

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at Forfar Community Campus at 10:00 on Friday 23 June 2023.

Name	Title	Initial
Present:		
Kenneth Fraser	Independent Director - Chairperson	KF
Lynne Devine	Council Director	LD
Kenny Braes	Council Director	KB
Alan Rae	Independent Director	AR
Serena Cowdy	Council Director	SC
Ronnie Proctor	Council Director	RP
Tam Ferry	Independent Director	TF
Kenny Christie	Independent Director	KC
Robbie Francis	Company Secretary	RF
Iain Stevens	Senior Manager Business Management and Development	IS
Colin Knight	Senior Manager Sport and Leisure	CK
Carol Petrie	Principal Officer Business Management and Development	CP
Kevin Lumsden	Angus Council Finance Manager	KL
Jessica Curran	Angus Council Finance Team Leader	JC
Vivien Smith	Angus Council Director of Strat. Policy, Transf. & PSR	VS
Apologies:		
Derek Waugh	Independent Director - Vice	DW
Kirsty Hunter	Chief Executive	KH
Gordon Cargill	Angus Council Governance & Change Service Leader	GC
Graham Thom	Board & Executive Assistant	GT

Item No	Note
1.	<p>Welcome & Apologies</p> <p>KF welcomed everyone to the meeting.</p> <p>Apologies: Derek Waugh, Kirsty Hunter, Graham Thom, Gordon Cargill</p>
2.	<p>Declarations of Interest</p> <p>Directors were asked to consider whether they had any declarations of interest in relation to any item on the agenda for the meeting.</p> <p>RP advised that he is an unpaid director of Kirriemuir Heritage Trust. This was noted and will apply to any discussion regarding Kirriemuir Gateway to the Glens Museum.</p>
3.	<p>Minutes of Full Board Meeting on Friday 14 April 2022</p> <p>Directors were asked to consider whether the minute of the previous Board meeting provided an accurate representation of the meeting.</p> <p>TF proposed the minute was accurate and LD seconded.</p> <p>Matters arising</p> <p><i>Facility Tours</i></p> <p>Visit to The Yard to view collections still to be arranged. TF advised this was for him and LD and not a wider Board visit.</p> <p>ACTION: IS will arrange in advance of Board Development Day.</p> <p><i>List of ANGUSalive Leadership Team</i></p> <p>GT added ANGUSalive organisation chart to Board Intelligence.</p> <p><i>Reserves Strategy</i></p> <p>Report to Board on £1.6m reserves. KH was to lead on this. Action to be carried forward.</p>

ANGUSalive

	<p><i>Transformation Review Update</i> GT added ANGUSalive Business Plan to Board Intelligence. KF requested first quarter progress report of 2023/24 action plan for Board.</p> <p>ACTION: Update to be provided at Board Development Day on 28 July 2023. GT to add to agenda.</p> <p><i>Monikie & Crombie Country Parks Masterplan</i> VS updated on engagement of consultants to help with development of business case/bid for Levelling Up funding. Appointment of consultant to be made early week commencing 26 June with preparation of Levelling Up Fund bid to conclude week commencing 28 August 2023. VS advised the funding to enable preparation of Levelling Up bid is with Angus Council. If Levelling Up Fund not available, the consultant's work is still valuable as the business case can be used for other funding sources.</p> <p>ACTION: Update to be provided at Board Development Day on 28 July 2023. GT to add to agenda.</p> <p><i>Dual Use Agreement</i> CK and VS to speak to GC regarding the dual use agreement. There has been no progress since the last Board meeting; it is still with Angus Council Legal Services. VS to request again with Legal. VS to also contact Director of Education and Lifelong Learning and will suggest that until resolved this is to be invoiced and paid on a quarterly basis.</p> <p>ACTION: VS to update CK & IS on her conversation with Director of Education and Lifelong Learning.</p> <p><i>Health & Safety Support</i> GC is dealing with response to the letter received from Angus Council.</p>
<p>4.</p>	<p>Executive Team Update</p> <p>IS provided the following update:</p> <ul style="list-style-type: none">• Monifieth Library Project: Updated funding paper to Angus Council on 22 June 2023 which was approved pending ANGUSalive Board approval for £20k contribution.• Fitness Suite Refurbishments: Forfar Community Campus Gym is closed; opens on 01 July 2023. Carnoustie Sports Centre Gym closed on 08 June; projected to re-open early September 2023. Saltire Sports Centre projected to be August, for completion end August 2023.

