

Board of Directors Note of Meeting



Leisure

Thursday 13th June 2013

West Dunbartonshire Leisure

Note of Board Meeting 13 June 2013

Present:	Councillor David McBride (DMcB)	Partner Director (Chair)
	Kenny Clark (KC)	Independent Director (Vice Chair)
	Councillor William Hendrie (WH)	Partner Director
	Councillor Kath Ryall (KR)	Partner Director
	Jim Gunn (JG)	Independent Director
	David Smith (DS)	Independent Director
	Tony Waclawski (TW)	Independent Director
	Joanne Harkin (JH)	Employee Representative Director
Apologies:	Denise Lavery (DL)	Independent Director
	Gillian McNeilly	Manager of Accounting (WDC)
In Attendance:	John Anderson (JA)	General Manager (WDL)
	Fiona McGuigan (FMcG)	Company Secretary (WDL)
	Bobby Kerr (BK)	Development Officer (WDL) Minutes
	Joe Reilly (JR)	Section Head, (Resources) (WDC)

1. Welcome and Introductions

Chair welcomed everyone to the meeting and introduced Joe Reilly, Section Head (Resources) for Housing, Environmental & Economic Development department of West Dunbartonshire Council who was substituting for Gillian McNeilly.

2. Declaration of Interest

It was noted that there were no declarations of interest in any of the items of business on the agenda.

3. Minutes of meeting 18 March 2013 and Matters Arising

The minutes were submitted and approved as a correct record.

Matters Arising

- Phoenix Centre, Dumbarton – J.A. reported that the three groups who had lets at the centre had been relocated to alternative accommodation.
- Activity Charges – there followed a short discussion on the reaction to the charges introduced on 1 April. J.A. said that there had been very few negative comments as only a limited number of activity charges increased. There had been some comments made regarding the introduction of the gym membership administration charge. The comments focussed on an explanation of the charge rather than the level. Since the introduction of the charge a total of £4500 had been collected.

- Changes to Company Objectives – FMcG advised that the company objects had been set to gain registration with OSCR and were standard charitable company objects. The process to change these was complicated and laborious. It was agreed that the requested additions of 'Lifelong Learning' and 'Wellbeing' could be incorporated into future internal documents i.e. the Business Plan as a compromise and in addition if the need to review the registration with OSCR in the future arises it would then consider the changes requested.
- Outstanding Appeals – J.A. advised that all outstanding 3rd Stage Appeals have been heard.

4. HMRC Audit – 16 May 2013

Verbal report from the Company Secretary providing an update on the recent inspection by HMRC. HMRC were happy with W.D.L.'s processes and the audit went very well. The Inspectors provided staff with good advice on a number of issues concerning VAT and it was considered a valuable day for the staff involved.

5. Draft Annual Report / Accounts 2012 - 2013

Report 019 was submitted by the General Manager and WDC Section Head to seek approval for the date of the 1st Annual General Meeting and to highlight matters of interest of the Draft Annual Report/Accounts for 2012/13.

Having heard the WDC Section Head and General Manager in further explanation of the financial aspect of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the contents of the report.
- (2) to approve that £55k (Revenue Budget 2012/13 - Gym Equipment Lease) be designated as Unrestricted Funds for the purpose of purchasing Gym Equipment in 2013/14; and
- (3) to agree the date of Thursday 5th September 2013 for the Annual General Meeting.

6. Audit Sub Committee

Report 020 was submitted by the General Manager to seek approval from the Board for the implementation of a quarterly Audit Sub Committee meeting schedule for the purposes of monitoring the ongoing financial performance of West Dunbartonshire Leisure Trust.

Having heard the General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the content of this report and the schedule of Audit Sub Committee Meetings for 2013/14 (Appendix 1);
- (2) to delegate authority to the Audit Sub Committee to approve future Draft Annual Accounts/Reports; and

- (3) to approve that the General Manager, Company Secretary and the Finance Manager of West Dunbartonshire Council attend when appropriate the Audit Sub Committee meetings.

7. Health & Safety Policy 2013 / 2014

Report 021 was submitted by the General Manager to seek approval from the Board for the implementation of the Health & Safety Policy 2013 – 2014 (appendix 1) and appoint one Director to sit on the Health & Safety Committee.

Having heard the General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the content of this report and the attached appendices;
- (2) to approve the Health & Safety Policy for 2013/14 subject to the following minor changes: (i) references to safety committee to be changed to health & safety committee and (ii) revise the wording on point 2.1.1; and
- (3) to appoint Joanne Harkin to the Health & Safety Committee and attend an I.O.S.H. training course.

8. Annual Health & Safety Review 2013 / 2014

Report 022 was submitted by the General Manager to advise the Board of the Health and Safety performance during the twelve month period from April 2012 to March 2013 and to seek approval for future Health & Safety performance reporting.

Having heard the General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the content of this report and the additional information contained in (Appendixes A, B, C & D); and
- (2) that the General Manager ensures that a 6-monthly and annual review of Health & Safety Performance is completed and reported to the Board of Directors.

9. Website – About Us Pages

Presentation from B.K. on the new "About Us" section on the website. B.K. went through the new "About Us" web pages which provides details about the Board members and management team. It also details information of W.D.L.'s mission, vision and values as well as offering a number of documents to download including policies, minutes, articles of association and the business plan. The annual report will also be available once it has been approved.

10. Fitness Suite Refurbishment / Procurement

Verbal report from the General Manager providing an update on the progression of the procurement of new gym equipment and the refurbishment of the existing fitness suites.

The General Manager indicated the original timetable for the equipment purchase had been delayed due to legal and financial issues which were now resolved. The tender return date was now scheduled for 12noon, 17 July 2013 and installation was expected late September, early October.

The tender for the building works which is to be carried out in the gyms is on schedule.

The General Manger added that the delay has had a detrimental effect on the projected income targets for the Trust and reminded the Board that three Directors will be required to approve the tender following the appointment of a preferred contractor.

11. Sale of Play Drome Update

Verbal report from the Chair and General Manager providing an update on the proposed sale of the Play Drome, Clydebank by West Dunbartonshire Council.

The Council will consider a report at the full Council meeting on 26 June 2013 to bring forward capital funding to commence the project. Should the need to vacate the existing site prior to a new facility opening discussions would take place with Council Officers to look at relocating as many activities as possible in other centres in the Clydebank area. In addition the possibility of approaching neighbouring local authorities with regards to accessing swimming facilities may be taken.

12. Events

There followed a DVD presentation and verbal report to update the Board on the successful West Dunbartonshire Sportshall Athletics Finals and the forthcoming Sports Shows in 2013/14 (Meadow Centre 25 August and the Play Drome 31 August 2013).

13. Any Other Business

There was no other business.

14. Date of next meeting

The next meeting will be held at the W.D.L. Head Office on Thursday 29 August 2013 at 6.30pm.

Signed:



David McBride (Chair)