

West Dunbartonshire Leisure Trust

Note of Annual General Meeting 12 September 2019

Present:	Charlie Gibson (CG) David McBride (DMcB) William Hendrie (WH) David Marshall (DM) David Smith (DS) Tony Waclawski (TW)	Independent Director (Chair) Partner Director Partner Director Independent Director Independent Director Independent Director
Apologies:	Jim Finn Samantha Baird Tony Dempster	Partner Director (Vice Chair) Independent Director Employee Representative Director
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Gillian McNeilly Jenny Simpson Bobby Kerr (BK)	General Manager (WDLT) Company Secretary (WDLT) Finance Manager (W.D.C) Wylie & Bissett (External Auditor) Development Officer (WDLT) Minutes

1. Welcome, apologies and introductions

The Chair welcomed everyone to the 7th Annual General Meeting.

2. Declaration of Interest

It was noted that there were no declarations of interest in any of the items of business on the agenda.

3. Minutes of meeting 13 September 2018 and Matters Arising

The minutes were submitted and approved as a correct record. There were no matters arising.

4. Chairperson's Report

It gives me pleasure to present my report to you for the year ending 31 March 2019.

2018/19 has been a challenging year for WDLT, but I am delighted to report that despite the challenges, we have had another successful year and within my report, I will highlight how as a charity we have made a difference to the lives of the people and communities that we serve in West Dunbartonshire.

We are a non-profit registered charity which means we reinvest 100% of any surplus to maintain, improve and deliver quality services and activities for the whole community to enjoy and become more active. Despite the continuing difficult economic conditions and the reduction in funding from West Dunbartonshire Council we have exceeded our operational financial targets and generated a surplus which therefore will be re-invested back into the business.

In addition it has been an extremely positive year with regards to the delivery on many of the priorities under each of our three Strategic Outcomes within the second year of our ambitious three year Business Strategy, with the following examples to illustrate this:

Grow the Business:

- Over **£280k** reinvested back into our services during 2018/19 including the full replacement of CV Gym Equipment at the Vale Pool and Meadow Centre;
- The successful opening of the Dumbarton Gymnastics Centre which has seen a **46%** increase in classes and a **71%** increase in the number of weekly participants; and
- Delivery of the highest retention figures for GP Referral programmes across the Greater Glasgow Health Board

Improve Customer Experience

- A **126%** increase in the number of customers signing up for the WDLT phone App resulting in **6,480** customers now using this service;
- Introduction of a **Self-Service Kiosk** at the Meadow Centre resulting in all leisure centres now having this facility; and
- An achievement of a Net Promoter Score of **78** a **5%** increase from last year

Financial Sustainability:

- Achieved a **12%** increase in health and fitness income;
- 2018/19 saw the Trust achieve an operating surplus of **£159,634**; and
- Maintained our **Target Reserves Fund** and replenished our designated funds for future projects with the surplus generated

Furthermore it is heartening to see that in a competitive market with challenging local demographics, WDLT continues to deliver service improvement and exceed targets, agreed in partnership with West Dunbartonshire Council to increase participation in physical activity and sport. Attendances at leisure centres increased by 5%; community centres by 21%; Outdoor Recreation by 17%; and Active Schools by 8%; with overall attendances reaching over 1.5m, a further 7% increase from the previous year.

My personal thanks go to our Trustees for their leadership and support for the Management Team and Staff who once again have worked very hard in delivering these excellent results; to West Dunbartonshire Council who continue to support the Trust and whose efforts I readily acknowledge; and our many other partner organisations who have also supported our initiatives and whom we work with for shared goals.

Finally to our local communities, thank you for your continued support. We recognise that we do not always get everything right but I can assure you that we will continue to put you, at the forefront of everything we do and together we can achieve our mission of '**inspiring healthy and active communities**'.

Reports for Approval

5. Audited Accounts and WDLT Annual Report 2017 - 2018

The final audited financial accounts for the period to 31 March 2019 were submitted for approval from the Board along with the Annual Report for 2018 – 2019

Having heard the General Manager, Finance Manager and External Auditor in further explanation of the financial aspect of report 267, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the content of the report and Wylie & Bisset's WDLT Annual Report to the Board of Trustees on the External Audit for the Year Ended 31 March 2019 (Appendix 1) and the Draft Annual Report 2017/18 (Appendix 2); and
- (2) to ask the Finance Manager to revise the terminology used to describe the monthly and six monthly fixed term interest rates with W.D.C accurately reflect the actual term rate for the period of the investment; and
- (3) to approve the Trust's Annual Report 2018/19 and for the Chair and Vice Chair to sign the Letter of Representation contained within Appendix 1; and
- (4) to thank staff at Wylie & Bisset and officers at West Dunbartonshire Council's Finance section and the Trust for their work in producing the accounts.

6. Schedule of Board & Committee Meetings 2020 / 2021

Report 268 was submitted by the General Manager to seek approval from the Board for the implementation of the schedule of Board and Committee Meetings for the financial year 2020 / 2021 and agreement of Director Representation at Committee Meetings

Having heard the General Manager in further explanation of the financial aspect of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the content of the report;
- (2) to approve the schedule of Board and Committee Meetings for 2020/21; and
- (3) for the General Manager to approach Tony Dempster to be the Representative on the JCF Committee

Reports for Noting

7. Attendance at Board Meetings

Report 269 was submitted by the General Manager to advise the Board of the attendance levels of Directors at Board Meetings since the last Annual General Meeting in September 2018.

Having heard the General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the content of the report; and
- (2) to seek the opinion of the Council's Monitoring Officer on the Audit & Risk Committee having no Partner Director representation and for the General Manager to report back to the next Board meeting.

8. Business Strategy 2020 - 2023

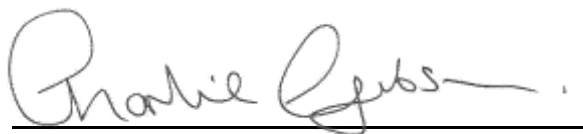
Report 270 was submitted by the General Manager to provide the Board with an update on the progression of the development of the Business Strategy 2020-2023 and to seek their approval to delegate authority to the Audit & Risk Committee to review and recommend appropriate Success Measures.

Having heard the General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the content of the report;
- (2) to reword "financial re-investment" in the Grow the Business section to "Re-investment of Surplus Funds";
- (3) to delegate to the Audit & Risk Committee to review and recommend appropriate success measures for the forthcoming 2020 – 2023 Business Strategy; and
- (4) for the General Manager to present the Business Strategy 2020 – 2023 to the Board of Directors at the November Board meeting

The meeting concluded by C.G. thanking everyone for attending.

Signed:



Charlie Gibson (Chair)