

West Dunbartonshire Leisure Trust

Note of Annual General Meeting 17 September 2015

Present:	Tony Waclawski (TW)	Independent Director (Chair)
	David McBride (DMcB)	Partner Director (Vice Chair)
	Jim Finn (JF)	Partner Director
	Kath Ryall (KR)	Partner Director
	Joanne Harkin (JH)	Employee Representative Director
	Declan Bannon (DB)	Independent Director
	David Smith (DS)	Independent Director
	Charlie Gibson	Independent Director
	Jim Gunn (JG)	Independent Director

Apologies: No apologies

In Attendance:	John Anderson (JA)	General Manager (WDLT)
	Fiona McGuigan (FMcG)	Company Secretary (WDLT)
	Bobby Kerr (BK)	Development Officer (WDLT) Minutes
	Stephen West	HoS, Corporate Services (WDC)
	Scott Gillon	Wylie Bisset (External Auditors)

1. Welcome and Introductions

Chair welcomed everyone to the meeting and introduced Declan Bannon, newly appointed Independent Director. He also welcomed Scott Gillon from external auditors Wylie & Bisset and Stephen West, Head of Service of Corporate Services at West Dunbartonshire Council.

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 14 September 2014 and Matters Arising

The minutes were submitted and approved as a correct record. There were no matters arising.

4. Chairperson's Report

The Chairman presented his report on the audited accounts and annual report of West Dunbartonshire Leisure Trust for the year ending 31 March 2015.

This has been a year of progress and development that has built on the progress made over the previous two years of the Trust. In challenging times, we continue to grow, and improve our service and facilities for the benefit of both staff and customers, exceeding targets agreed with West Dunbartonshire Council, our main funding partners.

Some examples to illustrate this:

- Since the inception of the Trust we have delivered real term savings to West Dunbartonshire Council in excess of £1.84 million;
- We have seen increases in attendance numbers of 31% to over 1.2 million a year;
- We have increased turnover by over 30% from 2011-12 to £2.3 million in 2014-15;
- Refurbishment works totaling £1.05 million have been completed in our three leisure centres;
- We have shown continuously high levels of customer satisfaction with our service, with ratings well above set targets
- We have had a focus on engaging with as many of our local area sports clubs, and have achieved 74% engagement and will seek to improve further on this;
- We have continued to increase our profile in our community through a variety of means, including use of our website and Facebook page. Overwhelmingly positive press coverage in the local media outlets has further improved our profile and reputation;
- Our continued involvement in organising and managing high profile events in West Dunbartonshire has continued to be impressive. This is manifestly demonstrated by the success of the Scottish Pipe Band championships, Loch Lomond Highland Games, the West Dunbartonshire Sports Awards Ceremony, and all the various sports festivals and events, too numerous to mention, which contribute greatly to our success in this area. This was added to in 2014 with our involvement in Commonwealth Games activities, delivering 46% of West Dunbartonshire Council's games legacy plan, and managing related local events, including the Queen's Baton Evening Celebration Event attended by 2,000 local residents.

These are just a few of our notable successes, as we continue to grow as an organisation. However there are challenges, which we are required to manage.

- A decreasing management fee, reflecting the financial challenges being experienced by West Dunbartonshire Council;
- Competition from private sector leisure interests are affecting our income;

- An increasing pension fund deficit, which, though actuarial, has resulted in the Trust showing an overall deficit for 2014-15, masking a net profit from our operations.

Although challenges such as the ones I have described can impede progress, the fact that we are still moving forward shows an organisation well run and managed. For the next year 2015-16 we have plans in place to develop further, in terms of income generation and cost management, potentially taking on outdoor recreation from West Dunbartonshire Council, increasing the strategic development focus of the Trust Board, and further developing our positive relationships with partners, staff, customers and all interests connected with the Trust. Further, we will be viewing with real enthusiasm the progress of construction of the new Clydebank Leisure Centre, due to open in 2017.

To achieve everything we have achieved demands high levels of expertise, skill, dedication and commitment by everyone involved in the operation of the Trust and its associated activities.

I would like, at this point, to sincerely thank my fellow directors for their hard work during the year on the Board and associated sub-committees, in ensuring that the Trust is well governed and continues to meet the terms of our Articles of Association and Charity Regulator requirements and conditions. I look forward to another positive year working with you all.

Most importantly, gratitude and many thanks from myself and the rest of the Board are extended to our General Manager, his Management Team, and all our staff, at whatever level, for their excellent contribution to the ongoing success of the Trust.

Finally, West Dunbartonshire Leisure Trust is committed to putting our customers at the heart of everything we do. We cannot succeed without their support. I would like to express my thanks, and indeed that of all Board members, to all of our customers who continue to support us by using our facilities in increasing numbers. We are indeed grateful for their custom and support, and they can be assured that our focus on meeting and exceeding their needs will remain our key priority as we move forward into the new financial year.

I look forward to playing my part in the continuing development and further success of the Trust as we move forward into the future.

5. Audited Accounts and W.D.L. Annual Report 2012 - 2013

The final audited financial accounts for the period to 31 March 2015 were submitted for approval from the Board along with the Annual Report for 2014 - 2015.

Having heard the External Auditor 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 approve the final audited financial accounts for the period to 31 March 2015 and the WDLT Annual Report for 2014/15.

SG expressed his thanks to the Leisure Trust and Council staff for their involvement in preparing the papers for the audit and JA also expressed his thanks to SW's team for their work in not only preparing the papers for the audit but for their work throughout the year.

The Chair finally expressed his thanks to SG for his detailed explanation of the accounts and the staff at West Dunbartonshire Council's finances section for their support given over the year.

6. Attendance at Board Meetings and the Retirement of Independent Directors and Appointment of Chairperson and Vice Chairperson (For Noting)

To advise the Board of the attendance levels of Directors at Board Meetings and the current requirement for the Retirement of Independent Directors and the appointment of a Chairperson and Vice Chairperson

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

(1) to note the content of the report.

7. The meeting concluded by TW thanking everyone for attending.

Signed:



Tony Waclawski (Chair)