

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

St John's Campus on Tuesday 5 September 2017 at 4pm

Present	Jim Wilson (Chair) (JW) Councillor Paul O'Kane (PO'K) Councillor Colm Merrick (CM) Councillor Barbara Grant (BG) Councillor Danny Devlin (DD) Brian Davidson (BD) Steven Larkin (SL) Dr Noreen Siddiqui (NS)
Attending	Anthony McReavy, Chief Executive (AMcR) Karen Storie, Director of Finance & Commercial Services (KS) Mhairi Shaw, Director of Education ERC (MS) Barbara Clark, Chief Accountant ERC (BC) Jenny Simpson Wyllie & Bisett (JS) (Item 6 only) Margaret Walker (minute) Nick Masson Big Wave Media (NM) (Item 10 only)
Apologies	Professor Grant Jarvie

1. Welcome

The Chair welcomed everyone to the meeting.

2. Preliminaries

Apologies

The Board noted apologies were received from Grant Jarvie

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.

3. Minute of Previous Meeting 1 June 2017

The minute of the previous meeting held on 1 June 2017 was approved and adopted.

4. Matters Arising

There were no matters arising from the previous minutes.

5. Board Work Plan

In line with the Finance, Audit & Risk Committee, a Board Work Plan for 2017/18 is now in place.

6. 2016/17 Annual Accounts: Financial Statements, Trustees Report, External Auditor's Management Letter & Representation Letter

Jenny Simpson acknowledged and thanked KS for all the assistance given in producing the accounts, statements and reports.

Financial Statements

JS confirmed that the Financial Statements

- give a true and fair state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with the United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

There was nothing to inform the Board of in respect of matters required to report by exception.

Trustees Report

JS stated that there was nothing to highlight from the report and asked the Board to check that everything in the report is true and accurate.

The Board agreed the report was true and accurate.

Management Letter

The letter sets out recommendations from the Auditors. There were no questions asked on any of the recommendations.

The Board formally approved the documents presented by Wylie & Bisett.

The management letter was signed by the Chief Executive, The Chair of the Board of Directors and the Chair of the Finance Audit & Risk Committee.

JS left the meeting at 4.25pm.

7. Chief Executive's Report Including Q1 Performance report

The Chief Executive presented the reports.

8. Report by Chair of the Finance, Audit and Risk Committee

The Board is asked to consider the reports and comment on matters as appropriate. The reports are presented from the full meeting of the FAR Committee on Tuesday 22 August 2017. All changes to the reports agreed at that meeting have been executed.

After discussion the Board agreed the following reports:

- a. P4 Financial Commentary
- b. Spending Pressures 2018/19

9. Report by the Chair of the HR, Health & Safety Committee

The HR, Health & Safety Committee met on 27 June 2017.

It was agreed that biannual meetings of the HR, Health and Safety Committee will be adequate.

10. ERCL Service Level – HR

There is a process of reviewing the SLA's provided by the Council.

11. Big Wave Media – 6 Month Update

Nick Masson, Sales Director from Big Wave presented the six month update on the progress of the Big Wave Project.

12. Press and PR

Publicity material sent previously to Board members.

13. AOCB

Councillor Merrick requested a tour of the facilities of the Trust for the new members of the Board of Directors. This will be arranged.

It was agreed that the Chief Executive role with East Ren Culture and Leisure Trust will be aligned with the Head of Service role within ERC

14. Date of Next Meeting

Tuesday 5 December 2017 at 4pm, Hayes Room Barrhead Foundry

Action Points

Item	Action	By
10 ERC Service Level – HR	Report on initial discussions with ERC Business Manager to be shared after meeting.	AMcR
13 AOCB	Tour of facilities for new Board members to be arranged to take place before the next Board Meeting on 5 December 2017	MW