

LIVE BORDERS

Minutes of Meeting of Live Borders held on Monday 21 November 2021 at 6.30pm
At Live Borders head office and Online

Present: Alison Moore (Chair), Bill White, Raymond Kerr, David Pye, Ross Gardiner, Cllr Neil Richards, Sarah Mathieson, Keith Allan, Ewan Elder, Pete Smith, Tom Weatherston, John Fordyce, Julie Ross

Apologies: Pam Brown,

In Attendance: Ewan Jackson, Laura Steven, Caroline Smith (minutes)

1.	Chairs Welcome/ Apologies of Absence	Actions
	The Chair welcomed all to the meeting, the Board welcomed Pete Smith who was a returning member of the Board.	
2.	Board Administration	
	<p>a) Declaration of Interest: PS declared interest in Borders College, as there are related items.</p> <p>b) Board business: Board agreed to an additional meeting on 30 January 2023 to look specifically at strategic goals and plan, the current strategic plan is about to expire. AM and EJ to draft agenda, ensuring goals of meeting agreed in advance and enough time given to meeting.</p>	EJ
3.	Adoption of the Minute of the 1 and 23 August 2022	
	The minutes of the Board meeting held on 1 August were approved by RG and seconded by JR and 23 August approved by DP and seconded TW.	
4.	Matters Arising	
	<p>The update was discussed.</p> <p>3.2 7) BSLE accounts, the item will be brought to next Board meeting.</p> <p>3.3 9) Risk register updates to be taken to Audit and Governance Committee.</p> <p>Other items included in tonight's agenda.</p> <p>The update was noted by the Board.</p>	
5.	Request for financial assistance update	
	<p>EJ gave the Board an update on the current request to SBC for financial assistance. SBC have advised that they were unlikely to be able to support to the level requested and have asked Live Border to work with them to reduce the amount requested.</p> <p>Approval is being sought from Board to go back to SBC with a reduced request which would include the energy costs for 2022/23, with a paper to be drafted</p>	

	and circulated to Board over next couple of days. It was confirmed that staff remuneration was currently being discussed and would be included in the paper.	EJ
6	Chief Executive Officer's Report	
	<p>The Board discussed the CEO report.</p> <p>Further clarification sought on: KSI25– EJ to provide further information on Museums staffing costs and other costs KSI 3 & 4 – EJ to provide further information on the performance of each KSI</p> <p>The Board asked for the inclusion of compliments in the report in a similar format to complaints. EJ to pick up with Marketing and Communications Manager.</p> <p>Charging for Museums visits was discussed by Board. As we are unable to charge local residents and communities to visit and view their own collections in our Museums. Board requested a review be undertaken of whether it is possible to charge visitors not resident to Scottish Borders as well as donations being requested on the basis of “pay what you can”.</p> <p>Board asked that KSI 8 be reviewed traffic light colours need to be accurately reflected.</p> <p>The Board noted the report.</p>	<p>EJ</p> <p>EJ</p> <p>EJ</p> <p>EJ</p> <p>EJ</p>
7	FY22/23 Strategic Goals Update	
	<p>The report was discussed by Board, LS confirmed that at the start of the year key initiatives had been agreed and this paper to Board was an update of current position.</p> <p>KA was interested to learn what data was being captured for Strategic goal 1; and he was encouraging to see many listed Green.</p> <p>An update on the key initiatives will be provided at the February 2023 Board meeting.</p> <p>The report was noted by Board.</p>	<p>EJ</p> <p>EJ</p>
8.	RBS Bank Signatories	
	<p>The report was discussed by Board Paper was discussed.</p> <p>Board approved 3.2 table 2 bank signatories and agreed to the list being used for all banking relations going forward, subject to annual review by the Board.</p>	EJ
9.	Treasury Management Proposal	
	The Board discussed the report, LS gave details of the process taken with the support of the Finance Committee. The Board advised that a Treasury Management Policy should be formalised. The policy should include the	LS

	<p>extension of agreements once tenures had matured to save going back to Finance Committee again. Board also asked if an overdraft buffer of £100k was sufficient. This will be checked with RBS together with overnight rates.</p> <p>Board approved the proposal outlined in the paper taken to Finance Committee on 8 November 2022, subject to periodic benchmarking exercises being undertaken on available rates from other providers.</p>	LS
10.	The Great Tapestry of Scotland Update	
	<p>The Board discussed the report and highlighted a couple of points:</p> <p>3.3 SSDA – should be South of Scotland Destination Alliance. Scotland here app – does not have updated opening times.</p> <p>The Board asked if there was an opportunity to work with Visit Scotland on international visits again. EJ confirmed he would ask the Centre Director to look into this.</p> <p>RG asked what would be needed for the tapestry to break even. EJ confirmed numbers in Jura plan were ambitious and now clear that going to take time for it to breakeven and this has also been discussed with Acting CEO at SBC. It was acknowledged GTOS provides a quality experience however visitor numbers are not being achieved as originally hoped. This is not where we want to be however we continue to make inroads into increasing visitor numbers across a number of different activities.</p> <p>The Board noted content of paper and approved the submission of the request for financial support to SBC for the deficit currently sitting at £224K.</p>	EJ EJ EJ
11.	Health and Safety quarterly report	
	<p>The Board discussed the report, appendix 1 review procedure for managing gym equipment in sites to be updated.</p> <p>Date of next H&S committee to be confirmed with SM.</p> <p>The report was noted by the Board.</p>	EJ LS
12.	Board and Committee Meeting Dates 2023	
	<p>Item was taken first on the agenda and the Board agreed to the dates on the agenda plan.</p> <p>Board Annual Agenda Plan to be circulate to Board.</p>	LS
13.	Committee papers	
	<p>a) Finance Committee</p> <p>The Board noted the update. The next Finance Committee is being held on 20 December, any comments prior to the meeting can be sent to RG.</p>	

Meeting closed at 8.25 pm

Date of next meetings: 27 February 2023
22 May 2023
21 August 2023
20 November 2023