

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 7th October, 2015.

Present:-

Sinclair AITKEN  
Alice BOVILL  
Bob DUNCAN

Gillian EASSON  
Brian GORDON  
Stewart HUNTER  
Richard MCCREADY

Laura MASON  
Ian MATHERS  
Stewart MURDOCH

In attendance:-

Judy DOBBIE, Head of Library and Information Services  
Caroline FINDLAY, Head of Support Services  
Billy GARTLEY, Head of Cultural Services  
Paul HENEHAN, Finance and Business Development Team Leader  
Graham WARK, Head of Leisure & Sports  
George HAY, Henderson Loggie, Independent Auditor

Apologies for absence:-

Alan RAE and Marjory STEWART

Bob DUNCAN, Chair, in the Chair.

#### PRE-BOARD SESSION

Prior to commencement of the Board meeting trustees discussed matters arising from the Annual Trustee Review meetings.

#### BOARD MEETING

##### **I WELCOME/DECLARATION OF INTEREST/APOLOGIES**

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

Standing Declarations of Interest - Stewart Murdoch as an employee of Dundee City Council.

##### **II MINUTE OF BOARD MEETING HELD ON 7TH OCTOBER, 2015**

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

##### **III MATTERS ARISING**

###### **(a) TRANSFER OF FACILITIES FROM DUNDEE CITY COUNCIL**

On a reference to Article IX of the minute of meeting of this Board of 1st April, 2015 and Article III(a) of the minute of 5th August, 2015 it was reported that leases for the transfer of school facilities, and amendments to the Licence to Occupy for the Caird Hall, were finalised. Discussions with Dundee City Council relative to Outdoor Learning and Active Schools were ongoing.

In response to a query regarding facilities at the new Harris Academy the Board noted it was anticipated Leisure & Culture Dundee would be asked to manage the facilities on the same basis as the other school sites. Trustees further noted high levels of expectation from the local community regarding the sports facilities and programme to be provided.

#### **IV FINANCE AND BUSINESS DEVELOPMENT**

##### **(a) REPORT AND FINANCIAL STATEMENTS FOR THE YEAR TO 31ST MARCH, 2015**

The report and annual accounts for the year to 31st March, 2015 were submitted.

George Hay, external auditor spoke to the accounts which, prior to pension adjustments, showed a combined accumulated reserve of £1,959,050. £1,472,765 represented unrestricted funds of which £400,000 is the approved reserve and £652,070 agreed commitments leaving an available balance of £420,695.

Thereafter the Board discussed the accounts, heard from the external auditors regarding the accounting requirement relative to FRS17 pension liabilities and noted that the external auditors had produced a clean audit report. The Board further noted that the Finance Committee, at its meeting held on 30th September, 2015, had scrutinised the accounts and recommended approval.

The Board approved the Report and Accounts for the year to 31st March, 2015 and remitted the signing thereof to the Chair.

##### **(b) AUDIT FINDINGS REPORT – YEAR ENDED 31ST MARCH, 2015**

The above report was submitted and noted.

##### **(c) RECONCILIATION BETWEEN MANAGEMENT AND STATUTORY ACCOUNTS**

The above report was submitted and noted.

##### **(d) LETTER OF REPRESENTATION – EXTERNAL AUDITORS**

The above letter was submitted and noted. It was remitted to the Chair to sign the Letter of Representation to the External Auditors on behalf of the Board.

##### **(e) LETTER OF COMFORT – DUNDEE CITY COUNCIL**

The above letter was submitted and noted.

##### **(f) FINANCE COMMITTEE**

The minute of meeting of 30th September, 2015 was submitted for information.

#### **V MANAGEMENT TEAM REPORT – OCTOBER, 2015**

There was submitted Report L&CD14-2015 by the Managing Director providing the Board with an overview of progress with strategic priorities and emerging issues.

The Board noted the report and recorded their thanks to staff involved in the Battle of Loos Commemoration weekend.

#### **VI HEALTH AND SAFETY MANAGEMENT GROUP REPORT**

The unapproved minute of the Health and Safety Management Group meeting of 10th September, 2015 was submitted, discussed and noted.

**VII CONSULTATION – CHARITY TRUSTEE GUIDANCE**

It was reported that OSCR were currently consulting on Charity Trustee Guidance.

Board members were asked to provide any feedback on the consultation to Caroline Findlay by mid November to enable a response to be submitted on behalf of Leisure & Culture Dundee.

**VIII AOCB**

- (a) BOOKING FEES/VAT

Clarification regarding booking fees and VAT was requested.

- (b) SCOTTISH ENSEMBLE GOLDBERG VARIATIONS

It was reported that the Scottish Ensemble were staging a conjoined production, with Andersson Dance, at the Caird Hall on 15th November.

**IX DATES OF FUTURE MEETINGS**

- (a) LEISURE AND CULTURE DUNDEE/DUNDEE CITY COUNCIL ANNUAL REVIEW MEETING

10.00 am on Thursday, 22nd October, 2015.

- (b) AGM

Wednesday, 18th November, 2015 in the Meeting Room, DCA

12.30 – lunch  
1.00pm – AGM  
2.00 pm – Board meeting  
2.30 pm – finish

Bob DUNCAN, Chairperson.