

## Minutes of the Board Meeting held on 29<sup>th</sup> June 2017

### Present –

Gary Higgon (Chairman), Roy Martin, Jim Montgomery and Ashley Pringle

### In attendance –

Libby Cairns (Chief Executive), Lorne Campbell (Business Manager – Development), Colin Glencorse (Business Manager – Leisure), Lee Gillan (Senior Finance and Support Officer), Alex Murray (Health and Safety Co-ordinator), Christine Clark (Data and Support Officer), Councillor Timothy Billings, Councillor Joy Brahim and Councillor John Sweeney

**Also in attendance** – For Agenda Items 1 to 5, Marion Hunter (Finance and Support Officer) and Neil Morrison (Campbell Dallas LLP)

The meeting started at 10.10am.

#### 1. Apologies

Apologies were received from Helen Campbell.

#### 2. Minutes of the meeting held on the 27<sup>th</sup> April 2017

The minutes of the meeting held on the 27<sup>th</sup> April 2017 were agreed.

#### 3. Matters Arising

The Business Manager (Leisure) provided an update on the lease and facilities management agreement for the Portal. It was agreed that the Business Manager (Leisure) will act as Chair of the Golf Working Group.

#### 4. Director Appointments

The Board agreed to appoint Councillors Billings, Brahim, Macaulay and Sweeney to the Board of Directors from the date that appropriate Companies House documentation is filed.

#### 5. Annual Report and Accounts

The Chief Executive thanked Neil Morrison of Campbell Dallas LLP for attending and North Ayrshire Council for their continued support. She also thanked the Senior Finance and Support Officer and Finance Team for their hard work in producing the annual accounts. The Chairman expressed the Board's thanks to the Senior Finance and Support Officer and Finance Team and also the Chief Executive for her input to the final accounts process.

The Annual Report and Accounts 2016-2017 were presented to the Board by the Senior Finance and Support Officer.

Turnover of the business was £7,605,601. The general reserves balance at 31<sup>st</sup> March 2017 is £4,307,067 deficit this figure includes £4,505,000 deficit in pension scheme assets. The investment reserves balance is £231,774 of which £49,817 remains unallocated. The company made an operational surplus of £14,916.

The Senior Finance and Support Officer discussed in detail the notes to the accounts highlighting any significant variances from 2015-16 to 2016-17 that have taken place.

Neil Morrison commented that the audit had gone well and thanked the Company for the account preparation and assistance during the audit process. Neil Morrison took the Board through the details of the Audit Highlights Memorandum.

The Chairman expressed the Boards thanks to Neil Morrison for attending the meeting and providing commentary on the accounts.

The Board agreed the Annual Report and Accounts 2016-17 and agreed to the transfer of £140,000 from the general reserves to investment reserves already reflected in the accounts.

## 6. Health and Safety Report

There was discussion on the type of analysis used to investigate accidents and a request for more detail in future reports on the type of accidents recorded at the Portal and Garnock Community Campus. The Business Manager (Leisure) provided information on fire risk assessments and crisis management and will provide a written summary of this for Directors at the next Board Meeting.

The Board:

- Noted the Health and Safety performance across the Company
- Noted the Company's submission into the RoSPA Occupational Health and Safety Awards

## 7. Leisure Report

Discussion took place on the reasons for the reduction in indoor sports and swimming and action being taken by the Company to counteract this. The Board noted the performance and developments across the business area.

## 8. Physical Activity Report

Following discussion on monitoring and evaluation of initiatives the Board noted performance across the business area.

## 9. Strategic Risk Register Report

The Board agreed the Company's Strategic Risk Register 2017/18 and noted the on-going review carried out by the Audit Committee during 2016/17.

## 10. Chief Executive Verbal Report

The Chief Executive advised to date there is no further update in relation to the Arms Length External Organisation discussions with North Ayrshire Council. The Board were advised that Jim Montgomery had tendered his resignation as a Director and his last Board Meeting will be in August. Positions of Executive Office will require to be appointed at the August Board Meeting. There will be a General Meeting in August where Members will be asked to approve the Final Accounts and appoint auditors. Directors were asked to consider the vacancies that exist on the HR Committee and Audit Committee as volunteers will be sought at the August Board Meeting.



**11. Any Other Business**

There was no other business.

**12. Date of next meeting 31<sup>st</sup> August 2017 at Montgomerie House**

The next meeting will take place on 31<sup>st</sup> August 2017 at Montgomerie House.

The meeting concluded at 12.08pm.

A Better Life

KA Leisure is a trading name of North Ayrshire Leisure Limited

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