

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 22 August at 6.30pm
at Melrose Road, Galashiels

Present: Bill White (Chair), David Pye, Ross Gardiner, Tom Weatherston, Ewan Elder, Keith Allan, Sarah Mathieson, following attendees were online -Neil Richards, Alison Moore, Pam Brown, John Fordyce, Raymond Kerr, Keith Allan,
Apologies: Angela Cox, Alasdair Hutton, Julie Ross
In Attendance: Ewan Jackson, Ben Lamb, Jane Hogg, Nicky Bell (minutes)

1.	Chairs Welcome/ Apologies of Absence	Actions
	The Chair welcomed all to the meeting.	
2.	Board Administration	
	<p>a) Declaration of Interest: No declarations made.</p> <p>b) Board business – AGM next month - Board is looking for new trustees for the Finance and Audit Committee. If you wish to Chair any let Bill know, Alison is also coming off H&S if anyone would like to join.</p>	
3.	Adoption of the Minutes of the Monday 23 May 2022	
	The minutes of the meetings on Monday 23 May 2022 were approved by David Pye and seconded by Alison Moore.	
4.	Matters Arising	
	<p>Matters arising update was discussed by the Board, noting all actions had been addressed.</p> <p>The Board noted the update.</p>	
5.	Chief Executive’s Report	
	<p>EJ briefed the board, still in challenging times coming out of Quarter one slightly behind financially. KPI’s more reds than we would like, however there are some that are red but moving in the right direction. KSI graphs figures are skewed due to COVID. Some case studies included in the pack so the Board can see how the public are using the services.</p> <p>AM questioned KSI’s red - trend down and yet forecast to meet the target, Learn to swim, costs for attendance also target orange. BL confirmed that the Learn to Swim was an oversight on KSI 3 and will meet target. 23, 24 & 25 lower attendance levels, would anticipate by Quarter 4 this will increase.</p> <p>KSI 6 - Health referrals these seem to have tailed off, JH confirmed they are steady won’t increase in Q2 due to staff recruitment. Performance against budget, use of COVID recovery reserve will there be more detail on this spend at next Board meeting, EJ confirmed will depend on the value of the spend, although will be a clear audit trail.</p>	

	<p>RG KSI 5 Library Membership – JH confirmed this included both face to face and digital; footfall into physical libraries is still down it is 70% of the Pre COVID numbers, there continues to be a good take up on digital. Libraries have had a good 1st quarter. RK asked that the KSI be split into footfall and membership, going forward.</p> <p>5.8 CABN – is progressing well with the transition into CABN Evolve, the proposal is being worked on, the Steering Group met to discuss the Baseline for CABN £20k received from SOSEI, SBC and South of Scotland will manage it.</p> <p>5.9 Tower Mill cinema – Q1 been a lack of Blockbusters, cancellations due to COVID, the Live performances went well with more to come.</p> <p>5.12 Capital funding for Levelling Up has been submitted.</p> <p>5.17 Peebles swimming pool – still closed, some children swimming elsewhere 50-60 in total, working with council on timelines for reopening end of September possible, might be ambitious. Staff being used at other sites. Peebles Triathlon has been moved to Galashiels.</p> <p>5.19 3G surfacing at Netherdale – this has reopened, opened last week. Feedback has been fantastic. Official opening will take place in September.</p> <p>Board noted the report.</p>	
6	Board Governance Guidelines & Scheme of Delegation	
	<p>EJ – paper shows the changes that are being proposed.</p> <p>Board approved Scheme of Delegation</p>	
7.	2021/22 Report & Financial Statements	
	<p>Live Borders Accounts: DS briefed meeting Surplus due to the movement in the pension fund. Both accounts been through Audit & Governance committee. Adjustment due to Grants that have been received and weren't shown at income straight away. Board discussed report.</p> <p>BSLE account DS to look at figures.</p> <p>Board approved the accounts, subject to update from DS.</p> <p>Letter of Representation</p>	DS
8.	Not used	
9.	Business Risk – risk register update	
	<p>JH - Risk register is updated regularly and was presented to Audit & Governance who asked for some adjustments. The changes have been summarised.</p> <p>SM commented it was an excellent document.</p> <p>Updates will be received at the next Board Meeting.</p>	

	The report was discussed and noted by the Board.	
10.	Environmental management: Monitoring	
	<p>BL – briefed the meeting on the report. Work with Partners Keep Scotland Beautiful, figures quoted need to take into account phased opening and reduced hours. Aim to drive down omissions. Due to resources not everything has been fulfilled.</p> <p>BW – asked regarding SBC and whether we link up with them in working on the buildings they own. BL confirmed we do.</p> <p>The report was noted by the Board.</p>	
11.	The Great Tapestry of Scotland Monitoring	
	<p>EJ – confirmed this report is brought to the board before it is shared with other stakeholders and discussed the content.</p> <p>NR – 51% of attendees are concessions – EJ confirmed majority are a pensionable age and that the difference is £1.</p> <p>EJ – will come back to confirm café figures and visitor figures.</p> <p>Asked if the decline in the rail service has effected the Tapestry figures, EJ confirmed that users of public transport has declined and will have effected them, although we are unable to confirm numbers.</p> <p>RG – asked if the Finance Committee can have a report on the finances of the Tapestry and that it would be shared with the Board.</p> <p>The report was noted by the Board.</p>	EJ
12.	Health & Safety Quarterly Report	
	<p>BL – low level of accidents and incidents, 9 for Quarter 1 where pre COVID 40-50 per quarter, Internal audits are carried out yearly at all sites. Health & Safety Officer post being advertised.</p> <p>AM – near misses at Gala Pool, these were both in casual swimming times and staff reacted and responded efficiently. BL – confirmed no trends</p> <p>The report was noted by the Board.</p>	
13.	Committee Papers	
	<p>a) Finance Committee – noted and approved</p> <p>b) Audit & Governance Committee – noted and approved</p> <p>c) Business Update - noted</p>	
12	AOB	
	Board wished Ben and Jane well.	

	Date of next meeting: AGM 26 September 2022	
--	---	--

Meeting closed at 8.00pm