



If telephoning or calling please ask for:
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16 AUG 2013

To: Councillors Hugh Ross, Alan Brown, Lillian Jones and Gordon Cree, Provost Jim Todd, Mr John Armstrong and Mr Graham Niven, Trustees.

15 August 2013

Dear Trustee

TRUSTEES OF KILMARNOCK LEISURE CENTRE - 22 AUGUST 2013

You are requested to attend the next meeting of the **Kilmarnock Leisure Centre Trustees** to take place on **THURSDAY 22 AUGUST 2013 at 1400 HRS** in **THE GALLEON CENTRE, TITCHFIELD STREET, KILMARNOCK**, in order to discuss the undernoted business.

Yours sincerely

Christine Baillie

Gen Man			14/08
Dep Gen Man			
Ops Man			
D Man			
D Man			
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D Man			
Admin			
Main			
Bar			
Repl			

PP Alex McPhee
Executive Director of Finance and Corporate Support
GH/SC

BUSINESS

INTIMATE APOLOGIES

- 1. MINUTES OF PREVIOUS MEETINGS (pages 1-6)** - Submit for approval, the Minutes of the meeting held on 14 March 2013 and Minutes of Sub-Committee meetings held on 6 March and 21 March 2013 (copies all enclosed).
- 2. PERIOD 12 - YEAR END ACCOUNTS (pages 7-15)** - Submit report dated 21 May 2013 (copy enclosed) by the General Manager informing of the financial position of the Galleon Centre to Period 12, year ended 31 March 2013.
- 3. PERIOD 12 PERFORMANCE INDICATORS (pages 16-22)** - Submit report dated 28 May 2013 (copy enclosed) by the General Manager informing of the Galleon Centre's performance indicators as reported to East Ayrshire Council for Period 2012-2013.

4. **DEED OF TRUST VARIATION (pages 23-38)** - Submit report dated 24 May 2013 (copy enclosed) by the General Manager informing of the Deed of Trust Variation agreed between the Kilmarnock Leisure Centre Trustees and East Ayrshire Council in 2003 and inviting Trustees to confirm agreement and to sign the "Minute of Agreement" between "East Ayrshire Council" and "The Trustees of the Kilmarnock Leisure Centre Trust".
5. **RISK REGISTER (pages 39-42)** - Submit report dated 28 May 2013 (copy enclosed) by the General Manager informing of the new Risk Register created for Trustees' approval and implementation by the General Manager.
6. **PERIOD 3 MANAGEMENT ACCOUNTS (pages 43-52)** - Submit report dated 1 August 2013 (copy enclosed) by the General Manager informing of the financial position of the Galleon Centre to Period 3 ended 30 June 2013.
7. **EXCELLS MEMBERSHIP (pages 53-55)** - Submit report dated 26 June 2013 (copy enclosed) by the Depute General Manager providing an update on the performance of Gold, Silver and Corporate memberships.
8. **CUSTOMER FEEDBACK (pages 56-60)** - Submit report dated 17 July 2013 (copy enclosed) by the Depute General Manager informing on feedback received from customers including complaints, suggestions and general comments.
9. **COMBINED HEAT AND POWER UPGRADE (pages 61-64)** - Submit report (copy enclosed) by the General Manager informing on the final full site survey, detailed cost of the installation of a new larger Combined Heat and Power Unit (CHP).
10. **FREEDOM OF INFORMATION - EXTENSION OF COVERAGE (pages 65-69)** - Submit report dated 20 May 2013 (copy enclosed) by the General Manager informing of the Freedom of Information (Scotland) Act 2002 (FOISA) and its extension of coverage which applies to the Kilmarnock Leisure Centre Trust T/A The Galleon Centre.
11. **BUSINESS PLAN 2013-2016 (pages 70-104)** - Submit report (copy enclosed) by the General Manager presenting the Business Plan for the Galleon Centre 2013-2016.
12. **ENERGY PERFORMANCE CERTIFICATE (pages 105-108)** - Submit report dated 28 May 2013 (copy enclosed) by the General Manager providing an update on the Energy Performance Certificate for the Galleon Centre.
13. **ICE RINK COMPRESSOR REPLACEMENT (pages 109-112)** - Submit report dated 6 August 2013 (copy enclosed) by the General Manager providing an update on the changes to the ice rink upgrade of the compressors and specifically the gas that had been planned to replace R22.

14. **EAST AYRSHIRE COUNCIL - GRANT COMMITTEE IN-YEAR PROJECT REVIEW PROCESS (pages 113-139)** - Submit report dated 1 August 2013 (copy enclosed) by the General Manager informing of the requirement to attend a project review meeting for the Kilmarnock Leisure Centre Trust T/A The Galleon Centre on Tuesday 27 August 2013 with members of East Ayrshire Council.
15. **EAST AYRSHIRE LEISURE TRUST - VERBAL REQUEST (pages 140-143)** - Submit report dated 6 August 2013 (copy enclosed) by the General Manager providing an update on the new Arms Length External Organisation (ALEO) now known as East Ayrshire Leisure Trust (Charity No SCO43987) which has been set up to manage a range of leisure, culture and community services on behalf of East Ayrshire Council.

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