	Draft report issued with minutes. All to review and provide and feedback and amendments to DB by Monday 9th April 2018. Report to be formally signed off at June meeting.	

Community Use Management Committee
Meeting Minutes

6	**Facilities Update**	
6.1	TW asked when a planning application can be expected for the Community Pitch changing rooms and other conditions resolved. DB mentioned that there had been considerable correspondence with AWC since the last meeting and believed all conditions had been met. DJ advised he would pass on request again regarding planning permission.	BHAFC
6.2	Pitch remains in a good condition. No current maintenance issues.	
7	**Financial update**	
7.1	PB highlighted that on the financial side less income has been generated than last year and the Football Club continue to cover loses generated.	
8	**Any other business**	
8.1	None	
9	**Date of next meeting**	
9.1	7th June 2018 @ 1.00pm 6th September 2018 @ 1.00pm	