

MINUTE of the ANNUAL GENERAL MEETING of the BOARD of WEST Lothian LEISURE LIMITED held within CRAIGSWOOD SPORT CENTRE, on THURSDAY 13 SEPTEMBER 2018.

Present – Cindy Brook (Chair), Beverley Greer, Cllr Angela Doran, Cllr. Andrew Miller, Cllr. Harry Cartmill, Robert Montgomery, Tony Sharkey, Paul Williams.

Apologies – Cllr Chris Horne, Cllr Tom Kerr, Karen Anderson.

In attendance – Robin Strang, Billy Key, Mark Chambers, Eric Stafford, Andrew Heron (West Lothian Leisure), James Cameron, Paul Stark (West Lothian Council), Nick Bennett (Scott-Moncrieff).

1. RECORD OF ATTENDANCE AND ASCERTAINMENT OF A QUORUM
Attendance is noted above. A quorum of Trustees was present.

2. ADDITIONAL OR ANY OTHER COMPETENT BUSINESS TO BE CONSIDERED AT THE END OF THE MEETING
None

3. APOLOGIES FOR ABSENCE
Noted above.

4. DECLARATIONS OF INTEREST
None

5. MINUTES OF LAST AGM HELD ON 7th SEPTEMBER 2017
The Board approved the Minutes of the Annual General Meeting held on 7th September 2017. There were no matters arising.

6. MINUTES OF BOARD AND AUDIT AND FINANCE SUBCOMMITTEE MEETINGS HELD BETWEEN 1 APRIL 2017 and 31 MARCH 2018
The Board noted its previous approval of the Minutes of all General Meetings and all Audit and Finance Subcommittee Meetings held between April 2017 and March 2018.

7. CHAIRS STATEMENT

Chair's Statement

We had a challenging year in 2017/18 during which there was continued competition from private sector budget gyms, however, despite this the number of attendances at our sites and activities held up well, and importantly we furthered our charitable objectives as an organisation set up to benefit the community.

We have furthered our charitable objectives (to improve the health and social wellbeing of our communities) by increasing attendances at most of our activities, activities designed to improve health and wellbeing through physical activity. The total number of visits to West Lothian Leisure venues and activities during the year was nearly 2.7 million, the highest ever number of annual visits that we have experienced. This was boosted by the transfer of the

management of additional facilities and services from West Lothian Council to West Lothian Leisure in April 2017. These facilities included Howden Park arts centre, Low Port outdoor education centre, the golf course and driving range at Polkemmet Country Park and the sports and cultural facilities at West Lothian 11 secondary schools.

West Lothian Leisure will now develop the Active West Lothian Strategy and Creative West Lothian Strategy in conjunction with West Lothian Council and other stakeholders to maximise the potential of existing and transferred services.

Of particular note was a 6% increase in attendances by over 60 year olds and the 86% increase in attendance by people in receipt of benefits, two key target groups.

Attendances at our group fitness classes increased by 9% to 302,610. This is an increasingly popular way to exercise, particularly for women. During the year Learn to Swim attendances increased by 5% to 292,714 as we teach more people to swim than ever before. Usage by sports clubs increased by 21% as we support more clubs than ever to grow and develop.

Exercise Referrals from GP's and acute care health professionals in West Lothian into our 'First and Further Steps' to health and wellbeing programmes continue to grow beyond expectations. We are now receiving over 300 referrals per month as we support local people to improve their health through structured and supported exercise programmes.

Our main investment project during the year was the extension of the gym at Xcite Bathgate. The new gym opened in March 2018 and is now the biggest gym we have at 700 square metres with over 100 pieces of the latest Technogym equipment.

Key to our success has been our well trained and dedicated team of people who have supported more people than ever to be regularly physically active, and these customers have reported consistently high levels of satisfaction with the services they receive.

I would like to thank all of the Directors who served on the Board during the year for their advice and support which is given on a voluntary basis. I'd also like to thank all employees of West Lothian Leisure for their continued commitment to providing excellent service for our communities.

And finally, I look forward to developing our partnership with West Lothian Council to support their Corporate Plan and to ensure we continue to deliver excellent value for their trust and investment in us.

Dr Cindy Brook
Chair, West Lothian Leisure

8. ANNUAL ACCOUNTS 2017/2018 (REP-0763)

Nick Bennett (Scott-Moncrieff) presented the audited accounts for financial year 2017/18 noting that they were unqualified and that WLL continued to be a going concern. He was satisfied that the accounts had been properly prepared and complied with the appropriate financial practices.

The Directors present unanimously approved the 2017/18 audited accounts, and were happy for the Secretary to sign the Letter of Representation on behalf of the Board.

Decision: To approve the 2017/2018 Annual Accounts and to note the Auditor Management Report.

9. APPOINTMENT OF OFFICE BEARERS

Cindy handed the Chair to Robin for this item. Robin invited nominations from the Board for the position of Chair.

Decision:

1. To unanimously re-appoint Cindy Brook as Chair until the date of the next AGM.

Robin handed the Chair back to Cindy who invited nominations for the positions of Secretary, Treasurer and Health & Safety Director.

Decisions:

2. To unanimously reappoint Beverley Greer as Secretary until the date of the next AGM;
3. To unanimously appoint Paul Williams as Treasurer until the date of the next AGM; and
4. To unanimously reappoint Karen Anderson as Health and Safety Director until the date of the next AGM.

10. APPOINTMENT OF MEMBERS OF THE AUDIT AND FINANCE SUB COMMITTEE AND ITS CHAIR

Cindy Brook, Beverley Greer, Tom Kerr, Karen Anderson, Robert Montgomery and Paul Williams were all appointed to the Audit and Finance Sub Committee until the date of the next AGM. The Chair to be appointed by the members of the Subcommittee at its next meeting.

11. APPOINTMENT OF THE AUDITOR

It was recommended that the Head of Finance review options and bring a proposal back to the next meeting of the Audit and Finance Subcommittee.

Decision: to agree the proposal.

12. AOCB

There was no other business.

Cindy thanked Directors for their time and for all their hard work during the past year.