

West Dunbartonshire Leisure Trust

Note of Annual General Meeting 13 September 2018

Present:	Jim Finn (JF)	Partner Director (Chair)
	Charlie Gibson (CG)	Independent Director (Vice Chair)
	David McBride (DMcB)	Partner Director
	William Hendrie	Partner Director
	David Marshall (DM)	Independent Director
	David Smith (DS)	Independent Director
	Samantha Baird	Independent Director
	Tony Waclawski (TW)	Independent Director
	James Docherty	Employee Representative Director

Apologies: None

In Attendance:	John Anderson (JA)	General Manager (WDLT)
	Fiona McGuigan (FMcG)	Company Secretary (WDLT)
	Jenny Simpson	Wylie & Bissett (External Auditor)
	Bobby Kerr (BK)	Development Officer (WDLT) Minutes
	Kirsty McElroy (K.R.)	Training Officer (WDLT)

1. **Welcome, apologies and introductions**

The Chair's welcomed everyone to the 6th Annual General Meeting.

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 2017 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 my report to you on the annual report and audited accounts of West Dunbartonshire Leisure Trust for the year ending 31 March 2017. The Trust now has a high profile in West Dunbartonshire providing ever increasing support to the local authority, organisations, schools and other groups to deliver health and wellbeing improvements to its local communities.

Through our diverse range of services, we provide significant public benefit, encouraging more people to either become active or to be more active, with increased feelings of wellbeing and improved quality of life, at prices that are affordable to all. Our continued work in the local area with partners including West Dunbartonshire Council (WDC), Education, Health Boards and others, along with increasing memberships has helped us to continue to work towards achieving our mission to “Inspire Healthy and Active Communities”.

It has been an extremely positive year with delivery on many of the priorities under each of our three Strategic Outcomes within the first year of our ambitious three year Business Strategy, with the following examples to illustrate this:

Grow the Business:

- Over **£127k** reinvested back into our services during 2017/18;
- The successful introduction of Direct Debit payments for the Learn to Swim Scheme resulting in **1,881** signing up; and
- A **23%** increase in overall usage to over **1.4M**

Improve Customer Experience

- Introduction of the WDLT phone App with **2,865** customers signing up for the App with **200,000** hits during the first three months;
- Introduction of **Self-Service Kiosks** at Clydebank Leisure Centre and Vale of Leven Swimming Pool; and
- Customer Satisfaction (Telephone Survey) rating of **96%**, a **9%** increase from last year

Financial Sustainability:

- 2017/18 saw the Trust achieve an operating surplus of £271,966 even with a 1% reduction in its Management Fee and taking on additional services in the shape of Outdoor Recreation;
- Direct Debit memberships have increased resulting in a **66%** growth in income; and
- New direct debit payment structure for Swimming Lessons resulting in a **55%** growth in income

The last year can be defined as a year of expansion for the Trust as we took on the responsibility of the management of all WDC outdoor pitches, pavilions and several bowling greens. In addition to the operation of the outdoor facilities, the trust also opened the new £23.8M leisure centre in Clydebank, replacing the previous facility in the area, The Play Drome. The first year of operation of this amazing new facility has seen participation increase by 68%; income increase by 90%; and direct debit memberships increase by 595%.

In conclusion, 2017/18 has been both a very positive and exciting year. This is a testament to the hard work, dedication, vision and creativity of the Trust’s staff, volunteers and management, as well as the continuous commitment of the Trustees of the organisation who offer their time on a voluntary basis.

Externally this has also been achieved by the support of our funders and partners and in particular West Dunbartonshire Council. However above all I would like to thank the local community, whose interests we serve, for their support and engagement over the past year and I am confident that with this support we will continue to have an exciting future ahead.

Reports for Approval

5.1 Audited Accounts and WDLT Annual Report 2017 - 2018

The final audited financial accounts for the period to 31 March 2018 were submitted for approval from the Board along with the Annual Report for 2017 – 2018.

Having heard the General Manager and External Auditor in further explanation of the financial aspect of report 225, 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 2018 (Appendix 1) and the Draft Annual Report 2017/18 (Appendix 2); and
- (2) to approve the Trust's Annual Report 2017/18 and for the Chair and Vice Chair to sign the Letter of Representation contained within Appendix 1.
- (3) to thank staff at Wylie & Bisset and officers at West Dunbartonshire Council's Finance section and the Trust for their work in producing the accounts.

5.2 Schedule of Board & Committee Meetings 2019 / 2020

Report 226 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 2019 / 2020 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 2019/20;

5.3 Retirement of Independent Directors and Appointment of Chairperson and Vice Chairperson

Report 227 was submitted by the General Manager to advise the Board of the Retirement of Independent Directors and the appointment of a Chairperson and Vice Chairperson

The Chair advised that in accordance with Article 62 of the Articles of Association, there is a requirement for two Independent Directors to retire who have been longest in office since they were last appointed or re-appointed, those being David Smith and Tony Waclawski. Under article 62, both retiring Independent Directors shall be eligible for re-appointment and both were re-elected.

Having heard the Chair advise the process of electing the Chairperson and Vice Chairperson Charlie Gibson was nominated and elected to the post of Chairperson by T.W. and seconded by J.F. Jim Finn was nominated and elected Vice Chairperson by W.H. and seconded by D.McB.

Reports for Monitoring

6. Attendance at Board Meetings

Report 228 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 2017.

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.

D.McB left the meeting

7. Presentations

There followed two presentations by the General Manager firstly on Clydebank Leisure Centre year 1 update followed by year one update on the Outdoor Recreation service.

8. Any Other Business

- (1) The General Manager gave details of a new gym being proposed to be sited in the High Street in Dumbarton in the next few months. This would be competition for the Meadow Centre's gym as it is proposed to be of a similar size and include a dance studio and health suite.
- (2) The General Manager said that Clydebank Leisure Centre has been nominated for a Quality in Planning Scottish award in the People's Choice category.

The meeting concluded by J.F. thanking everyone for attending.

Signed: _____

Jim Finn (Chair)