

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

### **ANNUAL GENERAL MEETING**

#### **MINUTES OF MEETING HELD ON TUESDAY 17 SEPTEMBER 2019 AT 1800 HOURS IN THE WILLIAM MCILVANNEY LEISURE CENTRE, SUTHERLAND DRIVE, KILMARNOCK**

**PRESENT:** Councillors Elena Whitham and Clare Maitland; Independent Trustees Jean Brown, Robin Hume, Jackie Livingston and June Minnery; and Bob McCulloch, Acting Head of Housing and Communities, East Ayrshire Council, ex officio Trustees.

**ATTENDING:** Anneke Freel, Interim Senior Officer; Adam Geary, Cultural Services Manager; Chris Murphy, Sport and Community Venues Manager; Jackie Biggart, Head of Corporate Services and Lorraine Russell, Senior Accountant, all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

**APOLOGIES:** Councillors Ian Grant, Iain Linton and Neil McGhee; Independent Trustee Robert Mann; and Joe McLachlan, Acting Head of Finance and ICT, East Ayrshire Council, ex officio Trustee.

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

#### **CHAIR'S WELCOME**

1. The Chair welcomed everyone to the Annual General Meeting of East Ayrshire Leisure Trust.

#### **DECLARATIONS OF INTEREST**

2. No declarations of interest were intimated.

#### **MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**

3. There were submitted and approved, the Minutes of the Annual General Meeting held on 18 September 2018 (circulated).

#### **2018/19 ANNUAL REPORT AND ACCOUNTS**

4. There was submitted a report dated 28 August 2019 (circulated) by the Interim Senior Officer, which presented the 2018/19 Report and Accounts for approval. The report showed that the Trust had established sound procedures for financial management and our external auditors, Scott-Moncreiff, were satisfied with accuracy of our accounts and the procedures that are in place to manage our finances.

Robin Hume then provided additional comment on the Accounts on behalf of the Performance and Audit Sub Group.

It was agreed:-

- (i) to approve the 2018/19 Report and Accounts;
- (ii) to approve the Letter of Representation to accompany the accounts; and
- (iii) otherwise to note the contents of the report.

### **TRUST BOARD MEETING SCHEDULE 2019/20**

5. There was submitted a report dated 9 July 2019 (circulated) by the Interim Senior Officer, which proposed the Schedule of Board and Performance and Audit Sub-Committee meetings for the coming year.

It was agreed:-

- (i) to approve the schedule of meetings as described in the report, subject to amending the start time for all meetings of the Performance and Audit Sub-Committee from 1500 hours to 1600 hours; and
- (ii) otherwise to note the report.

### **DEMISE OF OFFICE BEARERS**

6. In terms of Clause 48 of the Constitution, the Chair and Vice-Chair ceased to hold office.

The meeting terminated at 1805 hours.