

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

### **MINUTES OF MEETING HELD ON TUESDAY 18 SEPTEMBER 2018 AT 1836 HOURS IN THE RECEPTION ROOM, GRAND HALL, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Elena Whitham, Ian Grant, Iain Linton, Clare Maitland and Neil McGhee; 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 Trustee.

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

**APOLOGIES:** Joe McLachlan, Acting Head of Finance and ICT, East Ayrshire Council, ex officio Trustee.

**CHAIR:** Councillor Elena Whitham.

### **APPOINTMENT OF OFFICE BEARERS AND TRUSTEES**

- I. There was submitted a report dated 11 September 2018 (circulated) by the Chief Executive which sought approval of the appointment of office bearers and Trustees following the Annual General Meeting.

It was agreed:

- (i) to appoint Councillor Elena Whitham as Chair and Independent Trustee Robin Hume as Vice Chair of the Board of Trustees;
- (ii) to note that membership of the Performance and Audit Sub Committee would continue with no changes and that the Sub Committee would appoint its own Chair;
- (iii) to continue consideration of the outstanding Trustee vacancy to the next Board meeting, when it was anticipated that there would be more clarity about the timescale for amalgamation with the Kilmarnock Leisure Centre Trust. In the interim, the Chief Executive would confirm with the Office of the Scottish Charity Regulator that this action would not result in any breach of their regulations in terms of the current make-up of the Board, albeit this was a temporary arrangement; and
- (iv) otherwise to note the report.

### **DECLARATIONS OF INTEREST**

5. Councillor Neil McGhee, as Chair of ACDI, declared a non-financial interest in Item 10(i) Recommendation 1 below, which was not considered significant and accordingly he remained and participated in consideration and determination of this Item.

## **MINUTES OF PREVIOUS MEETINGS**

### **6.1 MINUTES OF BOARD MEETING HELD ON 5 JUNE 2018**

There were submitted and approved as a correct record, the Minutes of the Board Meeting held on 5 June 2018 (circulated).

#### **6.1.1 Matters Arising**

It was noted:-

- (i) that the Chief Executive had circulated an update to Trustees on issues raised at the last meeting;
- (ii) that Chris Murphy would follow up with Onsite Services, the viability of providing tea/coffee for regular bookings at PPP facilities; and
- (iii) to note the comment made about updating posters on display in venues.

### **6.2 MINUTES OF SPECIAL PERFORMANCE AND AUDIT SUB-COMMITTEE HELD ON 20 AUGUST 2018**

There were submitted and noted the Minutes of the Special Performance and Audit Sub-Committee held on 20 August 2018 (circulated).

## **PERFORMANCE REPORT APRIL-JUNE 2018**

7. There was submitted a report dated 21 August 2018 (circulated) by the Chief Executive which provided details of the Trust's performance for the period April to June 2018, the first quarter of the 2018/19 financial year. The report projected a breakeven financial position and highlighted a wide range of initiatives which are being undertaken to promote and develop usage of facilities and services.

It was agreed:-

- (i) to approve the Performance Report for April to June 2018;
- (ii) to approve the Annual Budget 2018/19 as shown in the report;
- (iv) to receive information on the performance of the recent Bricktropolis Event;
- (v) that the Chief Executive provide Jackie Livingston with information on which schools had attended the Catherine Wheels production at Cumnock Town Hall;
- (vi) to note that REF funding had been secured for the Irvine Valley Trails Project; and
- (vii) otherwise, to note the contents of the report.

## **RISK MANAGEMENT POLICY**

8. There was submitted a report dated 13 August 2018 (circulated) by the Chief Executive which sought formal approval of the Trust's Risk Management Policy.

It was agreed:-

- (i) to approve the Risk Management Policy as shown in Appendix I of the report;
- (ii) to note that the Policy would be reviewed as the development of the 3 year business plan progressed; and
- (iii) otherwise, to note the contents of the report.

