

LIVE BORDERS

Item 4

Minutes of a Meeting of Live Borders held on Thursday 27 February 2025
3.00pm at St Marys Mill, Selkirk

Present: Neil Richards, Caroline Cochrane, Jane Cox, Marshall Douglas

Apologies: Fiona Doig

In Attendance: Jill Franks Interim CEO, Graeme McMurdo, Fiona Colton (item 7), Jenni Craig, Suzy Douglas, Sheila Brodie (notes)

| | | |
|-----------|---|-------------------------------|
| 1. | Chairs Welcome/ Apologies of Absence | |
| | JF and NR welcomed everyone to the meeting. Apologies noted – Fiona Doig, Caroline Cochrane joined the meeting at 3.30pm | |
| 2. | Board Administration | |
| | a) Declaration of Interest: none. b) Board business: Board noted interview dates for Chair and Independent Directors. It is anticipated the March meeting will be the first one attended by the employee reps. | |
| 3. | Adoption of Minutes of meeting 26 August 2024 | |
| | Minutes of the meeting held on 30 January 2025 were approved and adopted. Articles of Association 163 – minutes to be signed by Chair. | |
| 4. | Matters Arising | |
| | <ul style="list-style-type: none">Vacancies ongoing, update given at item 2 Board business.Concessions – ongoing workEnergy / utility costs – SBC has seen decreased kW usage (2024/25 in comparison to 2023/24). Live Borders reporting increased kW across the 6x swimming pools. Actions to be agreed to explore and improve LB position. <p>Noted that last year several of the swimming pool sites had significant periods of closure, whereas this year all sites have been open, with increased opening hours in some cases. Live Borders will work with SBC Chief Officer – Estates to compare LB consumption with a selection of SBC buildings. Age and efficiency of the plant/equipment will impact on consumption. Integratis work has also picked up anomalies in consumption.</p> | JF/JC JF/JS GMc |
| 5. | Performance Monitoring External Service Providers Monitoring Group (ESPMG) | |
| | ESPMG paper is public facing quarterly performance report. A resume of the paper was delivered to Board, who probed and questioned the information. The discussions covered <ul style="list-style-type: none">Hyrox – and whether Live Borders delivered Hyrox. A case study from TriFitness was emailed to Board following the meeting.Health and mental health and prevention via the Health Development services. A question was raised whether this could be expanded to menopause and autism.Donations – Live Borders have Good Boxes (tap to donate). This FY we have raised some £70k in donations, staff are proactive in collecting donations. | |

| | | |
|-----------|--|-----|
| | <ul style="list-style-type: none"> Libraries – decline in physical visits, mobile fleet has been expanded following the deployment of 2x new vans and mobiles visit 41 primary schools. Libraries also offer a range of services which offer activities encouraging participation and social opportunities. Halls – noted since the refurbishment the stage at Selkirk Victoria Halls does not facilitate backdrops. ACTION: Raise with SBC Capital Projects. Corporate service activity to support the business was noted. New vacancies were challenged and justified on grounds of service maintenance and or income generation. External funding achievement: Good Boost Project – health development, muscular skeletal conditions KW usage over 6 pools was sent to Board earlier this month. Board noted that Utility costs place a large pressure on the business. Action under Matters Arising | GMc |
| 6. | January Finance Management Accounts | |
| | <p>Following January accruals budget is close to the forecast position, income is close to target, overheads are slightly averse. Additional support from SBC and applied efficiencies has allowed Live Borders be on track to deliver a small surplus c£7k. The additional funding has also assisted with cashflow. The next critical date will be the timing of the March management fee.</p> <p>Thanks were expressed for the adjustments made to the budget presentation which have worked well.</p> | |
| 7 | Museum Collections and Disposal Policies and Library Stock Management Policy | |
| | <p>Board were appraised of the accreditation that had been achieved by museums. The Policy is the golden thread of the collections management, requiring due diligence and care. The Policy uses prescribed Museums and Galleries Scotland wording, which governs the collections management and sets out policy regarding acquisitions. Museums are keen to collect contemporary culture as well as objects from the past.</p> <p>The Disposal process was explained, from identification of items, establishing rationale and then the layers of offering to other accredited, then non-accredited museums, then community groups for display, but not disposal. Items for Disposal are reviewed and a report goes to Council to approve.</p> <p>Libraries stock management policy governs the book stock and acquisitions of new lending stock, both physical and digital. Libraries carefully manage acquisitions to reflect usage and demand.</p> <p>Libraries are more than just books, branches aim to be autism friendly spaces. The work of delivering a service to remote rural areas was also discussed.</p> <p>Board noted the Policies which have been approved by SBC.</p> | |
| 8. | Live Borders Budget 2025/26 | |
| | <p>The management fee for FY2025/26 has been approved and confirmed by SBC £6,604k. Live Borders will develop a sustainable budget for the coming year, including a focus on commercialisation and expanding health & fitness offering. It is</p> | |

| | | |
|-----------|---|--|
| | <p>anticipated that by the end of the year significant savings will need to have been delivered (as a result of implementing the Integratis 'Asset Review' recommendations. Discussions covered the Integratis consultancy work.</p> <p>Discussion also covered the internal processes of working with service managers on the budget setting process. It was recognised that LB is in a better position going forward in terms of clarity of budget than previous year.</p> <p>Board stressed the need for the budget papers to be sent out well in advance of meetings so that they have time to give the figures detailed scrutiny. Live Borders have assumptions to work through and scenario modelling to complete in terms of staffing costs.</p> | |
| 9. | AOB | |
| | <p>Agenda items were reordered, items 1,2 & 7 being taken first, followed by items 5, 3 and 4, 6 & 8. Allowing the Board to be quorate for the adoption of minutes of the previous meeting.</p> | |

Meeting closed at 4.45pm