

East Renfrewshire Culture & Leisure Ltd

(A company which is a Scottish Charity (Scottish Charity Number SC0045726) incorporated in Scotland under the Companies Act with company number SC486489)

Minute of a Meeting of the Board of Trustees of East Renfrewshire Culture and Leisure Ltd.

**Tuesday 27th August 2024 at 3.00 pm at ERCL Head Office, 1 Burnfield Avenue, Giffnock, G46 7TL
and on Microsoft Teams**

Present: Professor Grant Jarvie (Chair) (GJ)
Dalvir Johal (DJ)
Cllr Paul Edlin (PE)
Rob Crusher (RC) (Online)
Susie Malcolm (SM)
Cllr Owen O'Donnell
Cllr Andrew Anderson
Cllr Colm Merrick (CM) (Part Attended)

Attending: Anthony McReavy, Chief Executive (AMcR)
Margaret McQueen, Director of Finance (MMQ)
Mark Ratter, Director of Education, ERC (MR)
Jude Smith, Head of Sales & Marketing (JS)
Scott Simpson, Head of Libraries & Information Services (SS) (Online)
Margaret McCrossan, Head of Accountancy ERC (MM)
Kirsty Stanners, Head of Finance (KS)
Thomas Douglas (Wylie & Bisset) (SG) in part
Angela Burgess, Minutes

1. Welcome & Introductions

The Chair welcomed everyone to the meeting.

2. Appointments and Resignations

The Board welcomed Kirsty Stanners and introductions were made.
GJ welcomed TD, Wylie & Bisset

3. Preliminaries (Including Apologies, Declarations of Interest and Quorum)

Apologies were noted from Steven Larkin (SL)

The Chair confirmed no Declarations of Interest and the meeting was Quorum.

4. Minutes of 4th June were agreed and approved.

5. Matters Arising

Item 5 – AMcR has written to Head of Environment regarding the Dams to Darnley project – awaiting response.

Item 7 – AMcR and MR met with Steven Quinn and Cllr Owen to discuss budget strategy. GJ has also met with OO and has a meeting arranged with Steven Quinn.

Item 9 – Recognition & Budgeting of Interest Income will be reported twice a year and brought to the committee.

6. **2023/2024 Annual Accounts, Financial Statements, Trustee Report, External Auditor's Management letter, ERCL response and Representation Letter and ERC Letter of Comfort**

TD presented the Financial Statements, Trustee Report and External Auditor's Management letter for the year ended 31 March 2024, confirming these were discussed in full at the Finance, Audit and Risk (FAR) Meeting on 13th August 2024.

There are two sets of accounts; East Renfrewshire Culture and Leisure Ltd (ERCL) and East Renfrewshire Culture and Leisure (Trading) which has remained dormant throughout the financial year.

TD confirmed that the accounts were prepared according to charity rules and was a clean audit.

Audit Recommendations – Previous Years

8.2 Declarations of Interest - It was noted that two Trustees had not declared their interest with East Renfrewshire Council. All Trustees should declare all interests, and those with interests in the Council should disclose this. Original recommendation repeated.
Satisfactorily resolved.

Audit Recommendations – Current Year

No new points arising from the current year procedures.

The Board approved the Annual Accounts and the Letter of Representation.

GJ asked if TD would like to speak to Trustees without the Management team being present but this was declined.

GJ thanked TD and his team for their input and support. TD thanked Margaret McQueen and Annabelle Thomas for their input.

TD left the meeting after agenda item 6.

7. **Report by the Chair of the Finance, Audit and Risk Committee (FAR)**

7a. 2024/25 Q1 financial and high level forecast

MMQ gave an overview of Q1 financials and the paper was taken as read.

The Board approved.

8. 2025/26 Budget Context

Paper was taken as read. AMcR updated the Board on the possibility of savings needed and/or a future reduction to the Management Fee. The Trust is in talks with the Council. This will be brought to future Board meetings with any challenges that we need to absorb.

The Board **discussed and noted content.**

9. Chief Executive's Q1 Scorecard and Business Performance Update

AMcR gave an overview and paper was taken as read.

Attendance in Libraries is now growing.

Theatre has strong performances.

Swimming lessons at Eastwood Park are on hold due to closure

Gym Memberships have increased and were 563 above Q1 in 23/24.

Net Promoter Score was substantially up at 56%.

Income has grown in gym memberships and swimming lessons.

Theatre profit was £300k.

A Covid Memorial is being organised.

AMcR updated Board on the decision to cancel a theatre show following inappropriate content at a show in Edinburgh. OO commended staff for the way it was handled using objective criteria and decision made appropriately. PE seconded that and said it was looked at fairly and objectively.

AA said the football pitch at Mearns Castle High is an ongoing issue with people using the pitch after 7pm and the fence has now been damaged. MR said this was an Education issue and not the Trust. AMcR said we have this issue at other venues and Trust and Education will work together on this.

10. Half Yearly Risk Register

AMcR gave an overview of the Risk Register confirming 1 risks increased, 3 risks reduced and 2 risk category merged.

11. Service Level Agreement Review – HR

Paper was taken as read. AMcR gave an overview of paper. We have regular meetings with colleagues in HR and discuss issues regularly. The HR matrix is presented to HR, H&S and Appeals committee at meetings. Support always offered and honoured when requested.

12. AOCB

As this is Margaret McCrossan's last Board meeting, GJ thanked her for being part of the journey to get the Trust where it is now and for her contribution and wished her all the best in her retirement. AMcR seconded that and said she will be missed.

AMcR also said that Robert Hammond has taken up a position in Falkirk Council and interviews for Head of Operations will take place next week.

Next meeting - Tuesday 12 November 2024

Action Points

Item	Action	By

Approved by Board

4.	Minutes of previous meeting	The minutes of 4 June 24 were approved by Board
6.	Financial Statements for signature and consider the management letter and responses	Approved by the Board
7.	24/25 Financials & Forecast	Approved by the Board