

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 27 NOVEMBER 2018 AT 1800 HOURS IN THE DICK INSTITUTE, ELMBANK DRIVE, KILMARNOCK

PRESENT: Independent Trustee Robin Hume; Councillors Ian Grant, Iain Linton, Clare Maitland and Neil McGhee; Independent Trustees Jean Brown, Jackie Livingston; June Minnery; and Robbie Mann; and Bob McCulloch, Acting Head of Housing and Communities, East Ayrshire Council, ex officio Trustee.

ATTENDING: John Griffiths, Chief Executive; Adam Geary, Cultural Services Manager; Dianne Reid, Marketing and Development Manager; Chris Murphy, Sport and Community Venues Manager; Jackie Biggart, People and Finance Manager; Anneke Freel, Countryside and Outdoor Activity Manager; and Lorraine Russell, Senior Accountant; all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

APOLOGIES: Councillor Elena Whitham; and Joe McLachlan, Acting Head of Finance and ICT, East Ayrshire Council, ex officio Trustee.

CHAIR: Independent Trustee Robin Hume, Vice-Chair.

DECLARATIONS OF INTEREST

- I. No declaration of interest were intimated.

MINUTES OF PREVIOUS MEETINGS

2.1 MINUTES OF BOARD MEETING HELD ON 18 SEPTEMBER 2018

There were submitted and approved as a correct record, the Minutes of the Board Meeting held on 18 September 2018 (circulated).

2.2 MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE HELD ON 12 NOVEMBER 2018

There were submitted and approved as a correct record, the Minutes of the Performance and Audit Sub-Committee held on 12 November 2018 (circulated).

PERFORMANCE REPORT JULY TO SEPTEMBER 2018

3. There was submitted a report dated 14 November 2018 (circulated) by the Chief Executive which provided details of the Trust's performance for the period July to September 2018, the second quarter of the 2018/19 financial year. The report projected a breakeven position, however, reserves would need to be used to support this position due to projected shortfalls in income generation across a range of services.

Following full and detailed discussion on the challenging financial position and factors impacting income levels, it was agreed:-

- (i) to approve the Performance report for July to September 2018;
- (ii) to note that whilst an adverse financial position of £132,290 was projected, a breakeven position could be achieved by using up to £166,204 of unallocated reserves and newly released reserves, if required, to offset shortfalls in income generation that could not be covered by management action to reduce expenditure (all whilst remaining within the Trust's reserves policy);

- (iii) to authorise the above use of reserves, as required, to achieve a financial breakeven position;
- (iv) to note that the above action would result in the Trust's year-end statutory accounts showing a deficit;
- (v) to note that officers would continue to closely monitor all Trust income and expenditure to achieve financial breakeven;
- (vi) to note the wide range of programming and marketing activities taking place with the aim of generating income and/or attendances, as shown in the "progress against 2016/19 Action Plan" table in the report. However, this was not translating into financial performance;
- (vii) to note that it was intended to review income targets going forward, so that they would be more realistic and achievable;
- (viii) to note the comment made about badminton coaching which would receive due attention;
- (ix) to note that REF funding had been approved for the Irvine Valley Trails Project; and
- (iii) otherwise, to note the contents of the report.

Independent Trustee Robbie Mann joined the meeting during consideration of the above item.

CHIEF EXECUTIVE'S REPORT

4. There was submitted a report dated 14 November 2018 (circulated) by the Chief Executive which provided the Board with updates on key issues including the Best Value Review/Galleon Centre; Independent Trustee vacancy; Bricktropolis; Community Halls; Dean Castle Country Park (i) litter plan and (ii) catering; Illuminight; catering at PPP facilities; Gerry Cinnamon concert; Sporta UK; and forthcoming events.

It was agreed:-

- (i) to note that future updates would come forward to the Board as matters progressed with the Galleon Centre;
- (ii) that the Board would be provided with a full performance report regarding Bricktropolis showing attendances, income and expenditure against original projections;
- (iii) to note the comment made about the online booking system and that any issues would be picked up through system development. In the meantime, users should continue to report any problems with the online booking system timeously to enable remedial action to be taken;
- (iv) that the Board would be provided with details of any booking problems reported during the initial two weeks of Bricktropolis;
- (v) to note the positive "walk round" Dean Castle Country Park with two local residents who had previously raised some issues with a Board Member;
- (vi) to note that waste management arrangements at the Dean Castle Country Park were being looked at;
- (vii) to note the Board's initial feedback on various aspects of Illuminight and that a full report would come forward in due course;

- (viii) to continue to provide the Board with the outline programme of events in future Chief Executive's Reports; and
- (ix) otherwise to note the report.

SEVERANCE REPORT

5. There was submitted a joint report dated 15 November 2018 (circulated) by the Head of Human Resources, East Ayrshire Council and the Chief Executive which sought the Board's approval of a severance application on the grounds of redundancy in respect of an employee within Cultural Services.

It was agreed:-

- (i) to approve the severance application as detailed in the report; and
- (ii) otherwise, to note the contents of the report.

ANY OTHER COMPETENT BUSINESS

6. The Chief Executive intimated his departure from East Ayrshire Leisure in May 2019 and that a Special Board meeting would be held on 29 January 2019 to plot a way forward for the Trust, including a facility review of Countryside Services, senior management options and the future of the Trust. The Board indicated that the Chief Executive would be missed and that his work, especially in the early years of the Trust, was very much appreciated.

The meeting terminated at 1940 hours.