

**MINUTES OF INVERCLYDE LEISURE
BOARD MEETING
held on
Wednesday 21st September, 2022 at 3.30pm
within the Indoor Bowling Centre**

Present: Bill Hawthorne (Chair), Councillor Jim Clocherty, Councillor Graeme Brooks, Councillor Sandra Reynolds and Chris Jewell.

In Attendance: Kieron Vango, Chief Executive, David McCorkindale, Head of Leisure & Community Facilities, Audrey Lavelle, Finance Manager and Andrew Hetherington, Head of Business Development and Corporate Support all Inverclyde Leisure, Hugh Scott, Service Manager, Iain Cameron, Principal Accountant Education & Communities, all Inverclyde Council and Graham Smyth, Minute Secretary.

1.0a **Appointment of Chair and Vice-Chair**

After each AGM, in accordance with Article 15.1 of the Articles of Association, IL is required to appoint a Chair and Vice-Chair. It was proposed by Chris Jewell and seconded by Councillor Graeme Brooks that Bill Hawthorne be re-appointed Chair and Councillor Jim Clocherty continues as Vice-Chair.

2.0 **Apologies for Absence**

Apologies were received from Councillor Lynne Quinn, Dr Liz Cameron, Puneet Gupta and Bobby McVitie.

3.0 **Minutes of Meeting of 25th July, 2022**

3.1 The minutes of the meeting of 25th July, 2022 were submitted and approved on the motion of Chris Jewell and seconded by Councillor Jim Clocherty.

4.0 **Matters Arising**

4.1 None.

5.0 **Presentation – Annual Report 2021/22**

5.1 IL's Management Team presented the Annual Report 21/22 to the Board highlighting the positive work carried out throughout the business last year.

6.0 **Financial Monitoring Report**

6.1 There was submitted a report dated September 2022 by the Finance Manager updating Directors with the reprojected financial forecast for the year to 31st March 2023 and the work being carried out on the financial projections for 2023/2024 and 2024/2025. A separate Directors briefing will take place to discussing options.

- 6.2 Directors were informed that this financial forecast reflects IL's request for £280k of additional funding from IC.
- 6.3 IC have confirmed the additional funding of £280k.
- 6.4 Core income is projected to be £48k up versus target.
- 6.5 Total expenditure is forecast to be approx. £328k higher than budget.
- 6.6 The Finance Manager informed the Board that long term forecasting underway.
- 6.7 **Decided:**
i that the Directors noted the content of the report

7.0 Business Plan Update

- 7.1 There was submitted a report dated September 2022 by the Chief Executive updating Directors on areas of the Strategic Plan being worked on by the team, new initiatives and update on work being undertaken as we recover from the pandemic.
- 7.2 The CEO informed the Board that IL has aided IC with an asset management review. Information of the asset review will be shared with the Board.
- 7.3 Directors were updated on the future forecasting and a Directors briefing will be called to discuss what can be operated on the current gap funding fee (management fee).
- 7.4 The Chief Executive reported to the Board that IL has featured in two national fitness articles due to the high NPS scores the company has been setting.
- 7.5 Directors were updated on the tennis project.
- 7.6 The board were presented with IL's latest KPI figures.
- 7.7 **Decided:**
i. that the Directors noted the content of the report.

8.0 Leisure & Community Facilities Update

- 8.1 There was submitted a report dated September 2022 by the Head of Leisure & Community Facilities updating Directors on the company's operations in line with IL's three-year Strategic Plan.
- 8.2 The Head of Leisure and Community Facilities provided Directors with an update on the company's operations and highlighted the following key issues: -

- Directors were informed of various works being carried out across the sites.
- IL hosted the annual Kilmacolm Running Festival.
- Indoor Bowling has reopened for the season.
- CCTV, fire, and emergency lighting system works have commenced at the Waterfront.
- Curling season at the Waterfront is due begin.
- Playschemes during the summer were well attended.
- Ravenscraig's gym refurbishment is underway and is on schedule.
- Directors were informed of upcoming events.

Decided:

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

9.0 Corporate Development Update

9.1 There was submitted a report dated September 2022 by the Head of Business Development & Corporate Support updating Directors on the company's corporate development areas in line with Inverclyde Leisure's three-year Strategic Plan.

9.2 The Head of Business Development & Corporate Support provided Directors with an update on the company's corporate development and highlighted the following key areas:-

- An update was given on the new employee recognition scheme. The first stage is on track to be delivered by the end of September 2022.
- Directors were advised that following the upgrading of the existing routers the Cyber Accreditation submission has been submitted.
- Big Wave media are now hosting our website.
- Directors were updated on the new membership packages including 3 new promotions. These promotions will ensure IL have a strong brand awareness and exposure over the September and October months.

Decided:

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

10.0 AOCB

10.1 None.

11.0 Date of the Next Meeting

11.1 The date of the next meeting will be Monday 28th November, 2022 at 3.30pm within Ravenscraig Activity Centre.

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

Chairman.....

Date.....