

At a MEETING of the **LEISURE AND CULTURE DUNDEE BOARD** held at Dundee on 6th November, 2013.

Present:-

Sinclair AITKEN
Bob DUNCAN
Brian GORDON

Stewart HUNTER
Iain LUKE

Stewart MURDOCH
Alan RAE
Marjory STEWART

In attendance:-

George HAY, Auditor, Henderson Loggie
Judy DOBBIE, Head of Information and Library Services
Billy GARTLEY, Head of Cultural Services
Caroline FINDLAY, Head of Support Services
Paul HENEHAN, Finance and Business Development Section Leader
Graham WARK, Head of Leisure and Sports
Ian MATHERS, (Item XIV)
Laura MASON, (Item XIV)

Apologies for absence:-

Alice BOVILL, Val DINSMORE, Richard McCREADY and Gary ROBINSON

Bob DUNCAN, in the Chair.

PRESENTATION

Val Dinsmore was presented with a bouquet, on behalf of the Trustees and staff, in recognition of her contribution to Leisure and Culture Dundee. The Board noted that although stepping down as a Trustee at the AGM following the Board meeting, Val would continue her association with the organisation as a Stakeholder Group member. Val then left the meeting prior to commencement of formal business.

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 MINUTE OF MEETING HELD ON 31ST JULY, 2013

The above minute was submitted and accepted as a correct record.

III ANNUAL REPORT AND ACCOUNTS 2012/2013

The report and accounts for the year to 31st March, 2013 were submitted for Board approval.

Having heard that the accounts reflected a very creditable position in the challenging economic climate with an in year surplus after pension adjustment of £68,553 and unrestricted funds of £1.4 million; discussed the balance sheet, current liabilities, the reserve policy and pension liabilities; and noted that George Hay confirmed that Henderson Loggie had produced an unqualified audit report the Board unanimously agreed to approve the Report and Accounts for the year to 31st March, 2013.

In response to questions, George indicated that it would be his advice to increase the reserve fund from £400k to £600k to reflect the risks faced by Leisure and Culture Dundee. This will be remitted to the Finance Committee for consideration.

The Board also approved the Letter of Representation to the External Auditors and remitted the Chair to sign said Letter on behalf of the Board of Trustees.

IV MINUTE OF MEETING OF 4TH SEPTEMBER, 2013

The above minute was submitted and accepted as a correct record.

V MATTERS ARISING

(a) FUNDRAISING

Reference was made to Article VI of the minute of meeting of 3rd April, 2013 when it had been agreed that the role of the three Lead Trustees for Stakeholder Groups should include fundraising. It was reported that an Officer Group was co-ordinating fundraising from a strategic overview and that a report on grant funding would be submitted in due course; the decision on Lead Trustees would be considered once the Officer's Group had reported to the Board.

(b) WELLGATE REDEVELOPMENT

Judy Dobbie advised that the developers were in the process of applying for building warrants and appeared to be taking cognisance of the concerns of the section relative to the effects of the works on service delivery. Iain Luke reported that he and Alice Bovill had not been able to attend the Developer's Meeting and so had 'walked' the plans; he anticipated that there should be no major detrimental effect on service delivery.

The Board noted that a report on disposal of surplus stock would be submitted in due course.

VI FINANCE COMMITTEE

The unapproved minute of the Finance Committee held on 23rd October, 2013 was submitted for information.

VII COMMUNITY SPORTS FACILITIES AT ST PAUL'S AND GROVE ACADEMY

On a reference to Article IV of the minute of meeting of the Finance Committee of 23rd October, 2013 there was submitted Report No L&CD22-2013 seeking approval to enter into a lease for occupation of the Community Sports facilities attached to St Paul's and Grove Academy.

The Board discussed the proposal and having noted:-

- the Finance Committee had agreed to recommend that the Board take on the lease responsibilities for community sports facilities in St Paul's and Grove Academy;
- there should be no additional cost to Leisure and Culture Dundee arising from the proposal;
- there should be no detrimental implications for staff arising from the proposals;
- the recent sale of the PPP portfolio by Robertson's FM would not affect maintenance issues;
- charitable rates relief would result in a saving of £166,000 to DCC;
- the legal costs of setting up the leases would be deducted from any savings achieved;
- L&CD should benefit from upgraded sports and fitness equipment under rental (not lease) agreements; and
- signage issues should be more easily resolved and funded from savings achieved in year one.

agreed to accept the recommendation of the Finance Committee to enter into a lease for the occupation of the Community Sports Facilities attached to St Paul's and Grove Academy.

VIII ACTION PLAN FROM TRUSTEES' OPEN AGENDA MEETING

The Action Plan from the Open Agenda meeting held on 4th September, 2013 was submitted and noted.

IX HEALTH AND SAFETY MANAGEMENT GROUP REPORT

The Health and Safety Management Group update for October was submitted and the contents noted.

Thereafter the Board noted recently identified issues relating to the roof trusses and lighting provision in the Caird Hall. It was reported that the City Engineer had advised that the current set up was compliant with recommendations received from external expert advisors and that there was no immediate risk to Hall users.

The Board further noted that Caird Hall staff were in discussions with City Centre Management regarding evens in the City Square and the Caird Hall on 15th November, 2013.

X CHRISTMAS AND NEW YEAR OPENING HOURS

On a reference to Article VI of the minute of meeting of the Finance Committee of 23rd October, 2013 there was submitted, for information, a copy of Report L&CD28-2013 detailing festive season opening/closing times as approved by the Finance Committee.

XI PROPERTY UPDATE

Reference was made to Article II of the minute of meeting of 4th September, 2013 when Officers from City Development had updated the Board on capital projects. It was reported that, rather than officers attend Board meetings, Sinclair, Aitken, as Trustee with responsibility for property issues, would attend Officer Property Liaison Meetings and report back to the Board.

Thereafter, the Board noted:-

- assurance received from Chief Executive of Dundee City Council that Leisure and Culture Dundee would be kept updated on development proposals for the Caird Hall;
- final work on Caird Park Golf Starters Box instructed with anticipated handover date of 15th November; noted that all specifications agreed following consultation with staff;
- reports for improvements to DISC to be submitted to Dundee City Council November cycle of meetings;
- while major roof leaks at Lynch had been resolved there were still minor leaks which affected operations; and
- full roof refurbishment of McManus roof under discussion.

XII 2014 MEETING DATES

Timetable appended.

Board meetings to commence at earlier time of 2.30 pm.

XIII A O C B**(a) THE McMANUS**

It was reported that the London Advisory Group set up to support the UK - City of Culture Bid - had been very impressed with The McManus.

(b) ANNUAL REVIEW MEETING

The Annual Review with Dundee City Council had taken place on 22nd October, 2013.

(c) DUNDEE PARTNERSHIP MANAGEMENT GROUP

It was noted that Leisure and Culture Dundee were to become a member of the Dundee Partnership Management Group.

CONFIDENTIAL ITEMS**XIV TRUSTEE RECRUITMENT**

There was submitted Report No L&CD31-2013 advising the Board that Dundee City Council, at its meeting on 28th October, 2013 had accepted the recommendations of the Nominations Committee and appointed Ian Mathers and Laura Mason as Independent Charity Trustees; the appointments would take effect following the AGM on 6th November, 2013. Ian and Laura joined the meeting as observers and introductions were made.

The Board noted the position and agreed the recommendations contained in the report.

Bob DUNCAN, Chair.