

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 22 NOVEMBER 2022 AT 6PM HOURS AT ANNANHILL GOLF CLUB

PRESENT: Councillors Clare Maitland; Graham Boyd; Iain Linton; and James Adams, Trustees; and Robin Hume; David Ross; and Jackie Livingston; Independent Trustees; and Joe McLachlan, Chief Financial Officer and Head of Finance and ICT; and Blair Millar, Head of Housing and Communities, East Ayrshire Council, ex officio Trustees

ATTENDING: Anneke Freel, Chief Officer; Jackie Biggart, Head of Corporate Services; Paul Mathieson, Head of Operations; Lorraine Russell, Finance and Business Development Manager; and Carleen Fitzgerald, Development Officer (Admin), all East Ayrshire Leisure Trust

CHAIR: Clare Maitland, Trustee

APOLOGIES

1. Councillor Linda Holland, Trustee; Melanie Swan; and Andy Wilson, Independent Trustees

DECLARATIONS OF INTEREST

2. No declarations of interest were intimated.

MINUTES OF PREVIOUS MEETING

- 3.1 There were submitted and approved the minutes of the previous Board meeting held on 4 October 2022 (circulated).

MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE OF 16 AUGUST 2022

- 3.2 There were submitted and noted the minutes of the Performance and Audit Sub-Committee meeting held on 8 November 2022 (circulated).

PERFORMANCE REPORT JULY - SEPTEMBER 2022 (Q2)

4. There was submitted a report dated 8 November 2022 (circulated) by the Chief Officer which provided details of the Trust's performance for the period July to September 2022, the second quarter of the 2022/23 financial year. In line with the organisational review, Strategic Vision and Corporate Delivery Plan, the performance report has been split into 3 documents: East Ayrshire Leisure Performs; Corporate Delivery Plan Record of Progress; and Financial Performance.

During discussion on the report, the following was noted:

- The report was approved by the Performance and Audit Sub-Committee on 8 November 2022.
- Overall attendance was 318,970 across our venues. Sports venues showing significant increases in attendance, with Libraries and Community venues showing a slower recovery, looking at interventions to build up numbers again.

- E-books continues to grow beyond pre-covid figures.
- Absence was higher due to a number of long term sicknesses. Managers continuing to implement Supporting Attendance at Work Policy, with a number of staff returning to work since this report was written.
- Anti-social behaviour – Managers are continuing to review, and support mechanisms have been put in place for staff, with continued liaison between Police Scotland and EA Council. Blair advised that he has not seen any logs of Police call outs for our venues, if there had been then interventions could be put in place i.e. patrol of CCTV van etc.
- Risk Register has been updated to include new risk relating to I.T systems. Covid Risk Register has now been removed.
- Shout Cards – initially had 36 users, which increased by 800% over summer holidays to 325 users.
- Output no 67, Box Office and Booking System – work starting for commissioning and tendering of new systems. Working groups have been set up to look at alternative systems and timelines for: ticketing; booking of room spaces; golf; and fitness programme. Trustees will be invited to attend demonstrations once systems have been chosen.
- The Council's I.T section have been informed and are happy to sit on working group to support us. A member of Council's Finance team will also be included in discussions.
- Projecting breakeven position up to end of March 2023. Key areas such as Performing Arts and Hospitality will be monitored to see impacts due to the cost of living.
- Panto sales are close to meeting targets. Report breakdown will be made available to Trustees in the new year.
- Funding from Creative Scotland received which was used for TV adverts for Quentin Blake exhibition at the Dick Institute and the Panto, potential for advert for the Castle re-opening advert.
- Budgets will be realigned for 2023/24, this will help with any recurring income target problems.
- Funds from reserves of £43,500 were approved to be allocated to Event Management for Christmas events and the re-opening of Dean Castle in 2023.
- Item 3.2 within the report will be changed to read: "...29 individuals within the Care Experienced Young People programme..."

It was agreed:-

- (i) to approve the East Ayrshire Leisure Performs report for the period July – September 2022; and
- (ii) otherwise, to note the contents of the report.

CHARGES FOR SERVICES 2023/24

5. There was submitted a report dated 8 November 2022 (circulated) by the Chief Officer, that presents Trustees with the 2023/24 schedule of charges for consideration and approval.

The following was noted:

- 10% discount introduced for customers who take part in coaching and swimming programme.

- Community Space minimum charge will remain at £13 per hour. A review on how these flexible spaces operate is proposed for 2023/24 along with review of current charges.
- There has been 57 new staff memberships since the new cost of £5/month was launched. Staff golf memberships £50/year will be introduced April 2023.
- Continue to offer Annanhill Golf Course early bird offer and keep season ticket costs as is.
- Loyalty discount for regular bookings and affiliation to EA Sports Council will continue.
- Small increase to hospitality costs due to increase in provisions.
- Working group has been set up to review our current and future parties offer.
- Remodelled pricing strategy recently introduced for the Treehouse Residential Centre. Discussions have taken place with the CEO of Young Carers and education who are interested to use facility for school trips etc.
- Trustee visit to be organised for the Treehouse Residential Centre.
- Spirit of Christmas is a free and un-ticketed event running from 9 – 23 Dec. Focus will be on the Castle with it being lit up and a 15min animation and projection within the courtyard. Stalls available with mulled wine/hot treats available. Customer expectations, stall costs, experience times etc. will be released when we have more details.

It was agreed:-

- (i) to approve the proposed charges for 2023/24; and
- (ii) otherwise, to note the contents of the report.

**LEISURE AT THE HEART OF EVERY COMMUNITY CORPORATE DELIVERY PLAN
OUTPUT - DEVELOP AND IMPLEMENT ROLLING 5 YEAR MANAGEMENT PLAN
FOR ANNANHILL GOLF COURSE (OUTPUT 19)**

6. The Chief Officer distributed information on proposals for the Annanhill Golf Course which will be based on a long term, phased approach through the Leisure Facility Strategy. The following was noted:
 - Our vision is to have Annanhill Golf Course as one of the top destinations in Ayrshire for community golf and youth development, while also improving the opportunities for wider community use of the site through path networks, an updated and expanded carpark, new signage and interpretation; and a café.
 - Health and safety issues occurring with balls going into gardens, we have a duty of care, and therefore it is proposed to realign holes 1, 2 and 3 to play away from those houses. 1st hole corner has temporary arrangement in place in the meantime. Also looking to move the 4th away from power lines.
 - To prevent members of the public jumping on the course at 8th hole, a ditch system will be put in place to make it difficult to get on, and Golf Marshalls will be out talking to players.
 - Clubhouse could be redesigned to a community café/visitor centre and will include women and youth facilities.
 - The management team meets monthly to update both clubs based within Annanhill.

ANY OTHER COMPETENT BUSINESS

7. N/A

DATE OF NEXT MEETING

8. Performance & Audit Sub-Committee – 7 February 2023
East Ayrshire Leisure Board of Trustees – 21 February 2023

The meeting terminated at 19.00 hours.