

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 6 FEBRUARY AT 1600 HOURS IN THE DE WALDEN SUITE, DEAN CASTLE COUNTRY PARK, KILMARNOCK

PRESENT: Independent Trustee Jim Roberts; and Councillors Linda Holland; and Graham Boyd, Trustees

ATTENDING: Anneke Freel, Chief Officer; Jackie Biggart, Executive Lead: People, Policy and Performance; Paul Mathieson, Executive Lead: Places, Projects and Programmes; Lorraine Russell, Strategic Lead: Creating a Solid Foundation for Growth; and Carleen Fitzgerald, Development Officer: Organisational Administration; all East Ayrshire Leisure Trust

CHAIR: Independent Trustee, Jim Roberts.

APOLOGIES

1. Independent Trustees Barbara McIntyre; and Andy Wilson

DECLARATIONS OF INTEREST

2. N/A

MINUTES OF PREVIOUS MEETING

3. Were submitted and approved as a correct record of the Minutes from the meeting of the Performance and Audit Sub-Committee held on 14 November 2023 (circulated).

The Chief Officer stated that the R100 scheme was not appropriate for the Trust, and advised that we will continue to look into other potential funding.

PERFORMANCE REPORT OCTOBER - DECEMBER (Q3)

4. There was submitted a report dated 22 January 2024 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period October - December 2023, the third quarter of the 2023/24 financial year. In line with the organisational review, Strategic Vision and Corporate Delivery Plan, the performance report has been separated 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:

- Attendance figures across Trust venues were 529,793, an increase of 25% compared to the same period in 2022/23.
- Book borrowing continues to grow, with 35,399 physical and 7,205 e-books borrowed.
- Burns House Museum attendance increased in quarter 3 by 17.7%. Future Museum also performing well with an increase of 15.9%
- Funding through CARs received for Burns House Museum, Mauchline which will be used for stone work repairs, roofing/guttering, work within the courtyard and signage/interpretation inside will be updated.

- New risk has been added to the Risk Register in relation to the cancellation of large scale strategic events.
- Corporate Delivery Plan – a further 4 outputs were completed this quarter.
- Projected outturn at 31 December 2023 is an adverse position of £26k.

It was agreed:

- (i) to approve the East Ayrshire Leisure Performs Report for the period October - December 2023;
- (ii) to otherwise note the content of this report.

TRUST BUDGET 2024/25

5. There was submitted a report dated 31 January 2024 (circulated) by the Chief Officer, which confirms the Trust's budget position for 2024/25 and shows how the savings target of £181,000 will be achieved.

During discussion on the report, the following was noted:

- It was proposed that the savings requirement of £181,000 is temporarily funded from reserves.
- The Trust will explore development opportunities, including Trading Arm and further income generation.
- The Chief Officer will present more information about a potential Trading Arm at the next Board meeting

It was agreed:

- (i) to approve the budget position shown in this report; and
- (ii) to otherwise note the content of this report.

CHARGES FOR SERVICES 2024/25

6. There was submitted a report dated 22 January 2024 (circulated) by the Chief Officer, which puts forward proposals for the 2024/25 schedule of charges for Trustee consideration and approval.

During discussion on the report, the following was noted:

- Booking fee per transactions will not change for the foreseeable future, will review once the new ticketing system is in place later this year.
- Flexible Space – proposing Standard Hall hire rate of £15p/h and Large Hall hire £17p/h. Hires out with normal hours will be £20p/h with minimum booking of 3 hrs, and £30p/h after midnight. These charges will be implemented in June, this will allow us time to discuss the process with user groups.
- Performing Rights Society/Phonographic Performance Limited (PRS/PPL) – charges will continue to be put on to the hirer.
- It was agreed to continue the £5 per month gym membership and £50 golf season ticket for staff. Gym membership for volunteers will be introduced at the corporate rate of £18 per month.

- Hospitality – small increases will be implemented due to the increasing costs of bar and catering provision.
- Customer Loyalty – fitness memberships and subscription customers are now able to freeze their membership for up to 3 months on medical grounds.
- Loyalty Discounts for regular bookings and clubs affiliated to East Ayrshire Sports Council will continue.
- Councillor Holland stated that there are limited sports groups affiliated with the Sports Council, promotion required of benefits required for groups to sign up.
- Participants who pay monthly Direct Debits for Coaching and Swimming lessons will still be eligible for 10% discount on parties booked with the Trust, free public swimming and access to the running tracks during public sessions.

It was agreed:

- (i) to approve the proposed charges; and
- (ii) to otherwise note the content of this report.

CHOSEN CHARITY 2024/25

7. There was submitted a report dated 16 January 2024 (circulated) by the Strategic Lead: Sharing Our Vision, which provides Trustees with an update on the Trust's chosen charity for 2023/24 and to put forward nominations for the next financial year.

During discussion on the report, the following was noted:

- Over £4,500 raised for Marie Curie from Panto collections. Overall total raised for charity will be confirmed at end of 31 March 2024.
- Daffodil planting has been carried out at the Dick Institute and Dean Castle Country Park in partnership with KK College. Plaques will be put in place at these locations.
- Staff Ambassador Scheme will be introduced this year, with an Ambassador role concentrating on staff wellbeing and mental health which will strengthen our commitment to our internal Wellbeing & Support campaign and strategies. It was therefore recommended that the nominated charity for 2024/25 is SAMH, Scottish Action for Mental Health. The Trust will connect and liaise with the local branch in Ayrshire.

It was agreed:

- (i) to consider and agree which charity the Trust should support for the period 2024/25; and
- (ii) to otherwise note the content of this report.

ANY OTHER COMPETENT BUSINESS

8. N/A

DATE OF NEXT MEETING

9. East Ayrshire Leisure Board of Trustees – 20 February 2024
Performance & Audit Sub-Committee – 14 May 2024

The meeting terminated at 16.40 hours.