ANGUSalive

- Board recruitment advert out; closing date 30 June 2023.
- Library Mend & Lend launch on 20 July 2023. Invites will be sent to Board of Directors.
- New Library opening hours implemented.
- New Museums opening hours effective from 01 July 2023.
- Information evenings: IS and CK attended four community group information evenings arranged by Angus Council to discuss the potential for the buildings ANGUSalive has served notice on (ie BTHM, GTGM, ACC, IMH).

At this point VS outlined the process which both ANGUSalive and Angus Council have never been through before and there is a lot of legal involvement. ANGUSalive Business Plan 2023-24 identified the intention to exit four properties and Montrose Basin. Angus Council agreed this, subject to reviewing the agreement and to do that ANGUSalive is to submit change notices to Angus Council.

Angus Council (including the Vibrant Communities Team) will continue to work with communities over the Summer. KC suggested providing case studies to the communities. VS to take that back to the team.

TF asked if inventory on collections complete. IS advised good progress being made.

Montrose Basin solution will be looked at separately.

ACTION: Update on above and Transformation Review progress to be provided at Board Development Day on 28 July 2023. GT to add to agenda.

CK provided the following update:

- Staff Appointments: Six key roles filled as follows:
 - Scott Nicoll (Adult & Membership Physical Activity Lead) - started 20 March 2023
 - Scott Kyle (Performing Arts & Events Manager) - started 01 May 2023
 - Ross Smith (Community Sport Physical Activity Lead) - started 08 May 2023
 - Aynsley Henderson (Junior Programme Coordinator) - started 01 June 2023
 - Kirstie Abbey (Health & Wellbeing Lead) - started 05 June 2023
 - Veronica Hubbard (Health & Wellbeing Coordinator) - started 20 June 2023
- Montrose Town Hall Re-opening: Event held on Sunday 07 May 2023. The show went well with an audience of

ANGUSalive

	<p>233 on the night. Thanks to LD and SC for attending.</p> <ul style="list-style-type: none">• Theatre Star Schools: Sessions at Webster Memorial Theatre designed to improve and further the skills of young theatre performers aged 5-18 years. Showcase event held on Tuesday 27 June 2023 at Webster Memorial Theatre.
5.	<p>13_23 Finance & Audit Information Report</p> <p>Meeting held on 09 June 2023. The note of the meeting was approved as accurate by KB and seconded by RP.</p> <p>In DW absence, KL listed key highlights (detail in the report):</p> <ul style="list-style-type: none">• Draft accounts for scrutiny.• Year-end finance update report (separate to above).• Pension - moved from liability to asset (detail in Appendix of Information Report)
6.	<p>14_23 Corporate Performance Report</p> <p>Detail in report. IS listed key highlights:</p> <ul style="list-style-type: none">• Sickness absence significantly reduced from previous year• Six motor insurance claims• General customer satisfaction level at 79% <p>ACTION: TF asked for separate session with IS/CK to look at health & safety given his interest in this area.</p>
7.	<p>15_23 Service Performance Report</p> <p>CK provided an overview with details in the report.</p> <p>IS highlighted that the team are developing presentation of performance reporting outputs.</p> <p>KF asked how to look at this data in terms of finance and suggested RAG status. IS advised that used subsidy and attendance figures previously so could use that format.</p>

ANGUSalive

<p>8.</p>	<p>16_23 Investment Fund Proposals – Current & Future Years</p> <p>IS provided an overview of the Investment Fund proposals.</p> <p>DECISION: The Board approved items with exception of purchase of land beside Webster Memorial Theatre.</p> <p>ACTION: RF to provide pathway for land acquisition as to how ANGUSalive could look to purchase the land and fund this.</p> <p>ACTION: Acquisition of land to be discussed at Board Development Day on 28 July 2023. GT to add to agenda.</p>
<p>9.</p>	<p>Policies</p> <p>Update to Excess Mileage Policy - noted by Board.</p>
<p>10.</p>	<p>AOCB</p> <p>Chief Executive has authority to approve spend up to £50k. The Board approved temporary delegation to allow Senior Managers (CK & IS) to approve spend up to £50k in the Chief Executive's absence.</p> <p>VS advised Angus Council approved carry forward of £50k in Property budgets – this could be used to work on issues at Monikie and Crombie Country Parks.</p> <p>ACTION: CK to discuss possible options with GC.</p> <p>TF requested commitment to issue draft minutes soon after the Board meeting (ideally within two weeks). Whilst agreed, KF stressed they are not accurate until ratified and had some concerns if members taking action on draft minute.</p>
<p>11.</p>	<p>Date of next meeting</p> <p>Full Board - Friday 29 September 2023</p>