

West Dunbartonshire Leisure Trust

Minutes of Special Board Meeting 15 November 2012

Present:	Councillor David McBride (Chair)	Partner Director
	Kenny Clark	Independent Director (Vice Chair)
	Councillor William Hendrie	Partner Director
	Jim Gunn	Independent Director
	Tony Waclawski	Independent Director
	Joanne Harkin	Employee Representative Director
Apologies:	Councillor Kath Ryall, David Smith, Denise Laverty	
In Attendance:	John Anderson	General Manager
	Bobby Kerr	Development Officer (minute secretary)

Item	Subject	Action
1	<p>Welcome and Introductions</p> <p>Chair David McB welcomed everyone to the meeting.</p>	
2	<p>Declaration of Interest</p> <p>Kenny C noted that his niece was an employee in the sports development section, David McB said that there was no conflict of interest.</p>	
3	<p>Review of Community Facilities</p> <p>David McB said that the report which was discussed at the Council's Housing, Environmental & Economic Development committee was split into two areas – Review of Community Facilities and Pricing. Both were considered and passed with minor amendments. The new charging structure will take effect from 1 April 2013.</p> <p>Main review of facilities –</p> <p>David McB went through the report and highlighted the minor amendments</p> <p>a) Bowling Hall – as per the HEED Committee report (previously circulated)</p> <p>b) Phoenix Centre – David McB said that there had been a late enquiry from a community group to explore taking over the running of the centre. David had no further information on whether the group had the capacity to take over the centre. The HEED Committee agreed to hold off closing the centre until 18 January 2013. Officers are to enter discussions with the group and report back to the next HEED Committee. John offered his assistance to the Council to support the group's efforts.</p> <p>c) Dalmonach CE Centre – as per the HEED Committee report</p> <p>d) Duntocher Hall – as per the HEED Committee report</p> <p>e) Clydebank East Hall – as per the HEED Committee report</p> <p>There followed a brief discussion on the implications to West Dunbartonshire Leisure of the Council's decisions. It was agreed that there may be some adverse publicity from facilities users if a centre was forced to close and that</p>	

	<p>W.D.L. may be blamed. David McB said that it was made crystal clear at the HEED Committee that all decisions were taken by West Dunbartonshire Council and not West Dunbartonshire Leisure.</p> <p>Pricing Review</p> <p>David McB explained that the report presented to the HEED committee was agreed with one minor amendment. The charge for birthday parties being held in the Community Facilities was reduced from £65.00 to £58.00. The report also contained a new concession scheme which was discussed and agreed by the Board.</p> <p>David McB highlighted that despite the change in charges the annual projected income will remain at £120,000 from an expenditure of £1.2 million. John anticipated that some current users may decide to cancel their lets due to increased charges but despite this he said that there may be an opportunity to increase income due to some groups being charged for the first time.</p> <p>John distributed spreadsheets which detailed the groups who currently use the facilities and the current income.</p> <p>Jim suggested that the groups could apply to the Council for funding. John issued a briefing note describing the methods that will be used to communicate the changes to the groups, which included posters, letters, web site and face to face meetings with Area Operations Officers and area supervisors.</p> <p>Discussions with groups will take place over December and January.</p> <p>Joanne and Tony suggested that the Council's press office be contacted and they be asked to assist with ensuring that a positive view is expressed in any media articles.</p> <p>David McB expressed his thanks to John and his staff for all their hard work in producing the information.</p>	
4	<p>Business Development</p> <p>John gave a powerpoint presentation on the 2013 -2014 Business Plan Outline.</p> <p>The Business Plan will include:</p> <ul style="list-style-type: none"> • Company's Objects • Mission, Vision & Values • Market Analysis • Strategic Outcomes • Strategic Outcome Delivery Plan • Financial Overview • Performance Measurement • Marketing Strategy • Risk Register • Appendices <p>John added that there would be a number of service plans which would not be included in the appendices as they would be working documents. A quarterly performance report would presented to future Board meetings which would include details of good practice from across the service, with an update on performance indicators and the delivery of the key points of the Business Plan.</p>	

	The Board thanked John for the presentation and welcomed the direction John was taking.	
5	<p>Allan Moyes</p> <p>David McB asked John to prepare a letter of thanks from the Chairman and Vice Chairman to Allan Moyes for his input in setting up of the Leisure Trust.</p>	
6	Date of next Board meeting – Thursday 13 December 2012, Head Office, Alexandria, 6.30pm	