

**Minutes of Meeting of Board of Trustees Held on Wednesday 25 April 2018  
18.00 hrs in Kirkintilloch Leisure Centre, Kirkintilloch.**

**Present:**

Glen Johnstone	(GJ)	Independent Director
Iqbal Singh Bedi	(IB)	Independent Director
Jim Gibbons	(JG)	Partner Director
Jim Neill	(JN)	Independent Director
Maeve Kilcoyne	(MK)	Company Secretary
Mark Grant	(MG)	General Manager
Sandy Marshall	(SM)	Independent Director (Chair)
Stewart MacDonald	(SMD)	Partner Director
Sheila Mechan	(SMe)	Partner Director
Susan Murray	(SMu)	Partner Director (Vice Chair)
Thomas Robertson	(TR)	Trade Union Director
Jimmy Watson	(JW)	Independent Director

**In attendance:** David Kelly (DK) Operations Manager  
Julie Forrest (JF) Health & Fitness Advisor

**Apologies:** Gillian Renwick (GR) Partner Director

<b>Item</b>	<b>Subject</b>	<b>Action</b>
1.	Welcome and introductions	
2.	Apologies As above.	
3.	Declaration of Directors Interest.  TR advised that he could have a conflict of interest regarding the budget and would excuse himself from any vote.	
4.	EDLC Gym Facilities Performance Update  David Kelly gave a presentation on the performance of Gym facilities and classes highlighting a recent decline in income, due in part to bad weather and the competition provided by low cost gyms opening in the area. He also advised on the streamlining of membership options which would be easier for both customers and staff to understand. He also advised that the DD membership levels had partially recovered after the initial impact of the low cost competition.	

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5.	<p><b>Minutes of Meeting of 21<sup>st</sup> February and Matters Arising</b></p> <p>MG advised that a meeting with EDC CMT did not take place, but with the establishing of a new administration, the Chair and Vice-Chair would meet the co-leaders of the Joint Administration.</p> <p>JN asked for minutes to be kept and made available for any meetings between the Trust and EDC.</p> <p>MG advised that the first meeting would be informal, but that this would be done for any future meetings.</p> <p>Proposed - SMe Seconded - TR</p>	
6.	<p><b>EDLC Budget for 2018/19</b></p> <p>MG advised that EDC had set their budget with a reduction of 2% in the Trust's management fee, leaving a funding gap of £650,000. The same level of service could not be maintained and some savings had been identified.</p>	
7.	<p><b>Proposed Revenue Savings Options</b></p> <p>MG presented a report with options for Revenue savings, highlighting that payroll accounts for 65% of costs. There was discussion around possible savings with general agreement that difficult decisions were going to have to be made.</p> <p>It was agreed that a further report with business cases would be prepared and presented to June Board.</p> <p>It was further agreed that specific savings items, relating to not filling vacant posts and non-staffing budget reductions would be implemented.</p>	<b>MG</b>
8.	<p><b>East Dunbartonshire Special Council meeting of 20<sup>th</sup> March.</b></p> <p>MG advised that EDC had formed an administration with co-leaders: Councillor Vaughn Moody and Councillor Andrew Polson.</p>	
9.	<p><b>Council decision on Redundancy Benchmarking Report TULCRA</b></p> <p>MG reported that EDC were back in negotiations with the Trades Unions.</p>	
10.	<p><b>Operational Performance Report</b></p> <p>Noted.</p>	
11.	<p><b>Trustee Safeguarding</b></p> <p>MK highlighted that due to reports of abuses connected to some charities OSCR would like to remind charities of the importance of safeguarding and notifiable events. Safeguarding risks should be assessed with suitable policies and procedures in place to handle allegations and incidents.</p>	

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	Implementation of these policies and procedures should be continually monitored and finally steps should be taken to ensure that both the board and people working with the charity respond properly when allegations and incidents arise, reporting as necessary to the relevant agencies. Policies and procedures should be reviewed periodically and following serious incidents. MK added that safeguarding should be a key governance policy and going forward, it should be reviewed and included in the risk register.	
12.	<b>AOCB</b> None	
13.	<b>Date of Next Meeting</b> 27 <sup>th</sup> June, Kilmardinny House	

Signed: 

Date 27 June 2018