

**MINUTES OF INVERCLYDE LEISURE  
BOARD MEETING  
held on  
Monday 31<sup>st</sup> July, 2023 at 3.30pm  
within the Waterfront Leisure Complex**

**Present:** Bill Hawthorne (Chair), Councillor Jim Clocherty, Councillor Graeme Brooks, Councillor Sandra Reynolds, Councillor Lynne Quinn, Puneet Gupta, Dr Liz Cameron (attending remotely) and Bobby McVitie.

**In Attendance:** Kieron Vango, Chief Executive, David McCorkindale, Head of Leisure & Community Facilities and Audrey Lavelle, Finance Manager all Inverclyde Leisure, Hugh Scott, Service Manager and Mary McCabe, Finance Manager Education & Communities, all Inverclyde Council and Graham Smyth, Minute Secretary.

**1.0            Apologies for Absence**

1.1            None.

**2.0            Minutes of Meeting of 29<sup>th</sup> May, 2023**

2.1            The minutes of the meeting of 29<sup>th</sup> May, 2023 were submitted and approved on the motion of Puneet Gupta and seconded by Cllr Lynne Quinn.

**3.0            Matters Arising**

3.1            None

**4.0            Financial Monitoring Report**

4.1            There was submitted a report dated July 2023 by the Finance Manager updating Directors with the financial projection to 31<sup>st</sup> March 2024 and update on the 2023 Audit.

4.2            The Finance Manager noted that IL are showing a slight surplus compared to budget.

4.3            The Finance Manager updated directors on the core income figures, expenses and budget trackers.

4.4            IL's audit has been completed and the statutory accounts will be prepared for the upcoming AGM.

4.5            The Finance Manager informed the Board that IL will stop accepting cheques as a form of payment from 1<sup>st</sup> August 2023.

**4.6            Decided:**

i    that the Directors noted the content of the report.

## **5.0 Business Plan Update – July 2023**

5.1 There was submitted a report dated July 2023 by the Chief Executive updating Directors on areas of the Strategic Plan being worked on by the team, agree planned fitness equipment renewal for Gourock and agree the growth plan funding for Birkmyre.

5.2 The CEO explained IL's growth plan strategy to the Board and presented the strategy created from Birkmyre's strategic growth plan.

5.3 As part of on going gym refurbishments the Board were informed that Gourock Gym will be the next one to be refurbished.

5.4 The Chief Executive informed the Board that the annual report is currently being created and will be presented at the AGM.

5.5 IL have updated a numerous QMS and Health and Safety procedures and policies.

5.6 Directors were presented with the lasted KPI figures.

### **5.7 Decided:**

- I that Directors noted the content of the report;
- ii that Directors agreed the Birkmyre growth plan funding; and
- iii that Directors agreed Gourock Pool planned fitness renewal.

## **6.0 Equalities Update – July 2023**

6.1 There was submitted a report dated July 2023 by the Chief Executive updating Directors on the company's commitment to equalities and the processes the company delivers and potential recommendation for the Board to consider.

6.2 The Chief Executive presented the item to the Board and explained the employee development pipeline.

### **6.3 Decided:**

- i that Directors noted the content of the report;
- ii that Directors agreed the process for recruitment and timescales for the Director's position.
- iii that Directors agreed to changing the Employee Director term from three years to one year; and
- iv that Directors agreed to the rolling employee observer roll for the Board.

## **7.0 Leisure & Community Facilities Update**

7.1 There was submitted a report dated July 2023 by the Head of Leisure & Community Facilities updating Directors on the company's operations in line with IL's three-year Strategic Plan.

7.2 The Head of Leisure and Community Facilities provided Directors with an update on the company's operations and highlighted the following key issues:-

- Summer programmes across all of the sites have been performing well along with the playschemes.
- Works to replace the floating floor in the main pool at the Waterfront will commence in September.
- IL's Skate School hosted their annual Skate UK Competition.
- Preparation for the new season of curling is underway.
- IL have recently supported the RLSS drowning prevention week to raise awareness of the importance of water safety
- A new catering provider, First Choice Catering Inverclyde, commenced on the 1<sup>st</sup> July.
- Spates of vandalism across the pitches estate has been reported.

7.3 **Decided:**  
i that the Directors noted the content of the report.

## **8.0 Corporate Development Update**

8.1 There was submitted a report dated July 2023 by the Head of Business Development & Corporate Support updating Directors on the company's corporate development areas in line with Inverclyde Leisure's three-year Strategic Plan.

8.2 IL's employee handbook and contracts of employment have been updated.

8.3 Directors were informed of recent outstanding WOW Award nominations.

8.4 Directors were updated on a new membership package which seeks to promote fitness to the under 25 market.

8.5 Discussion arose around Indoor Bowling and IL will support the club in promoting the season with marketing materials.

8.6 **Decided:**  
i that the Directors noted the content of the report.

## **9.0 AOCB**

9.1 None.

## **10.0 Date of the Next Meeting**

10.1 The date of the next meeting will be confirmed at which time the AGM will take place. Venue to be confirmed.

There being no further business the Chairman declared the meeting closed.

Chairman.....

Date.....