

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 5th October, 2016.

Present:-

Sinclair AITKEN
Alice BOVILL
Bob DUNCAN

Gillian EASSON
Brian GORDON
Stewart HUNTER
Ian MATHERS

Moira METHVEN
Alan RAE
Marjory STEWART

In attendance:-

Judy DOBBIE, Head of Library and Information Services
Paul HENEHAN, Service Manager, Support Services
Billy GARTLEY, Head of Cultural Services
Susan MELVILLE, Service Manager, Active City
Graham WARK, Head of Leisure and Sport

Apologies for Absence:-

Richard McCREADY, Laura MASON and Stewart MURDOCH.

I WELCOME/DECLARATIONS OF INTEREST

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

Standing declaration of interest – Marjory Stewart as an employee of Dundee City Council.

II MINUTE OF MEETING HELD ON 3RD AUGUST, 2016

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

III MATTERS ARISING

(a) Oor Wullie Auction

The Head of Cultural Services reported that Leisure & Culture Dundee had been successful in their bid for "Oor Artefacts" Wullie which was currently on display in the Dundee and the World Gallery at the McManus.

Consideration would be given to future projects involving available statues.

IV FINANCE AND BUSINESS DEVELOPMENT

(a) FINANCE COMMITTEE

The unapproved minute of the Finance committee held on 28th September was submitted for information.

(b) CAPITALISATION AND DEPRECIATION POLICY

The above policy was submitted.

The Board accepted the recommendation of the Finance Committee of 25th September, 2016 and approved the policy.

(c) RESERVES POLICY

The above policy was submitted.

The Board accepted the recommendation of the Finance Committee of 28th September, 2016 and approved the policy.

(d) ANNUAL REPORT AND ACCOUNTS 2015/2016

(i) Report and Financial Statements for the year to 31st March, 2016

The report and annual accounts for the year to 31st March, 2016 were submitted.

The Service Manager, Support Services, spoke to the accounts and answered questions from the trustees. The Board also noted that the Finance Committee, at its meeting on 28th September, 2016 had scrutinised the accounts and recommended approval thereof.

The Board approved the Report and Accounts for the year to 31st March, 2016 and remitted the signing thereof to the Chair.

(ii) Audit Findings Report

The above was submitted and noted.

(iii) Reconciliation between Management Accounts and Statutory Accounts

The above was submitted and noted.

(iv) Statutory Accounts Reconciliation Pre-Post FRS102

The above was submitted and noted.

(v) Letter of Representation to the External Auditors

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

(e) FINANCE COMMITTEE REMIT

The above remit was submitted and approved subject to amendment to include recommendations to the Board relative to capital expenditure.

(f) ICT ACTION PLAN 2016/2018

There was submitted Report L&CD24-2016 by the Service Manager – Support Services seeking approval of the ICT Action Plan 2016/2018 and the allocation of funding from the unrestricted reserve to deliver the plan.

The Board approved:-

(i) the ICT Action Plan 2016/2018; and

(ii) the allocation of £95,000 from unrestricted reserves to fund the set up costs of the projects in the plan.

V BROUGHTY FERRY LIBRARY EXTENSION (CONFIDENTIAL)

There was submitted Report L&CD26-2016 by the Service Manager – Support Services, and Head of Library and Information Services seeking approval to appoint design consultants, agree a fundraising strategy and allocate a guaranteed contribution to the project.

The Board approved the proposals, as detailed in the report, subject to capping the guaranteed contribution to the project at the level proposed in the report.

VI GOLF REVIEW (CONFIDENTIAL)

There was submitted Report L&CD25-2016 by the Head of Leisure and Sport relative to the above.

The Board agreed the proposals contained in the report and noted further reports would be submitted in due course.

VII OCCUPATIONAL ROAD RISK POLICY

The revised Occupational Road risk Policy was submitted and noted.

VIII LEISURE & CULTURE DUNDEE/DUNDEE CITY COUNCIL ANNUAL REVIEW

The Board noted the above was scheduled for Tuesday 1st November 2016. Lead Trustees would attend.

IX LEISURE & CULTURE DUNDEE AGM

The Board noted the AGM would take place on 16th November. In terms of the constitution two of the seven independent charity trustees appointed by the Council should retire from office at the conclusion of the AGM but were eligible for reappointment. The trustees required to step down in 2016 were Sinclair Aitken and either Ian Mathers or Laura Mason. The Board agreed that Sinclair and Laura retire from office and be recommended for re-appointment.

X HEALTH AND SAFETY MANAGEMENT GROUP REPORT

The unapproved minute of the meeting of the above held on 15th September was submitted, discussed and noted.

XI HR AND EQUALITIES COMMITTEE

The unapproved minute of the meeting of the above held on 26th September was submitted, discussed and noted.

XII LEAD TRUSTEE FEEDBACK

Lead Trustees/Heads of Service gave verbal updates on developments in their areas of responsibility.

XIII DATES OF FUTURE MEETINGS

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| (a) | Wednesday, 16th November: AGM
Meeting Room – DCA | 12.30pm – Lunch
1.00pm – AGM
2.00pm – Board Meeting |
| (b) | Wednesday, 7th December
Conference Room 6, Caird
Hall | 2.00pm – Topical Discussion
3.00pm – Tea/Coffee

3.15pm – Board Meeting |
| (c) | Timetable 2017 | |

The 2017 timetable was submitted.

Bob DUNCAN, Chair.