

West Dunbartonshire Leisure Trust

Note of Annual General Meeting 14 September 2017

Present:	Charlie Gibson (CG) David McBride (DMcB) William Hendrie David Marshall (DM) David Smith (DS) Samantha Baird James Docherty	Independent Director (Vice Chair) Partner Director Partner Director Independent Director Independent Director Independent Director Employee Representative Director
Apologies:	Jim Finn (JF) Tony Waclawski (TW)	Partner Director (Chair) Independent Director
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Bobby Kerr (BK) Gillian McNeilly	General Manager (WDLT) Company Secretary (WDLT) Development Officer (WDLT) Minutes Finance Manager (WDC)

1. Welcome, apologies and introductions

The Vice Chair in the Chair's absence welcomed everyone to the 5th Annual General Meeting. There were apologies from Tony Waclawski and Jim Finn who left prior to the meeting commencing due to being unwell.

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 15 September 2016 and Matters Arising

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

4. Chairperson's Report

It gives me pleasure to present The Chair's Report to you on the annual report and audited accounts of West Dunbartonshire Leisure Trust for the year ending 31 March 2016.

Once again, 2016-17 has been a successful year where WDLT has delivered service improvements and exceeded targets, throughout an on-going tough and challenging financial climate.

We have delivered on each of our six Strategic Outcomes with the following examples to illustrate this:

Increasing Participation:

- Increased participation in a number of targeted areas including 23% increases in concessionary participation and children participation through Active Schools programmes; 19% increase in over 50's participation; and a 12% increase in 60+ swimming participation.

Customer Satisfaction:

- We have shown continuously high levels of customer satisfaction with our service, with ratings well above set targets and regular positive comments praising staff across all services.

Quality Staff / Facilities:

- 46% of the Trust's key actions for 2017/18 influenced by staff
- Refurbishment works at leisure and community centres totaling over £100,000

Developing Partnerships:

- Received from our partners £1,694,737 external funding
- Our organising and management on behalf of the Council of high profile events in West Dunbartonshire including the Loch Lomond Highland Games in partnership with the Loch Lomond Highland Games Committee; and the Scottish Pipe Band Championships in partnership with the Scottish Pipe Band Association;

Raising Our Profile:

- We have continued to increase our profile in our community through a variety of means, including use of our website and, through Facebook. Overwhelmingly positive press coverage in the local media outlets has further improved our profile and reputation.

Financial Sustainability:

- 2016/17 saw the Trust achieve an operating surplus of £205,542
- Over the last five years generated Unrestricted – General Funds of £700,000; and Designated Funds of £896,239 which will be reinvested in the services we deliver

These are just a few of our successes, however the highlight of the year was undoubtedly the opening of the new £23.8M Clydebank Leisure Centre on the banks of the River Clyde. This new modern facility provides the local community and beyond, state of the art facilities, some never seen before in the industry with

outstanding views of the natural beauty on its doorstep. I very much look forward to its development and it becoming part of the daily lifestyles of our local communities.

On the Chairs behalf I would like to thank everyone who has contributed to the continued success of WDLT during the year: our Trustees, funders and partners and in particular West Dunbartonshire Council. Most importantly, gratitude and many thanks from the Chair 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 above all we would like to thank the local community, whose interests we serve, for their support and engagement over the past year. I am confident that WDLT continues to have an exciting future ahead.

5. Audited Accounts and WDLT Annual Report 2015-16

The final audited financial accounts for the period to 31 March 2017 were submitted for approval from the Board along with the Annual Report for 2016 – 2017.

Having heard Finance Manager and General Manager in further explanation of the financial aspect of report 179, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the content of the report and Wylie & Bisset's WDLT Annual Report to the Board of Trustees on the External Audit for the Year Ended 31 March 2017 (Appendix 1) and the Draft Annual Report 2016/17 (Appendix 2); and
- (2) to approve the Trust's Annual Report 2016/17 and for the Chair and Vice Chair to sign the Letter of Representation contained within Appendix 1. In the absence of Jim Finn, Chair, it was noted that his approval of the Annual Report had been given prior to the meeting;
- (3) to thank staff at Wylie & Bisset and officers at West Dunbartonshire Council's Finance section for their work in producing the accounts.
- (4) for the Company Secretary to arrange attendance by members of the Audit & Risk Committee to the Strathclyde Pension Scheme Annual General Meeting.

6. Schedule of Board & Committee Meetings 2018 / 2019

Report 180 was submitted by the General Manager to seek approval from the Board for the implementation of the schedule of Board and Committee Meetings for the financial year 2018 / 2019 and agreement of Director representation at Committee Meetings

Having heard the 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 content of the report;

- (2) to approve the schedule of Board and Committee Meetings for 2018/19; with the following changes:
- Board Meetings to commence at 6pm
 - Re-schedule Audit & Risk Committee meetings to commence at 5.00pm with immediate effect
- (3) to approve Director Representation at Committee Meetings including the appointment of Charlie Gibson to the Appeals Committee.

7. Attendance at Board Meetings

Report 181 was submitted by the General Manager to advise the Board of the attendance levels of Directors at Board Meetings since the last Annual General Meeting in September 2016.

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 the report.

8. Barclay Review

Report 182 was submitted by the General Manager to advise the Board of the recently published Barclay Review of Non Domestic Rates.

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 the report;

The meeting concluded by CG thanking everyone for attending.

Signed:



Charlie Gibson (Vice Chair)