

**MINUTES OF INVERCLYDE LEISURE  
BOARD MEETING  
held on  
Monday 4<sup>th</sup> February 2019 at 3.30pm  
Within Gamble Halls, Gourock**

**Present:** Bill Hawthorne (Chair), Councillor Jim McEleny, Councillor Graeme Brooks, Puneet Gupta and Andrew Hetherington.

**In Attendance:** Kieron Vango, Chief Executive, David McCorkindale, Head of Leisure & Community Facilities and Audrey Lavelle, Finance Manager, all Inverclyde Leisure, Grant McGovern, Head of Inclusive Education, Culture & Communities and Iain Cameron, Principal Accountant both Inverclyde Council and Lesley Hallam, Minute Secretary.

**1.0            Apologies for Absence**

1.1            Apologies were received from Councillor R Ahlfeld and Colin Wilson.

**2.0            Minutes of Meeting of 26<sup>th</sup> November 2018**

2.1            The minutes of the meeting of 26<sup>th</sup> November 2018 were submitted and approved on the motion of Councillor Jim McEleny and seconded by Councillor Graeme Brooks.

Chris Jewell entered the meeting.

**3.0            Matters Arising**

3.1            *4.2 – the allocation of disabled and child spaces will be reviewed in March 2019.*

**4.0            Financial Monitoring Report to 31<sup>st</sup> March 2019**

4.1            There was submitted a report dated 4<sup>th</sup> February 2019 by the Finance Manager updating Directors with information on income up to the 31<sup>st</sup> March 2019.

Councillor Clocherty entered the meeting.

4.2            Based on the latest forecast Directors were asked to note that a deficit is being projected at year-end. Directors were also advised that expenditure is being monitored closely until year end.

4.3            The Finance Manager informed Directors that income is performing well and is projected to be up on target.

4.4 The Finance Manager confirmed that the budget process has started, however, this won't be finalised until the management fee has been confirmed by IC.

**Decided:**

i that the Directors noted the content of the report.

**5.0 Appointment of Auditors**

5.1 There was submitted a report dated 4<sup>th</sup> February 2019 by the Finance Manager updating Directors on the quotations received to appoint an Auditor.

5.2 The Finance Manager advised that quotations were received from 4 established chartered accountants and business advisors with experience in auditing accounts of charities.

**Decided:**

i that the Directors noted the content of the report and unanimously agreed the recommendation to appoint Welsh Walker, Accountants.

**6.0 Business Plan Update**

6.1 There was submitted a report dated 9<sup>th</sup> January 2019 by the Chief Executive updating Directors on the areas of the Strategic Plan being worked on by the team, new projects and initiatives.

6.2 Directors were updated on the requirements for the stage 2 application for Indoor Tennis and the submission dates. IL are aiming to meet the 1<sup>st</sup> March 2019 deadline. A 3 month clarification period will take place with the partner agencies before a final decision is made. If successful, the Chief Executive is hopeful that a start date of early Autumn could be achieved.

6.3 In anticipation of the 1<sup>st</sup> March deadline the Head of Inclusive Education, Culture & Communities is organising a members' briefing on 7<sup>th</sup> March prior to the Education and Communities Committee on 12<sup>th</sup> March '19.

6.4 Following a visual presentation highlighting the design and layout for Boglestone and Lady Octavia the Chief Executive updated Directors on both projects. Lady Octavia is nearing the final phase of works with a soft launch planned for Thursday/Friday this week. IL will liaise with IC to arrange a formal opening after the initial soft launch. Work on Boglestone will commence this month with an anticipated end date of June '19.

6.5 The CEO was pleased to advise Directors that at the WOW National Awards Ceremony in December IL won the Quality Service Provider of the Year Award.

- 6.6 The Chief Executive reported that the Risk Management Policy is reviewed every 2 years and has been updated with only minor changes made. The Risk Register has also been reviewed.
- 6.7 The Chief Executive updated Directors on the objectives achieved from September to the end of December 2018 from the Strategic Plan 2018/19 year 2.
- 6.8 Directors were updated on the KPI Framework up to the end of December 2018.
- 6.9 Following discussion regarding advertising within IL's Community Centres the CEO advised that a report will be submitted to the next board meeting giving a snapshot of the areas where advertising has taken place.  
**Decided:**  
i that the Directors noted the content of the report.

## **7.0 Leisure & Community Facilities Update**

- 7.1 There was submitted a report dated 24<sup>th</sup> January 2019 by the Head of Leisure & Community Facilities updating Directors on the company's operations in line with our Business Plan key driver and objectives.
- 7.2 The Head of Leisure and Community Facilities provided Directors with an update on the company's operations and highlighted the following key issues:-
- Birkmyre Park Fitness Gym won a prestigious national award for outstanding customer satisfaction with a Net Promotor Score of 85 placing the facility 1<sup>st</sup> out of 509 gym sites from across the UK, USA, Canada & Australia.
  - 11 employees were presented with their CMI Level 6 certificates in First Line Management at an awards ceremony in December. Further courses are planned for this year.
  - Annual Health & Safety Audits have taken place with the corporate average of 88% being achieved.
  - Swim & Skate school "First Month for Free – Get a Head Start" digital marketing campaigns together with the current health campaigns are on track to reach our target to get Inverclyde more active.
  - Inverclyde Skate School hosted its annual Christmas Show with over 1,000 people attending the event over 3 days.
  - A free come and try taster session for Mini Tennis coaching started at Greenock Sports Centre. The initial uptake has been very encouraging with 7 mini coaching sessions now taking place per week for children 3-8 years.

### **Decided:**

- i. that the Directors noted the content of the report.

**8.0            AOCB**

8.1            Councillor McEleny requested an update on the replacement of the Waterfront Moveable Pool Floor.

8.2            The Head of Leisure & Community advised that a meeting had taken place last Monday with Officers from IC and a report was being submitted to IC's Corporate Management Team for approval. He explained that the moveable pool floor is needed to provide a full range of services for all our users and any future delays will result in members and clubs having no supplementary pool. If IC approval is given then the optimum period for this work to be carried out is during mid-August – September when Gourock Pool is still open.

8.3            Iain Cameron, Principal Accountant will feed back to the Chief Financial Officer regarding the moveable pool floor.

8.4            Inverclyde Sports Personality of the Year Awards will take place in Greenock Town Hall on Friday 8<sup>th</sup> March 2019.

8.5            An invitation was extended to Directors to attend the Primary School Sportshall Athletics Final which will take place on Friday 8<sup>th</sup> February at 12.15pm within Greenock Sports Centre.

**9.0            Date of the Next Meeting**

9.1            The date of the next meeting will be Monday 25<sup>th</sup> March, 2019 which will take place at 3.30pm within Lady Octavia Sports Centre, Bridgend Road, Greenock.

There being no further business the Chair declared the meeting closed.

Chair .....

Date.....