

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 24 August 2020 at 6.30pm
Online

Present: Bill White (Chair), Alison Moore, Raymond Kerr, David Pye, Ross Gardiner, Alasdair Hutton, Kim Smith, Angela Cox, Ellie Swinbank, Cllr Helen Laing, Cllr David Parker, Aude Le Guennec, Cllr Neil Richards

Apologies: Keith Allan

In Attendance: Ewan Jackson, Linda Ross, Ben Lamb, Jane Hogg

1.	Chairs Welcome/ Apologies of Absence	
	The Chair welcomed everyone to the meeting with apologies from Keith Allan noted.	
2.	Board Administration	
	a) Declaration of Interest: No interest declared.	
3.	Adoption of the Minute of the Monday 18 May 2020	
	The minutes of the Board meeting held on 18 May 2020 were approved by A Hutton and seconded by E Swinbank.	
4.	Matters Arising	
	The matters arising in the paper were noted.	
5.	Chief Executive's Report	
	<p>The quarter 1 financial position has been reported against budget, noting that the budget has not been adjusted to reflect the impact of the Coronavirus pandemic. Full payment of the management fee, Job Retention Scheme and management of overheads resulted in strong quarter 1 position, which will be required to support the business as we restart slowly.</p> <p>The forecast position has been amended. This followed a request for the latest estimate to be submitted to CoSLA by 21 August. Finance Committee discussed the position at an emergency meeting on 21 August. The latest scenario, reflecting early experience from England, is a year-end operating deficit of £427k. It was noted that the latest scenario was still within the range of "best" and "worse" case scenarios considered by Committee in June. This work does not attempt to forecast any local lockdown or spike in the virus.</p> <p>Additional information on feedback from England and other Scottish Trusts who have opened libraries was given. All noting a slow restart.</p> <p>The restart plans are published on Live Borders website. Following the Government's announcement last week that sports facilities can open from 31 August, our plans are being reviewed and the website will be updated this week.</p> <p>Board noted the update.</p>	

6.	2019/20 Report and Financial Statements	
	<p>Board noted that the BSLE was dormant in 2019/20 and financial report and accounts will be submitted to company house.</p> <p>The report outlined the 2019/20 annual report and accounts. Reconciliation between the management accounts and statutory accounts was outlined. The pension position improved, resulting in the accounts reporting a surplus.</p> <p>The reserves fell below the level stated in policy. While no concern this year, action will be required to recover reserves. It was confirmed this would not be based on the 2020/21 earned income position.</p> <p>Audit and Governance Committee had fully considered the “going concern” issue with Scott Moncrieff. Trustees were satisfied on this status, given the scenario work and the letter of comfort from Scottish Borders Council (SBC).</p> <p>Board acknowledged the positive progress and actions noted in the Trustee report, despite the current worrying financial position.</p> <p>The Board approved the 2018/19 Annual Report and Accounts, subject to confirmation of the “cash generated from operations” and the change in “creditors” position*. Noting appendix 3, letter of representation that is submitted to the Auditors on behalf of all Trustees.</p> <p><i>*The variance on “cash generated from operations” and the change in “creditors” was explained by the early receipt of the quarter 1 management fee (also referred to in the action plan of the audit report and reported to HMRC).</i></p>	
7.	Jedburgh Grammar Campus	
	<p>This report notes that Live Borders are operating the community use of Jedburgh Campus. The business plan has been shared with SBC, however formal agreement has not been received, due to the pressures of coronavirus.</p> <p>There is little activity on site and costs are therefore being managed within existing unfurloughed staff. Insurance cover is in place, as per our other facilities.</p> <p>Board noted the risk and requested the agreement be progressed as soon as possible.</p>	
8.	Future Planning	
	<p>The challenges of a reducing management fee over the next four years, and the impact of coronavirus on future earned income formed the basis of this report. The need to deliver differently is more evident than ever.</p> <p>Board noted the joint work on the strategic property plan and links to SBC’s Fit for 2024 programme. Live Borders lease all buildings from SBC and the impact was discussed.</p> <p>Board discussed and recognised delivery against outcomes was the focus. Any impact on property needs to be clearly stated, along with the financial implications to retain facilities.</p>	

	<p>Board discussed the need to take the opportunity presented through lockdown to drive the changes in light of the financial pressures being faced and to drive our vision on outcome based service delivery.</p> <p>Board requested the Member/Trustee Liaison meeting be arranged as soon as possible to clearly outline service delivery and implications.</p>	EJ
9.	The Great Tapestry of Scotland	
	Board noted the update and the continued progress with the build and pre-opening activity. Noting the revised Jura operational plan will follow.	
10.	Committee Papers	
	<p>a) Finance Committee: 17 June, 16 July and 11 August 2020 – notes of meeting noted.</p> <p>b) Audit and Governance Committee: 7 August 2020 – notes of meeting noted.</p>	

Meeting closed at 8 pm

Next Board meeting: Monday 3 December 2020

AGM: Monday 28 September 2020