

**MINUTES OF INVERCLYDE LEISURE  
BOARD MEETING**

**held on**

**Monday 25<sup>th</sup> November, 2024 at 3.30pm  
within the Waterfront Leisure Complex**

**Present:** Bill Hawthorne (Chair), Councillor Graeme Brooks, Councillor Sandra Reynolds, Councillor Lynne Quinn and Corey Beaton.

Observer: Bobby McVitie, Operations Manager.

**In Attendance:** Kieron Vango, Chief Executive, David McCorkindale, Head of Leisure & Community Facilities, Andrew Hetherington, Head of Business Development & Corporate Support and Audrey Lavelle, Finance Manager, all Inverclyde Leisure, Tony McEwan, Head of Culture, Communities and Educational Resources, Hugh Scott, Service Manager both Inverclyde Council and Lesley Hallam, Minute Secretary.

**1.0            Apologies for Absence**

1.1            Apologies were received from Liz Cameron, Councillor Jim Clocherty and Puneet Gupta.

**2.0            Minutes of Meeting of 23<sup>rd</sup> September, 2024**

2.1            The minutes of the meeting of 23<sup>rd</sup> September, 2024 were submitted and approved on the motion of Corey Beaton and seconded by Bill Hawthorne.

**3.0            Matters Arising**

3.1            None.

**4.0            Financial Monitoring Report**

4.1            There was submitted a report dated November 2024 updating Directors with the financial projection for 2024/2025 and compare to the previous update at the September Board meeting and, the gross provision in the statutory accounts for the tennis project.

4.2            The Finance Manager informed Directors that since the last meeting the projection is slightly better than the previous update.

4.3            The Finance Manager reported that the core income projection was up on budget, with most sites performing well.

4.4            The Finance Manager advised Directors that expenditure is projecting higher than the last forecast, mainly due to operational costs.

- 4.5 Directors were informed that IC had been invoiced for the provision in the accounts for the initial tennis project.
- 4.6 In response to a question from Councillor Brooks regarding the impending National Insurance increase for employers, the CEO advised that this will be shown in next year's budget which will be brought to the March Board.  
**Decided:**  
i that the Directors noted the content of the report.
- 5.0 Business Plan Update**
- 5.1 There was submitted a report dated November 2024 by the Chief Executive updating Directors on areas of the Strategic Plan being worked on by the team. To agree growth plan capital expenditure for studio maintenance and equipment and agree the new employee director subject to term.
- 5.2 Directors were given an update on the Boglestone Partnership Community Hub.
- 5.3 The CEO informed Directors that Larkfield Community Centre was re-opened on 4<sup>th</sup> November, 2024. IL will continue to offer support to the Committee and a formal management agreement is in the process of being drawn up. The centre will now be brought into IL's accounts.
- 5.4 The CEO stated that IL's growth plan strategy was evolving on a continuous basis. Following on from the studio growth plan session, it is proposed to transform the group fitness studio into a training environment suitable for small group training sessions. The WLC Pool and Gym will be the focus later in the year.
- 5.5 Directors were asked to note that the formal governance review meeting with IC had taken place on 4<sup>th</sup> November, '24. The Annual Report was presented to Councillors on 24<sup>th</sup> November '24
- 5.6 The recruitment process for the new employee director has been concluded and the successful candidate is Jamie Cunningham. Following lengthy discussion on the length of term and taking cognisance of IC's feedback and the Head of Culture, Communities and Educational Resources' comments, Directors agreed that a staff survey should be carried out to those employees that put themselves forward and thereafter the CEO to write formally to IC to advise the outcome of staff and Directors' views. It was noted that the next Council meeting is January, '25.

Councillor Quinn entered the meeting.

5.7 Directors were updated on the six monthly risk register review. The CEO confirmed that there were no red risks identified and highlighted a number of amber risks for Directors' to note.

