

Chief Executive: Fiona Lees

Chief Governance Officer: David Mitchell

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East Ayrshire
COUNCIL

20 NOV 2015

To: Councillors Hugh Ross; Lillian Jones, Gordon Cree, Provost Jim Todd and Councillor Jim Roberts; Mr John Armstrong and Mr Graeme Niven, Trustees.

19 November 2015

Dear Trustee

TRUSTEES OF KILMARNOCK LEISURE CENTRE – 26 NOVEMBER 2015

You are requested to attend the next meeting of the **Kilmarnock Leisure Centre Trustees** to take place on **THURSDAY 26 NOVEMBER 2015** commencing at **1000 HOURS** in the **GALLEON CENTRE, TITCHFIELD STREET, KILMARNOCK** in order to discuss the undemoted business.

Yours sincerely

Christie Bailie

pp David Mitchell
Chief Governance Officer
JM/AM

BUSINESS

INTIMATE APOLOGIES

- 1. APPOINTMENT OF VICE-CHAIR** – Following the resignation of Councillor Alan Brown, Trustee and Vice-Chair of the Trust, nominations are sought for Vice-Chair.
- 2. MINUTES OF PREVIOUS MEETING (pages 1-2)** - Submit for approval, the Minutes of the meeting held on 24 March 2015 (copy enclosed).
- 3. ENERGY CREDIT RECLAIM (pages 3 – 4)** – Submit report dated 23 October 2015 (copy enclosed) by the General Manager informing Trustees of the reclaim by N Power electricity company of £58,625 from the Galleon Centre.
- 4. PERIOD 12 - MANAGEMENT ACCOUNTS (pages 5-12)** - Submit report dated 12 May 2015 (copy enclosed) by the General Manager to inform Trustees of the financial position of the Galleon Centre to period 12 year end 2014/15 as outlined in the report.

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5. **THE OFFICE OF THE SCOTTISH CHARITY REGULATOR (OSCR) (pages 13-29)** – Submit report dated 10 November 2015 (copy enclosed) by the General Manager on the requirement to present the attached reports in conjunction with the financial statements of the Kilmarnock Leisure Centre Trust.
6. **MARKETING PLAN 2015-2018 (pages 30-55)** – Submit report dated 23 October 2015 (copy enclosed) by the General Manager updating Trustees on the Marketing Plan in line with the recent Business Plan to take the business forward to 2018.
7. **FREEDOM OF INFORMATION REPORT (pages 56-58)** – Submit report dated 23 October 2015 (copy enclosed) by the General Manager updating Trustees on the number of Freedom of Information Requests received by the Kilmarnock Leisure Centre Trust for the year 2014/15.
8. **DEPARTMENTAL BREAKDOWN (ESTIMATED PROFIT/LOSS) 2014/15 (pages 59-66)** – Submit report dated 18 August 2015 (copy enclosed) by the General Manager informing Trustees of the departmental income, estimated expenditure for each department in the Galleon Centre.
9. **PERIOD 6 MANAGEMENT ACCOUNTS (pages 67-75)** – Submit report dated 26 November 2015 (copy enclosed) by the General Manager informing Trustees of the financial position of the Galleon Centre to period 6 end, 30 September 2015 as outlined in the report.
10. **NATIONAL LIVING WAGE INCREASE (pages 76-79)** – Submit report dated 18 August 2015 (copy enclosed) by the General Manager informing Trustees of the impact of the UK Government decision to increase the National Living Wage over the next 5 years to £9 per hour by 2020.
11. **ANNUAL WAGE CLAIM (pages 80-81)** – Submit report dated 11 November 2015 (copy enclosed) by the General Manager informing Trustees of the annual wage claim from the GMB Union on behalf of their Members.
12. **RESOLUTION (to be tabled)**
13. **DATES OF 2016 MEETINGS**
 - Wednesday 3 February 2016 - 1000 hours
 - Thursday 17 March 2016 - 1000 hours
 - Thursday 8 September 2016 - 1000 hours
 - Thursday 24 November 2016 - 1000 hours

All meetings to be held in the Galleon Centre.