

East Renfrewshire Culture & Leisure Ltd

(A company which is a Scottish Charity (Scottish Charity Number SC0045726) incorporated in Scotland under the Companies Act with company number SC486489)

Minute of a Meeting of the Board of Trustees of East Renfrewshire Culture and Leisure Ltd held in Clarkston Hall, Clarkston on Thursday 8 September 2016

Present	Jim Wilson (Chair) (JW) Provost Alastair Carmichael (AM) Brian Davidson (BD) Councillor Charlie Gilbert (CG) Steven Larkin (SL) Professor Grant Jarvie (GJ)
Attending	Anthony McReavy, Chief Executive (AMcR) Douglas Walker, Director of Finance & Commercial Services (DW) Mhairi Shaw, Director of Education ERC (MS) Barbara Clark, Head of Accountancy ERC (BC) Dr Noreen Siddiqui (NS) (4.45pm) Jenny Simpson (external Auditor, Wylie & Bisset) (JS) Janie Hopkins, Cultural Development Team Leader (JH) Margaret Walker (minute)
Apologies	Councillor Mary Montague, Councillor Kenny Hay

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies Noted

The Board noted apologies had been received from Councillor Mary Montague and Councillor Kenny Hay.

3. Notice & Quorum

Having noted the relevant notice had been issued and a quorum was present the Board agreed to proceed to business as in hereafter minuted.

4. Appointment of Trustee

The Chair formally appointed Dr Noreen Siddiqui to the Board of Trustees.

Dr Siddiqui was nominated by the Nominations Committee and is ratified as a Board of Trustees Member at this meeting.

OSCR and Companies House will be notified of the appointment of Dr Siddiqui as a Trustee.

A Board Appointment Letter confirming the appointment and the Code of Conduct will be issued to Dr Siddiqui

5. Minute of Previous Meeting

The minute of the previous meeting was approved with the following amendments:

Item 11 AOCB

BD suggested that ERCL should create an apprenticeship scheme....

Amend to read

BD suggested that ERCL should explore an apprenticeship scheme

Item 11 AOCB

“The Chair suggested that as ERCL is coming up to the end of the first year of business the Board should think about what we do and why we do it.....”

Amend to read

The Chair suggested that as ERCL is coming up to the end of the first year of business the Board should think about what we do and how we do it.....

6. Matters Arising

There were no matters arising.

7. 2015– 2016 Accounts

Presentation of Reports for consideration by the Board.

The external audit is completed and it was acknowledged that DW had delivered huge amounts of work for the completion of the audit. The recommendations from the audit will be carried out.

Recommendation from Audit

Reconciliations and bookkeeping that are the responsibility of the Council should be made in a timeous manner. Variances are complicated by the time lag between ERC and ERCLT. The Council are confident this will be resolved within the year.

BC pledged the support of the Council in assisting with this and is confident that specific issues can be dealt with. BC will liaise with DW. DW has already met with council Accountancy teams.

The Management Letter to Wylie & Bisset will be signed on behalf of the Board and all Trustees are bound by the same letter. Once the Board of Trustees are happy with the accounts the signed Letters will become the agreed accounts.

The Chair thanked JS (Wylie & Bisset) and the Finance Audit & Risk Committee for the work completed.

The Finance Audit and Risk Committee have received a resignation notice from Councillor Montague, leaving the Committee an Elected Member and an Independent Trustee short.

Dr Noreen Siddiqui (Independent Trustee) and Councillor Charlie Gilbert (Elected member) agreed to join the Committee, bringing it up to full membership.

OSCR recommends a self-appraisal exercise for charities. Both Sporta and Vocal Scotland recommend the process which is endorsed by the Scottish Government. ERCLT will seriously consider this.

MS stated that the Education Department will be happy to have a role in the appraisal. It was agreed to start the process as soon as possible.

The Board requested the consideration to be formally minuted.

8. Chief Executive's Report Including Q1 Performance Report

ERCLT Website

The ERCLT Website goes live on 17 September 2016. All social media has been cleaned up and streamlined.

Business Support Review

The review is progressing and is now looking at back office efficiencies, making processes more streamlined and creating a centralised administration function. The review is now sitting with the Union.

Capital Projects

Looking at Neilston with three venues situated in very close proximity.

A Boxing Club in Dunterlie area of Barrhead will fit the regeneration model. Dunterlie has been categorised as the most deprived area of East Renfrewshire. The Boxing Club would be a good partner for Regional Capital Growth Funding.

Leisure Centres/Community Halls

Two to three areas have been identified as potential development sites. Consideration will be given in developing a Performing Arts Centre at Eastwood Park. Carmichael Hall will be refurbished.

Mearns Shopping Centre

The Centre Management are looking to have more public services in the centre and there may be room for a library to be situated on an upper floor. There may also be some scope for a gym to be situated in the centre.

A business case will be prepared for this and presented to the Board at the next meeting.

The CE will meet with GJ to discuss funding options.

Balgray Reservoir

It appears the terms of the lease were specifically drawn up for a Water Park. This is something the Trust could not make work the way it would like to, using up too much time and energy and activity, it is not a worthwhile project for the Trust to pursue. Energies would be best spent in developing projects in Eastwood Park and Dunterlie.

Performance Report

Gym attrition rates have improved, now focussing on increasing memberships; a small gym is being developed at Eastwood HS Sports Centre which should help increase gym memberships.

Business Plan Tracker

Perspective has been introduced to the timeline. There are not many areas of concern and the Management Team are working on a revision for the next Board meeting, longer time frames may be required for tasks in the plan to be more realistic.

The Board is asked to note the Quarter 1 performance results.
Duly noted.

9. Presentation of Arts & Culture Strategy

Janie Hopkins, the Cultural Development Team Leader presented the Arts Strategy Plan and asked for endorsement from the Board of Trustees to allow her to approach organisations for funding for the plan.

MS indicated that with a few amendments, the Arts Strategy may be adopted by the Council.

10. Report by Chair of Finance, Audit & Risk Committee

The Board is asked to consider the reports and comment on matters as appropriate.
After discussion the board agreed the following reports:

- a. Period 4 Financial Commentary
- b. Spending Pressures

The 2017/2018 Budget will be prepared for the next Board Meeting in December 2016.

Dr Siddiqui left the meeting at 6.20pm

11. Press & PR

Publicity material was sent previously to Board Members.

Four more schools in East Renfrewshire received the Gold Award for Sport from Sportscotland for Out of Hours Clubs which are run by the Active Schools Team. 25 of the 37 Primary & Secondary Schools in East Renfrewshire have gained the National School Sport Award

12. AOCB

The Chair suggested a half or full day session for the Board, possibly in November 2016

The Chair closed the meeting at 7.20pm and thanked everyone for their attendance.

12. Date of Next Meeting

Tuesday 6 December 2016.

Action Points

Item	Action	By
4	Notify OSCR & Companies House of the Appointment of Dr Siddiqui	DW & MW
4	Board Appointment Letter and Code of Conduct to Dr Siddiqui	DW
8	AMcR to meet with GJ to discuss funding options	AMcR & GJ
8	Revision of Business Plan for next Board Meeting	AMcR
9	Invite Council to look at Arts Strategy and consider adopting it	MS
10	2017/2018 budget to be prepared for next Board Meeting	FAR Committee & DW