

**Minutes of Meeting of Board of Trustees Held on April 2<sup>nd</sup> 2025  
Kirkintilloch Town Hall**

**Present:**

Alan Wright	(AW)	Independent Director (Vice Chair) (by teams)
Alix Mathieson	(AM)	Partner Director (by teams)
Craig Bell	(CB)	Trade Union Director
Greig Russell	(GR)	Independent Director
Ian Gallagher	(IG)	Partner Director (by teams)
Jim Gibbons	(JG)	Partner Director (Chair)
Jimmy Watson	(JW)	Independent Director
Karin Jackson	(KJ)	General Manager
Maeve Kilcoyne	(MK)	Company Secretary
Stewart MacDonald	(SMD)	Partner Director
Vaughan Moody	(VM)	Partner Director

**Apologies:**

Lu McNair	(LM)	Independent Director
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<b>Item</b>	<b>Subject</b>	<b>Action</b>
1.	<b>Welcome</b>	
2.	<b>Apologies</b>  As above.	
3.	<b>Declaration of Director's interests</b>  None.	
4.	<b>Minutes of Meeting of 29<sup>th</sup> January 2025 and Matters Arising</b>  SMD proposed and GR seconded.	
5.	<b>Culture Leisure and Sport Strategy Update</b>  KJ gave a brief update on work undertaken by FT and CEW, who have led on consultation with staff from all EDLCT services to prepare a draft strategy. There will be several actions within each strategic theme/priority. The next stage of consultation will be the sharing with the council's strategic leadership team along with public consultation over May and June. Following completion of the Strategy, each service will develop an action plan. AW requested that the action plan be updated brought back to the EDLCT board.	
6.	<b>Collections Digitisation Update</b>  CEW completed a scoping exercise and benchmarked against other areas to find out what is available online. The challenge for EDLCT to get everything online is that it would take 2 full time members of staff around 1 year to do this. We currently only have 1 full time archivist.	

Item	Subject	Action
	<p>SMD said there seems to be a push to get grant funding for this and looking at benchmarking, other authorities can do between 5 – 10 years and we are looking at 20 years. SMD asked if someone had a question about something obscure would we be able to get an answer via paper copies. KJ said yes, detail there in paper copy. JW clarified that Janice Miller is the archivist and if she doesn't know she will find out.</p> <p>SMD said that before online there must have been a way for public to access, giving resources we have is there any way with system we have is there any way of making that better, KJ said it would be online.</p> <p>JW suggested volunteers could assist with this however KJ highlighted that a volunteer cannot do something a paid employee would normally do. There would also be training and supervision implications for existing staff along with insurance requirements. JW said that is possibly a discussion going forward.</p> <p>GR suggested another option may be internal modern apprenticeships. IG asked how would taking on a modern apprentice how would this impact on us. KJ said we would need to train the apprentice(s). Also, currently Janice doesn't have staff so would impact on her role. CB said to remember that an apprentice is supernumary and not part of the structure.</p> <p>AW said we should perhaps take note of projects we want to do so if money became available we could rate and prioritise if the funding became available. IG agreed with AW on prioritising projects, also we need to be careful not to replace someone's job and need to be mindful of workforce implications. SMD said this list would be useful for aspirations and also to show what we are not able to do. SMD is very much in favour of what AW suggested and list would help make a point.</p> <p>JW pointed out at the last board meeting we agreed to have a board action list but we should have a separate list of jobs/projects. JW asked if the log could have short and long term aspirations. JW asked about archives collection and KJ said this was delayed due to personal circumstances. SMD said he appreciated the work done regarding the briefing paper. SMD passed on his thanks to CEW for his work researching this.</p>	
7.	<p><b>Independent Director Vacancy</b></p> <p>There were 5 applications and via discussions with HR subgroup, 3 were shortlisted for interview. KJ has spoken to Ann Davie and has some draft dates – AD is available either Monday 14<sup>th</sup> or Thursday 24<sup>th</sup> April. JG and AW agreed on the 24<sup>th</sup>.</p>	
8.	<p><b>Finance and Audit Subgroup Report</b></p> <p>The subgroup has been looking at budgets over next 2 to 3 years but as yet we do not know the Council's SLA recharges. F&amp;A will continue to review to try and balance the books but there may be some difficult decisions to be made going forward. We may have to look at specific areas but will feedback once we have SLA figures from Council.</p> <p>We have had discussions with Brewin Dolphin and we are looking to see if we can expand our portfolio in increase money earned from investments.</p>	

<b>Item</b>	<b>Subject</b>	<b>Action</b>
	<p>First priority is increasing income and managing expenditure, with list of options being created for review.</p> <p>JG said we need to ensure we get things in early for efficiencies so that we can realise savings on a timely basis. KJ said we can arrange another F&amp;A meeting when we have final position from EDC which will be after mid-April.</p> <p>SMD said the increase in NI contributions is around 330k, SMD asked if salary sacrifice could be considered for pensions? Rules have been tightened up and now restricted to pensions - what it means is someone's pension contributions come off before tax, this then reduces their gross salary and therefore reduces their employer NI contributions. Downside would be lower salary for mortgage applications etc.</p> <p>AW said for 25/26 we could be looking at ~ £200k debt but in 26/27 the debt could be more significant.</p> <p>Once 25/26 budget is finalised, F&amp;A will to bring to board discussions on how 26/27 and onwards could be managed.</p> <p>VM said private companies have defined contribution schemes. VM said it would need agreed with the council and unions etc.</p> <p>SMD suggested salary sacrifices, this is voluntary on behalf of employees. Benefits are employee pays less NI and we pay less NI.</p> <p>JG said we know we can invest just now. There are 3 options for investing £500k. MK explained fluctuating factors, KJ explained if we take money out before the end date, we would incur penalties or not benefit on interest from the full year.</p> <p>AW said we should err on side of caution for year 1. VM said going with the £500k would make us feel safer. JW said there is other bank accounts starting and chase so might get higher interest account but not tie in conditions. VM proposed going ahead with option 1 and AW seconded.</p>	
<b>11.</b>	<p><b>Schedule of Proposed Meetings</b></p> <p>Wednesday 11<sup>th</sup> June 2025 – Kirkintilloch Town Hall  Wednesday 6<sup>th</sup> August 2025 – Kilmardinny House  Wednesday 8<sup>th</sup> October 2025 – Kirkintilloch Town Hall  Wednesday 10<sup>th</sup> December 2025 – Kilmardinny House  Wednesday 11<sup>th</sup> February 2026 – Kirkintilloch Town Hall</p>	
<b>12.</b>	<p><b>AOCB</b></p> <p>KJ explained that we would use KTH if Kilmardinny is not already open for another booking so that we wouldn't incur a cost.</p>	

<b>Item</b>	<b>Subject</b>	<b>Action</b>
13.	<b>Date of next meeting</b> Wednesday 11 <sup>th</sup> June 2025 at Kirkintilloch Town Hall.	

Signed:



Date: 11<sup>th</sup> June 2025