

**LIVE BORDERS**

Minutes of Extraordinary Meeting of Live Borders held on Monday 9 November at 7.30pm  
ONLINE

**Present:** Alison Moore (AM) (Chair), Ross Gardiner (RG), Bill White (BW), John Fordyce (JF) Raymond Kerr (RJK) Neil Richards (NR), Tom Weatherston (TW), Kirsty Kiln (KK)

**Apologies:** Ewan Elder (EE), Pete Smith (PS), John PatonDay (JPD), Sarah Mathieson (SM), Carly McCallan (CM)

**In Attendance:** Ewan Jackson (EJ), Jill Franks (Jill) Graeme McMurdo (GMc), Sheila Brodie (SB) (minutes)

		Action
1	<p><b>Welcome and apologies</b></p> <p><b>Purpose of and background to the extraordinary meeting</b> – to review the financial position, agree the size of the ask to SBC prior to providing background information to CE and Leader on Friday 10 November. Finance Cttee were provided with budget and forecast scenarios at mtg on 7 November. Cttee agreed scenario 3 was best estimate to end of financial year (with amendments requested).</p>	
2	<p><b>Quarter 2 Revenue Monitoring FY 2023/24 Report (Finance Committee)</b> <b>Appendices</b></p> <p><b>Item 2</b> Board considered and challenged the papers presented to gain clarity and a fuller understanding. Temp staffing £75K. 2.2 increase of FTE and opening hours during year.  Increase in opening hours in response to demand, controls in place, and picked up every week at EMT. Mandate to heads of service – spending embargo, including non-frontline staff.</p> <p><b>Item 3</b> Purpose and summary para 3 would more simply read Income exceeded expenditure by £xK  Scenario 3b as presented to Finance cttee has been re-run, unearned income and insurance have been taken out of the earned income line which is now just earned income. Board observed that the £57K was NOT mainly café sales.</p>	
3	<p><b>Forecast year end position FY2023/24 and additional funding request of SBC (late paper)</b> This is noted as a complex area, further work has been undertaken following cttee meeting; mitigation plan details in appendix.  A robust review has been undertaken, all known cost pressures have been taken into account. Reinstatement of book fund and sports grants have been removed. Not all of the mitigating actions are not all fully costed.</p>	

<p>Figures suggest a revised figure of £1.3m adverse, compared to forecast (£905K) in original budget.</p> <p>Cash adverse in March 2023 and is significantly different to budget agreed by Board early in the year.</p> <p>Budget underpinning looks like we may need to ask for c£800K support; based on the assumption that GToS deficit will be funded by SBC AND that we will receive £330K which was agreed in principles for inflated utility costs.</p> <p>A 25% contingency has been added to the figure sought to underpin the budget.</p> <p>AM asked how the mitigation plan linked to scenario 3B, and whether impacts and estimated impacts were included, they are. Estimates are best estimates at this stage, we would hope to increase the figures by growing income and making further efficiency savings.</p> <p>In presenting mitigating figures we have included what we are in control of and have which we have an estimated for which we have an estimated cost.</p> <p>RG questioned the confirmed column, Jill clarified that grants and bookfund were in scenario 3, not in 3B. Noted that there was RAG rating, also rationale, risks and mitigation measures. Lifeguard economies removed – increased risk and no benefit.</p> <p>RG asked about the minimum reserve requirements, these are £250K</p> <p>Jill explained that we had built on the original cash flow sheet, key lines are the monthly deficit (essentially what it would look like if we could overdraw reserves).</p> <p>Reserves: Business Recovery – extinguished, General – extinguished, Transformation £109K anticipated to be fully utilised. Noted we need to maintain the level of Reserve noted in Memarts. Also noted there are other Reserves within the company.</p> <p>RJK queried the financial situation and working of the school estate and whether there was the opportunity for LB to make profit by manging this, and whether it made a contribution (5%) to Reserves. Exact situation and figures to be ascertained.</p> <p>Some further lines were discussed for clarity:  Marketing &amp; Memberships campaign £25K  Social Prescribing, £400K / £200K and proportion being staff costs  TLC boiler &amp; NDEEF works requiring SBC approval</p> <p>Communications were challenged by TW as it appears LB has suddenly taken a steep downward turn. EJ said that there had been an exchange of comms with SBC, we have said that we would exhaust reserves, were experiencing difficulties with cash flow, status quo untenable hence embarking on the review.</p> <p>AM made it clear that she wants to change the Recommendation, a clear picture is not presented. She reiterated that Finance cttee had asked that scenario 3 be reworked. Alison asked the Board if they were in agreement to remove any specific total sum when requesting underpinning from SBC.</p> <p>Some further discussion took place, culminating in AM asking that scenario 3B be reworked on Friday to remove any mitigation and that the paper be shared with CE and Leader of the</p>	<p>EJ</p> <p>EJ</p>
--	---------------------

	<p>Council thereafter. This will allow SBC to understand the magnitude of the situation. NO single figure to be provided in Friday's papers – Tuesday discussion will allow numbers to come forward.</p> <p>EJ. Jill, GMc and SB left the meeting at 8.50, Board continued discussions.</p>	
4	AOB	