## **SCOTLAND CHARTER FOR A TOBACCO FREE GENERATION**

9. There was submitted a report dated 20 August 2018 (circulated) by the Chief Executive which provided information regarding Scotland's Charter for a Tobacco Free Generation and sought approval for East Ayrshire Leisure Trust to become a registered supporter of the Charter.

It was agreed:-

- (i) to remit the Countryside and Activity Services Manager to register East Ayrshire Leisure as a supporter of Scotland's Charter for a Tobacco Free Generation and to implement the actions proposed in paragraph 4.3 of the report; and
- (ii) otherwise, to note the contents of the report.

## **CULTURAL SERVICES REVIEW - COMMUNITY VENUES UPDATE**

10. There was submitted a report dated 11 September 2018 (circulated) by the Cultural Services Manager which provided an update on the changes to management and operations within the Community Venues Team which were aimed at delivering financial savings and supporting service development and improvement.

It was agreed:-

- (i) to approve the proposals arising from the Review of Community Venues as detailed in Appendix A of the report namely:-
  - Recommendation 1 - to approve the changes to the operation of Auchinleck Boswell Centre and implement when sub-lease agreement has been signed by Auchinleck Community Development Initiative (ACDI);
  - Recommendation 2 - to approve the proposed changes to the operation of Darvel Town Hall and implement as soon as possible;
  - Recommendation 3 - to approve the proposed changes to the operation of Stewarton Area Centre and implement as soon as possible;
  - Recommendation 4 - to approve the proposed changes to the operation of Morton Hall and implement as soon as possible; and
  - Recommendation 5 - to approve the changes to the operation of Galston Community Centre and implement when sub-lease agreement has been signed by Galston Community Association (GCA);
- (ii) to note that user groups were engaged as new solutions were developed, that this was work in progress and it fitted with community empowerment ethos; and that Trustees thanked officers for the work being done; and
- (iii) otherwise, to note the contents of the report.

## **ILLUMINIGHT 2018**

11. There was submitted a report dated 23 August 2018 (circulated) by the Countryside and Outdoor Activity Manager which provided an update on progress on the development of Illuminight 2018.

It was agreed:-

- (i) to note progress with the development of Illuminight 2018;

- (ii) to note the updates given at the meeting regarding sponsorship and partnerships being developed; ticket sales; planned promotion and 24 October opening night;
- (iii) to look at the wording on the website for carers ticket which was intended to flag up any special access requirements and was not an eligibility criteria;
- (iv) to note the earlier slot tickets which presented a cheaper option for families and that family tickets (what constitutes a family) would be looked at again with Unique Events for next year, given that tickets for this year's event had already been sold. Noted that the simplest option might be adult and child tickets;
- (v) to note that parking arrangements would be looked at closer to the event with the Council's Events and Resilience Officer;
- (vi) to consider an exit survey to gather information to inform the ticket offer next year;
- (vii) to congratulate officers on their imagination and effort in bringing this event to Kilmarnock; and
- (viii) otherwise to note the report.

### **SEVERANCE REPORT**

- 12.** There was submitted a joint report dated 30 August 2018 (circulated) by the Head of Human Resources, East Ayrshire Council and the Chief Executive, East Ayrshire Leisure Trust which sought the Board's approval of two severance applications on the grounds of redundancy in respect of two employees within Cultural Services.

It was agreed:-

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

### **AOCB**

- 13.** It was noted:

- (i) that Councillor Linton had been approached by two local residents who had great depth of knowledge about Dean Castle Country Park and had raised some issues. The Chair offered to meet with the individuals to take them around the Park with the Countryside and Outdoor Activity Manager. Councillor Linton requested feedback on the meeting;
- (ii) to note that a number of strategies were being developed to address litter issues in the Dean Castle Country Park – not enforcement, but awareness-raising – and that an update and proposals would come forward to the Board; and
- (iii) to note the thanks recorded to Countryside Services in relation to the Kay Park Pond Project.

The meeting terminated at 1950 hours.