

TRUSTEES OF KILMARNOCK LEISURE CENTRE

**MINUTES OF MEETING HELD ON TUESDAY 30 SEPTEMBER 2014 AT
1105 HRS IN THE GALLEON CENTRE, TITCHFIELD STREET, KILMARNOCK**

PRESENT: Councillors Hugh Ross, Alan Brown, Gordon Cree and Provost Jim Todd; and Mr Graeme Niven, Trustee.

ATTENDING: David Carey, Galleon Centre General Manager; David Hasson, Deputy General Manager; Bryan Swann, Rogerson & Goldie Chartered Accountants; Gordon Anderson, Assistant Team Leader, Conveyancing and Contracts; and Jennifer Morrison, Democratic Services Officer, both East Ayrshire Council.

APOLOGIES: Councillor Lillian Jones and Mr John Armstrong, Trustees.

CHAIR: Councillor Hugh Ross, Chair.

MINUTES OF PREVIOUS MEETING

1. There were submitted and approved as a correct record, the Minutes of the meeting held on 13 March 2014 (circulated).

PERIOD 12 ACCOUNTS

2. There was submitted a report dated 20 May 2014 (circulated) by the General Manager which informed of the financial position of the Galleon Centre to 31 March 2014, Period 12 end.

It was agreed:-

- (i) to note that the Galleon Centre in financial year 2013/14 resulted in a profit of £64,936 which, when added to the reserves of £145,877 had resulted in an accumulated reserve of £210,813;
- (ii) that the figures in (i) would be reported in the annual report to the Office of the Scottish Charity Regulator; and
- (iii) otherwise, to note the contents of the report.

PERIOD 5 - MANAGEMENT ACCOUNTS

3. There was submitted a report dated 16 September 2014 (circulated) by the General Manager which informed of the financial position of the Galleon Centre to 31 August 2014, Period 5, as outlined in Appendix I to the report.

It was agreed:

- (i) to note the present position of the Centre's income and expenditure;
- (ii) that the General Manager continue to monitor both income and expenditure and report on same; and
- (iii) otherwise, to note the contents of the report.

EXCELLS MEMBERSHIP

4. There was submitted a report (circulated) by the Deputy General Manager which updated the Trustees on the performance of Gold, Silver and Corporate memberships.

It was agreed to note the contents contained in the report whilst recognising the challenge involved in maintaining market share.

RISK REGISTER

5. There was submitted a report dated 15 August 2014 (circulated) by the General Manager which updated Trustees on the present risk Register for the Galleon Centre 2014.

It was agreed:

- (i) to approve the updated Risk Register;
- (ii) to note that the Risk Register was not exhaustive and could be amended as Trustees required;
- (iii) that an updated Risk Register be presented to the Board of Trustees at least annually, by the General Manager, or as Trustees saw fit; and
- (iv) otherwise, to note the contents of the report.

HEALTH AND SAFETY SYSTEMS AND DOCUMENTATION AUDIT HEALTH AND SAFETY POLICY

6. There was submitted a report (circulated) by the General Manager which informed of the Health and Safety Systems and Documentation Audit. The resulting updated Health and Safety Policy (Appendix I) was tabled at the meeting.

It was agreed:

- (i) to note that the recommendations in the report (all amber) were being implemented as required;
- (ii) that having heard the advice of the Legal Advisor to the meeting that a number of changes required to be made to the Health and Safety Policy, as outlined and discussed at the meeting, consequently the Health and Safety Policy be redrafted and thereafter circulated to Trustees. Should Trustees then have any further comments thereon they should respond to the General Manager by return;
- (iii) that the Chair thereafter sign the new Policy; and
- (iv) otherwise, to note the contents of the report.

ANNUAL WAGE CLAIM 2014/15

7. There was submitted a report (circulated) by the General Manager which informed of the annual wage claim received from the GMB union on behalf of their members.

It was agreed:

- (i) not to agree the Union request for an increase of 5% for all staff from 1 June 2014 and the introduction of the National Living Wage for all employees further to the 5% increase, having taken into account the additional costs;
- (ii) to offer a 1.5% increase as agreed by the Trustees in the Revenue Estimates for 2014/15 at their meeting on 13 March 2014, and to remit to the General Manager to return to Trustees at a future meeting with costed options with a view to moving towards the National Living Wage at a future date; and

- (ii) otherwise, to note the contents of the report.

REPORT OF THE TRUSTEES TO OSCR

8. There was submitted a report dated 18 September 2014 (circulated) by the General Manager which presented a report in conjunction with the financial statements of the Kilmarnock Leisure Centre Trust to OSCR.

It was agreed:

- (i) that Trustees agree and sign (one signature) the Trustees Annual Report at Appendix I and the supplementary monitoring return at Appendix II, to the Office of the Scottish Charity Regulation for the year 2013/14;
- (ii) that Trustees agree and sign that they had fulfilled their responsibilities as Trustees under the Charities and Trustee Investment (Scotland) Act 2005 for preparing financial statements in accordance with applicable law and United Kingdom Accountancy Standards for the year ended 31 March 2014 (Appendix III); and
- (iii) otherwise, to note the contents of the report.

Councillor Gordon Cree, Trustee, left the meeting at this point.

SUSTAINABILITY/EXIT PLAN

9. There was submitted a report dated 18 September 2014 (circulated) by the General Manager which informed of the requirement to produce a Sustainability/Exit Plan for the Kilmarnock Leisure Centre Trust trading as the Galleon Centre.

It was agreed:

- (i) to note that the Business Plan had been sent to East Ayrshire Council until the Sustainability/Exit Plan had been formally completed;
- (ii) to note that a Sustainability/Exit Plan might have to be completed for East Ayrshire Council in the future;
- (iii) that the General Manager base the Galleon Centre's Sustainability/Exit Plan on the Centre's Business Plan;
- (iv) that the General Manager devise a new Business Plan to include a Sustainability/Exit Plan for the Galleon Centre outlining what the Sustainability/Exit Plan should include and submit this to a future meeting for Trustees' consideration; and
- (v) otherwise, to note the contents of the report.

CAPITAL GRANT - THE GALLEON CENTRE

10. The Chair reported on a letter he had received from East Ayrshire Council regarding an offer of Capital grant for the refurbishment of the Centre and the Trustees discussed this and issues which surrounded match -funding.

It was agreed:

- (i) that the Chair seek clarification from East Ayrshire Council on the issue of match-funding and report back to Trustees; and

- (ii) that following clarification of the match-funding position, to authorise the General Manager to incur expenditure of up to £30,000 to obtain costings for the programme of refurbishment works.

NEXT MEETING

- 11. It was agreed that due to the proximity to the rescheduled meeting, there was no requirement for the meeting on 27 November and therefore that this be stood down.

The meeting terminated at 1305 hrs.