

## **EAST AYRSHIRE LEISURE TRUST BOARD OF TRUSTEES**

### **MINUTES OF MEETING HELD ON TUESDAY 28 NOVEMBER 2017 AT 1800 HOURS IN CUMNOCK TOWN HALL, GLAISNOCK STREET, CUMNOCK**

**PRESENT:** Councillors Elena Whitham, Ian Grant, Iain Linton and Neil McGhee; Independent Trustees Robin Hume, Robert Mann and June Minnery; and Chris McAleavey, Depute Chief Executive: Safer Communities, East Ayrshire Council, ex officio Trustees.

**ATTENDING:** John Griffiths, Chief Executive; Adam Geary, Cultural Services Manager; Anneke Freel, Countryside Services Manager; Dianne McGregor, Marketing and Development Manager; and Lorraine Russell, Senior Accountant; all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

**ALSO ATTENDING:** David Carey, East Ayrshire Council; and Martin Allen, External Observer.

**APOLOGIES:** Councillor Clare Maitland; Independent Trustees Jean Brown and Jackie Livingstone; and Joe McLachlan, Corporate Accounting Manager, East Ayrshire Council, ex officio Trustee.

**CHAIR:** Councillor Elena Whitham, Chair.

#### **ILLUMINIGHT 2017 – EVENT OVERVIEW**

1. An informal discussion took place on the 2017 Illuminight Event and an event overview prepared by Unique Events was circulated.

It was noted that a full report on the event would come forward to the Board in February 2018.

Independent Trustee Robbie Mann joined the meeting.

#### **DECLARATIONS OF INTEREST**

2. No declarations of interest were intimated.

#### **MINUTES OF PREVIOUS MEETINGS**

##### **3.1 MINUTES OF BOARD MEETING HELD ON 19 SEPTEMBER 2017**

There were submitted and approved as a correct record, the Minutes of the Board Meeting held on 19 September 2017 (circulated).

##### **3.1.1 Matter Arising**

It was noted that the Trustees' Development Session had taken place as planned on 10 October 2017 at the Dick Institute. It was intended to continue with the Development Sessions as part of the schedule of meetings going forward.

##### **3.2 MINUTES OF AGM HELD ON 19 SEPTEMBER 2017**

There were submitted and approved as a correct record, the Minutes of the Leisure Trust Board AGM held on 19 September 2017 (circulated).

### **3.3 MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE HELD ON 16 NOVEMBER 2017**

There were submitted and approved as a correct record the Minutes of the Performance and Audit Sub-Committee Meeting held on 16 November 2017 (circulated).

#### **3.3.1 Matter Arising**

It was noted that proposals for raising attendance levels/ticket sales were included in the Sports and Community Venues Service Review. Whilst it had been intended to submit this review to a Special Board Meeting in December 2017, due to staff absence and facility remit issues to be bottomed out with the Council, the Special Meeting would now not take place until January 2018. In the meantime, links were being made with Vibrant Communities regarding programme planning to avoid duplication of provision and to look at common pricing and best use of resources.

#### **PERFORMANCE REPORT JULY TO SEPTEMBER 2017**

4. There was submitted a report dated 14 November 2017 (circulated) by the Chief Executive which provided details of the Trust's performance for the period July to September 2017, the second quarter of the 2017/18 financial year. The report showed sound performance across all areas of the Trust's remit.

During discussion on East Ayrshire Leisure Performs July – September 2017 – Trustees noted that attendance/participation figures had decreased by 15% across the venues during this quarter, mainly due to temporary facility closures for maintenance/upgrading. Trustees also noted the effect of facility closures on attendance levels and that to counteract this, the Trust was looking at programming and imaginative use of resources to attract more visitors to retained facilities. The attendance levels/ticket sales target would be reviewed for next year, taking account of changes to opening hours and fewer buildings. The Trust worked closely with East Ayrshire Council (the owner) on planned preventative maintenance of buildings. New leasing arrangements were being looked at for equipment. Any improvement to plant in schools was looked at under the Council's Capital Programme. Libraries were impacted by technology and needed to remain relevant – link with DWP to support public access to computers; and e-book launch. Charges would be influential in maintaining attendance levels - the membership offer needed to be right.

Trustees welcomed the positive performance in achieving new quality standards.

The new Education and Residential Centre at Dean Castle Country Park would take its first booking in February 2018. Whilst challenging, the redevelopment work at the Country Park was now in final stages and, because the Park had remained open throughout, the public had been able to see works progressing.

During discussion of financial performance to 30 September 2017, Trustees noted that the Performance and Audit Sub-Committee had reviewed and were pleased with the figures submitted. The anticipated break even at year end was encouraging given the financial circumstances being faced. The work carried out on profiling improved accuracy of reporting.

Trustees also noted (a) the explanation given in relation to the income shortfall in Sports area 1 (Stewarton Sports Centre) and 5 (Grange Leisure Centre) - reduction in number of teams using the synthetic grass pitches and added competition in the local area; (b) progress with the Youth Theatre; (c) that the Dick Institute Refurbishment Project would commence in April 2018 and take around 2 – 3 months to complete; and (d) that collections from the Dean

Castle would be relocated to the Dick Institute and available for the public to view during the period that the Castle was closed for refurbishment;

It was agreed:-

- (i) to approve the Performance Report for April to June 2017;
- (ii) that the Chief Executive would provide Trustees with a breakdown of individual facilities, showing attendance trends;
- (iii) that any Trustee wishing more information on the columns in the budget tables should contact Lorraine Russell direct;
- (iv) to consider the viability of options for temporary catering provision at the Dick Institute, pending completion of the above Refurbishment Project, in particular for the Bricktopolis Event which was expected to attract a large number of visitors;
- (v) to welcome the inclusion of the Dick Institute, Dean Castle and Burns House Museum in the VAT (Refund of Tax to Museums and Galleries) (Amendment) Order 2017; and
- (vi) otherwise to note the report.

### **CHIEF EXECUTIVE'S REPORT**

5. There was submitted and noted a report dated 16 November 2017 (circulated) by the Chief Executive which provided the Board with updates on key issues including updates on the Best Value Review, Dick Institute Project, 2018/19 Budget, Barclay Review, KSB Contract, presentation of Annual Performance Report to East Ayrshire Council, Illuminight, Pantomime and Dick Institute Museum Exhibitions.

It was also noted:-

- (i) that East Ayrshire Leisure Trust would not be impacted by the removal of non-domestic rates relief following the Barclay Review. Existing ALEOs would continue to benefit from full relief, however new ALEOs would not. It was agreed to check and confirm that the integration of East Ayrshire Leisure Trust and the Kilmarnock Leisure Centre Trust would not present any issues going forward; and
- (ii) that there had been no reports of any spike in incidents following the fireworks event being withdrawn.

### **DATES OF NEXT MEETINGS**

6. Special Board Meeting - 17 January 2018;  
Performance and Audit Sub-Committee - 12 February 2018; and  
Trust Board Meeting - 27 February 2018.

The meeting terminated at 1920 hours.