

At a SPECIAL MEETING of the **L&CD BOARD COMMITTEE** held as a Hybrid meeting at Conference Room, Central Library, Dundee on 20<sup>th</sup> November, 2024.

Present:

Sue MOODY, Trustee  
Will DAWSON, Trustee (R)  
David DORWARD, Trustee  
Steve GRIMMOND, Trustee  
Kevin KEENAN, Trustee  
Ken LYNN, Trustee (R)  
Kris BRYCELAND (R)  
Colin MCLEOD (R)  
Robert EMMOTT, Trustee  
Judy DOBBIE, Trustee

Also attending:

Paul HENEHAN, Head of Corporate Services  
Anna DAY, Head of Libraries and Cultural Services  
Scott URQUHART, Head of Sport and Leisure

Sue MOODY, in the Chair.

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

The Chair welcomed those present to the meeting, in particular the two new Dundee City Council appointed members, Councillor Ken Lynn and Bailie Kevin Keenan.

Apologies were noted from Emma Donaldson and Nasreen Mohammed.

Standing Declaration of Interest: Robert Emmott and Judy Dobbie as employees of Dundee City Council.

## **II LEISURE & CULTURE DUNDEE ANNUAL REPORT AND ACCOUNTS 2023/24**

### **(i) Report and Financial Statement for Year ending 31 March 2024**

The report and Financial Statement for Year ending for 2023/24 were submitted. The Head of Corporate Services spoke to the report, noting that it confirmed that Leisure & Culture Dundee continued to be a going concern. The Board approved the accounts and agreed that they be presented at the AGM.

A query was raised regarding the increase in Pension costs, and it was noted that this was due to actuarial recalculation of the Pension fund which would not be a recurring cost, but this was an adjusted cost. Previous year audit fees included additional works for establishing that the Board was a going concern. A tender process for reappointment of Auditors would be undertaken next year, to be led by the Audit and Risk Committee. Reassurance was also given that processes were in place to prevent duplicate payments from being made.

(ii) Audit Findings Report

The Head of Corporate Services spoke to the Audit Findings Report. It was noted that the Auditors had noted no major concerns. A query was raised regarding the letter of representation and it was noted that this would not be included within the accounts submitted to OSCR.

**III TRUSTEE RECRUITMENT**

A verbal update was given by the Chair. The Board noted that Audit and Risk Committee had recommended Judy Dobbie be included as a member of the Nominations committee, which was further ratified by the Board. A tender exercise had also been undertaken to appoint a recruitment agency to assist with this process, and it was noted that FWB was recommended for appointment. The Board agreed accordingly, noting that the process would commence in due course, It was hoped that three trustees be appointed, two to be appointed immediately and the other to be appointed after the 2025 AGM. The Gender imbalance on the Board, which after the AGM would include three women and eight men was noted. It was also agreed that the recruitment agency should be consulted about addressing this imbalance. It was also noted that the Chief Executive of Angus Alive would be approached to be the final appointee.

**IV RESOLUTION – EXTENSION TO ELECTED MEMBER’S TERM OF OFFICE**

The Chair advised members that the following proposal was to be raised at the AGM:-

Trustees of Leisure & Culture Dundee (“LACD”) propose the following resolution: In accordance with Article 69, the provisions of Article 68 be waived in relation to the continuation of Will Dawson as an elected member charity trustee until the AGM in November 2025 on the grounds of exceptional circumstances brought about by the resignation of one elected member charity trustee and the death of another elected member charity trustee during 2024. This extension is required because of the provisions of Article 77.

The Board agreed with this accordingly.

**V DATES OF FUTURE MEETINGS**

- (i) 13th AGM – Wednesday 27 November 2024 at 1.00 pm in the Conference Room, Central Library
- (ii) Post AGM Board Meeting - Wednesday 27 November 2024 to follow the AGM scheduled for 1pm

Sue MOODY, Chair.