

At a MEETING of the **LEISURE AND CULTURE DUNDEE BOARD** held at Dundee on 3rd October, 2012.

Present:-

Alice BOVILL
Sandy CAMERON
Bob DUNCAN

Brian GORDON
Stewart HUNTER
Iain LUKE
Richard McCREADY

Stewart MURDOCH
Gary ROBINSON
Marjory STEWART

In attendance:-

Judy DOBBIE, Library and Information Services Manager
Billy GARTLEY, Cultural Services Manager
Graham WARD, Leisure and Sports Manager
George HAY, Auditor, Henderson Loggie

Apologies for absence were intimated from Sinclair AITKEN, Val DINSMORE, Caroline FINDLAY and Alan RAE.

Bob DUNCAN, Chairperson, in the Chair.

I WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

The Chair welcomed those present to the meeting and apologies for absence were noted.

Declarations of interest: Stewart Murdoch and Marjory Stewart, employees DCC.

II ANNUAL ACCOUNTS 2011/2012

The annual report and accounts 2011/2012 were submitted for Board approval. The Finance Director spoke to the accounts, providing an overview of the SCIO's financial position and acknowledging the challenges faced by Finance staff, and the auditors, in preparing the first set of accounts for the new organisation. Income had totalled £9,182,031 comprising the Service Fee from DCC of £5,798,496 and £3,296,674 generated from provision of trust facilities and activities. Income had exceeded expectations and contributed to an unrestricted surplus of £940,992. This put the trust in an excellent financial position and would facilitate establishment of the reserves fund which the Business Sub-Committee, on the advice of the auditors, recommended should be established at £400,000.

The Finance Director then answered questions from trustees on the accounts. Particular reference was made to protection of surplus funds should any proposals be forthcoming to reduce the Service Fee due to reserve levels but it was noted that it was considered prudent financial management to hold a reserve fund and it was anticipated that any adjustments to the Service Fee should recognise this.

The Audit Highlights Memo was then circulated and George Hay, Auditor, summarised the audit findings; he reported that Henderson Loggie had produced a clean report with no qualifications.

Thereafter, Sandy Cameron, seconded by Stewart Hunter, proposed adoption of the Report and Accounts for the period 29th June, 2011 to 31st March, 2012 which proposal was agreed unanimously. It was remitted to the Chair to sign the Letter of Representation to the External Auditors on behalf of the Board.

III PROVISION OF GOLF MAINTENANCE EQUIPMENT

There was submitted Report No L&CD16-2012 seeking approval to accept a tender from Double A for a lease agreement for the replacement of golf maintenance equipment and a comprehensive maintenance support service for the next four years.

Having heard that the tender had been assessed on price, quality, after sales service, parts and maintenance, the Board agreed to accept the tender from Double A, Fife and noted that the undernoted phased costs would be met from the revenue budget:-

Year 1	£39,260.88
Year 2	£52,231.08
Year 3	£64,657.32
Year 4	£77,627.52

IV A O C B

(a) PUBLICATION OF BOARD MINUTES

The Board agreed that, as recommended in the Internal Audit of Governance, and in the interests of good governance and transparency, Board minutes, once formally approved, should be published on the website.

Bob DUNCAN, Chairperson.