

# AGENDA ITEM NO.....!

## TRUSTEES OF KILMARNOCK LEISURE CENTRE

### MINUTES OF MEETING HELD ON THURSDAY 13 MARCH 2014 AT 1000 HOURS IN THE GALLEON CENTRE, TITCHFIELD STREET, KILMARNOCK

**PRESENT:** Councillors Hugh Ross, Alan Brown, Gordon Cree and Provost Jim Todd; and Mr Graham Niven, Trustees.

**ATTENDING:** David Carey, Galleon Centre General Manager; David Hasson, Depute General Manager; Bryan Swann, Rogerson & Goldie Chartered Accountants; Gordon Anderson, Assistant Team Leader, Conveyancing and Contracts; and Jennifer Morrison, Democratic Services Officer, both East Ayrshire Council.

**APOLOGIES:** Councillor Lillian Jones and Mr John Armstrong, Trustees.

**CHAIR:** Councillor Hugh Ross, Chair.

### MINUTES OF PREVIOUS MEETING

1. There were submitted and approved as a correct record, the Minutes of the meeting held on 21 November 2013 (circulated).

#### 1.1 Matter Arising

It was noted that the refurbished ice rink would re-open the next day, and Trustees were invited to view the rink following the meeting.

### TRUST DEED - MINUTE OF VARIATION

2. There was submitted a report dated 3 December 2013 (circulated) by the General Manager which updated Trustees on the request to OSCR to a Deed of Trust Variation which met the conditions laid out by Sportscotland to access their sports facilities grant funding.

It was agreed:-

- (i) to note that the variation to the Deed of Trust had been approved by OSCR;
- (ii) that there were no representations made by any third party;
- (iii) that the Trustees present thereby sign the Minute of Variation as required;
- (iv) to note that the Minute of Variation once signed by four Trustees would be a valid Deed of Trust;
- (v) to instruct the General Manager to have the signed Minute of Variation registered with OSCR prior to 28 March 2014, with a copy to Sportscotland for their information and to conclude the agreement between them and the Kilmarnock Leisure Centre Trustees; and
- (vi) otherwise, to note the contents of the report.

### PERIOD 10 - MANAGEMENT ACCOUNTS

3. There was submitted a report dated 17 December 2013 (circulated) by the General Manager which informed Trustees of the financial position of the Galleon Centre to 31 January 2014, Period 10 end.

It was agreed:-

- (i) to note the present loss of income generation and the expenditure under spend at Period 10;
- (ii) to recognise that reserves may require to be utilised;
- (iii) to instruct the General Manager to continue to monitor income and expenditure to Period 12 end;
- (iv) that the General Manager would submit a report to a future meeting on options for solar panel installation;
- (v) that the General Manager was giving consideration to a "Come and Try" curling session in the early summer; and
- (iv) otherwise, to note the contents of the report.

#### **CUSTOMER REQUEST**

4. There was submitted a report dated 14 January 2014 (circulated) by the General Manager which informed Trustees of the request by a customer to be allowed to use a snorkel in the swimming pool during public sessions.

It was agreed:-

- (i) to continue with the present Rules and Conditions of Use of the Facilities as agreed at a previous Trust meeting;
- (ii) that the General Manager review the snorkel training lessons with a view to operating snorkel only sessions, if viable; and
- (iii) otherwise, to the contents of the report.

#### **EXCELLS MEMBERSHIP**

5. There was submitted a report dated 7 January 2014 (circulated) by the Depute General Manager which updated the Trustees on the performance of Gold, Silver and Corporate memberships.

It was agreed to note the contents contained in the report whilst recognising the challenge involved in maintaining market share.

#### **PENSION - AUTO- ENROLMENT**

6. There was submitted a report dated 27 February 2013 (circulated) by the General Manager which updated Trustees of the requirement to automatically enrol all employees who are not in the present pension scheme in a suitable workplace pension scheme and to ascertain if the present scheme with Standard Life meets the new regulations.

It was agreed:-

- (i) to change to the present Standard Life Scheme to immediate joining as opposed to having to wait three months to join, this to allow cover for the interim period in conjunction with (ii);
- (ii) to discuss the option of freezing the present Standard Life Scheme to not allow any new employee to register for this scheme, further to discussions with the appropriate enrolled staff members whilst noting that this would serve

only to stop new enrolment into this scheme, the scheme would continue for those already enrolled;

- (iii) to note that the General Manager had provisionally registered with NEST and that a software package would require to be installed to meet the requirements of auto-enrolment by 1 May 2014;
- (iv) to note that this had been a time consuming process which would continue until implementation;
- (v) that the General Manger would look into the matter of a "Pensions Champion", as highlighted by Provost Jim Todd; and
- (vi) otherwise, to note the contents of the report.

#### **REVENUE ESTIMATES 2014/15**

7. There was submitted a report dated 19 December 2013 (circulated) by the General Manager which informed Trustees of the recommended revenue estimates 2014/15 for Trustees' consideration and approval (Appendix 1 and 2) for the Galleon Centre.

It was agreed:-

- (i) to approve the Revenue Estimates and price increases outlined in the report;
- (ii) to note that the Operational Subsidy had been accounted for;
- (iii) to recommend that the General Manager continue to monitor income generation and expenditure costs and report back to Trustees as required; and
- (iv) otherwise, to note the contents of the report.

#### **RE-MODELLING OF CENTRE**

8. Following a point raised, the General Manager reported that he was seeking clarification from East Ayrshire Council regarding the terms of the grant award and how it could be spent. Once information had been clarified he would be formulating plans.

The meeting terminated at 1045 hours.