5.8 Directors were updated on the latest KPI figures.

5.9 In response to a question from Councillor Brooks regarding the pricing structure for Larkfield CC the CEO confirmed that all user groups had been consulted on the pricing. Price assumptions will be reported to the board in January.

**Decided:**

- i that the Directors noted the content of the report;
- ii that Directors approved the appointment of the new employee Director subject to confirmation of term and agreed that they will sit on the Board as an Observer until this is agreed;
- iii that it be remitted to the CEO to formally write to the Head of Culture, Communities and Educational Resources with staff and Directors' views on the length of term; and
- iv that Directors approved the budgeted capital expenditure of £1200 a month for 5 years for the main studio project.

**6.0 Leisure & Community Facilities Update**

6.1 There was submitted a report dated November 2024 by the Head of Leisure & Community Facilities updating Directors on the company's operations in line with IL's three-year Strategic Plan.

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

- 5 Instructors have passed their Hyrox Foundation Course.
- The schools' Sportshall Athletics competition is well underway at Greenock Sports Centre.
- October school holiday activities and Halloween Discos proved popular at all sites.
- Preparations for the Christmas ice skating show 'Arabian Nights' is well underway. Over 877 tickets have been sold to date.
- Children from Whinhill and St Joseph's primary school have been learning to skate. This scheme is funded by Inverclyde Council.
- Six new starting blocks have been purchased at the Waterfront.
- The new International Learn to Swim Pathway, in partnership with STA, was successfully launched in November.
- Swimming Instructors completed their Level 2 Award in Aquatic Teaching – Disability Swimming.
- Technogym Checkup, which is a digital body analyser, has been launched at the Waterfront.

- LED lights have been completed at Lady Octavia, Broomhill, Gourock and Parklea pitches. Work will commence in December for the Battery Park and Ravenscraig Stadium switchover.
- Directors were advised of the upcoming Showcase events.

6.3 In response to a question from Councillor Brooks regarding Hyrox layout and noise, the Head of Leisure confirmed that the noise level would not increase.

6.4 In response to a question from Corey Beaton regarding the prospects of hosting Hyrox tournaments, the Head of Leisure stated that the Strength Shed was too small to host tournaments.

6.5 The Chair commented on all the good work that is taking place at the sites. Well done to the staff.

**Decided:**

- i that the Directors noted the content of the report.

**7.0 Corporate Development Update**

7.1 There was submitted a report dated November 2024 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.

7.2 Directors were updated on the most recent WOW nominations.

7.3 Directors were advised that in partnership with the DWP, a new six-month paid work experience programme for young people aged 16 to 24 was being considered by IL. The Head of Business Development provided Directors with an overview of what the programme would include and informed Directors that 2 positions have been identified within the company. Interviews for these positions are taking place tomorrow.

7.4 Directors were informed that 6 tenders have been received for the provision of our Leisure Management Software system. The formal assessment and scoring process will now take place. If IL move suppliers, it is anticipated to go live from 1<sup>st</sup> April, '25.

7.5 Continuing our partnership with Keep Me, the Head of Business explained to Directors the benefits of implementing Keep Me's new Sales Agent and gave an overview of the important role AI plays within the company.

7.6 Directors were given a summary of the Sept/Oct marketing campaign. The Head of Development advised that 2 digital promotions for Black Friday and Cyber Monday, running from 17<sup>th</sup> Nov to 4<sup>th</sup> Dec, are being well received with people taking the incentive to pay-up-front.

7.7 The Head of Business Development and the Social Media Manager will give a presentation on marketing and awards won, at both national and local levels, at the next board meeting.

**Decided:**

i that the Directors noted the content of the report.

**8.0 AOCB**

8.1 It was noted that Bobby McVitie was standing down from his position as Employee Director having served his full term. The Chair thanked Bobby for his contribution to the Board.

**9.0 Date of the Next Meeting**

9.1 The date of the next meeting will be Monday 27<sup>th</sup> January 2025 at 3.30pm within the Waterfront Leisure Complex.

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

Chair.....

Date.....