

**MINUTES OF INVERCLYDE LEISURE
BOARD MEETING
held on
Monday 3rd June at 3.30pm
Within the Waterfront Leisure Complex**

Present: Dr Liz Cameron (Chair), Councillor Graeme Brooks, Councillor Jim Clocherty, Councillor Lynne Quinn, Corey Beaton, and Bobby McVittie.

Observer: Leanne Maisano, Centre Manger

In Attendance: Kieron Vango, Chief Executive, David McCorkindale, Head of Leisure & Community Facilities, Audrey Lavelle, Finance Manager, Andrew Hetherington, Head of Business Development & Corporate Support, all Inverclyde Leisure, Tony McEwan, Head of Culture, and Mary McCabe, Finance Manager, Education & Communities, all Inverclyde Council and Graham Smyth, Minute Secretary.

1.0 **Apologies for Absence**

1.1 Apologies for absence were received for Bill Hawthorne, Cllr Sandra Reynolds and Puneet Gupta.

2.0 **Minutes of Meeting of 25th March 2024**

2.1 The minutes of the meeting of 25th March 2024 were submitted and approved on the motion of Bobby McVitie and seconded Cllr Jim Clocherty.

3.0 **Matters Arising**

3.1 None.

4.0 **Financial Monitoring Report**

4.1 There was submitted a report dated June 2024 by the Finance Manager updating Directors with the financial results at 31st March 2024.

4.2 The Finance Manager informed the Board that the accounts have been finalised asnd a slight surplus recorded.

4.3 The Finance Manager presented an update on key income figures to the Board against estimates.

4.4 The Finance Manager presented an update on key expenditure figures to the Board against estimates.

4.5 In response to a query from Cllr Jim Clocherty regarding the utility charge from 2022/23, the Finance Manger noted the invoice indeed was correct and owed. The utility company had missed the invoice.

- 4.6 In response to a query from Cllr Jim Clocherty regarding business rates the Finance Manager explained IL's current charitable position.
- 4.7 Cllr Graeme Brooks approved the financial report and Cllr Jim Clocherty seconded the motion.
- 4.8 The Chair congratulated the team on the strong membership growth over the period.
- 4.9 The Finance Manager reported to the Board around the pertinent changes to the Financial Regulations document.
- 4.10 In response to a query from Cllr Graeme Brooks regarding opening of tenders the Chief Executive noted tenders reported to the board and that the forementioned and the process is to witness the amount.
- 4.11 In response to a query from Cllr Jim Clocherty regarding the duration between the last change to the financial regulations thresholds the Finance Manager informed that the rate of inflation has been significant and the Board agreed that the Financial Regulations should be increased annually against the Bank of England inflation calculator.
- 4.12 In response to a query from Cllr Lynne Quinn regarding purchases lower than the tender threshold the Finance Manager informed that IL seek to obtain three quotes over a certain value.
- 4.13 **Decided:**
- i. that the Directors noted the content of the report
 - ii. that the Directors approved the amendments to the threshold limits in the Financial Regulations and agreed that the Financial Regulations should be increased annually against the Bank of England inflation calculator.
 - iii. that the Directors agreed to amend and increase the lower threshold from 1.8k to 5k for purchases

5.0 Business Plan Update

- 5.1 There was submitted a report dated June 2024 by the Chief Executive updating Directors on areas of the Strategic Plan being worked on by the team, initiatives and agreed recommendations at the end of this report.
- 5.2 The CEO informed the Board of the recruited directors appointment dates and reappointment dates.
- 5.3 The CEO informed the Board that he and the Finance Manager attended the six-monthly governance meeting with Inverclyde Council to discuss the Performance Indicators.

5.4 The Board were informed that Inverclyde ranks 6th out of the 32 local authorities for cost per attendance at sports facilities sitting in the top quartile with a cost of £2.62 per visit in the latest benchmarking analysis.

5.5 The CEO presented the KPI framework to the Board.

5.6 **Decided:**

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

6.0 Leisure & Community Facilities Update

6.1 There was submitted a report dated June 2024 by the Head of Leisure & Community Facilities updating Directors on the company's operations in line with IL's three-year Strategic Plan.

The Head of Leisure and Community Facilities provided Directors with an update on the company's operations and highlighted the following key issues:-

- IL to launch and introduce Pickleball at Greenock Sports Centre and Lady Octavia Sports Centre
- Taylor Swift Disco at Boglestone has been popular with the event selling out over the two evenings
- Café menus across the Waterfront, Boglestone and Ravenscraig to be streamlined and new branding
- Head of Leisure noted that there has been a positive progression and pathway from swimming clubs to lifeguards or swim teachers
- Whinhill golf has had a positive start to the season with membership numbers
- Port Glasgow town hall works have been completed with the new lift installed
- Greenock town hall works have commenced with the replacement of the roof. IL will work closely with Inverclyde Council to minimise any disruptions to bookings and events

6.3 **Decided:**

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

7.0 Corporate Development Update

7.1 There was submitted a report dated June 2024 by the Head of Business Development updating Directors on the company's operations in line with IL's three-year Strategic Plan.

7.2 The Head of Business and Development outlined the positive feedback from the Wow Awards for the period between January and March KPIs

7.3 The Employee handbook has been reviewed with new legislation and best practice.

- 7.4 The Board were informed that 12 employees are undertaking CMI Level 6 & 8 Professional Management and Leadership courses.
- 7.5 The Head of Business and Development informed Directors that April & May's marketing campaign has yielded strong membership growth.
- 7.6 The Board were informed that IL have undergone accreditation for the Good Business Charter and are also now directly accredited with the Real Living Wage Scotland Foundation.
- 7.7 **Decided:**
i. that the Directors noted the content of the report.
- 8.0 **AOCB**
- 8.1 None.
- 8.2 **Date of the Next Meeting**
- 8.3 The date of the next meeting will be Monday 29th July 2024 which till take part at 3.30pm.

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

Chairman.....

Date.....