**CULTURE NL BOARD MEETING**

**MINUTE OF BOARD OF DIRECTORS**

**HELD IN**

**MEETING ROOM, MOTHERWELL CONCERT HALL AND THEATRE, MOTHERWELL ON MONDAY 26 OCTOBER 2015 AT 2.30PM**

**Present:** Heather McVey (Chair)

 Alison Denvir

 Alan Stevenson

 Jim Law

 Gillian Hunt

 Karen Fleming

 David Craig

**In Attendance:** Jillian Ferrie, Chief Executive, Culture NL

 Paul Hughes, Head of Financial Services, NLC

 Hugh MacMaster, Accountant, Culture NL

 Craig Smart, Venues Operations Manager, Culture NL

 Alison Mathieson, Finance Manager, Culture NL

Fiona Ekinli, Principal Solicitor, NLC (Company Secretary)

Evelyn Ross, Trainee Solicitor, NLC

**Apologies:** Adam Smith

 Michael McPake

 Tom Curley

 Allan Graham

Harry Curran

John Lambert

 Lizanne McMurrich, Head of Education (Skills and Lifelong Learning), NLC

1. **Apologies**

Apologies were noted.

1. **Declarations of Interest**

David Craig (DC), Gillian Hunt (GH) and Karen Fleming (KF) declared interests in Agenda item 5.

1. **Draft minutes of previous meeting**

Draft minutes were presented to the Board.

DC proposed and Alison Denvir (AD) seconded.

1. **Matters arising from the Draft Minutes**

There were no matters arising from the draft minutes.

1. **A Vision for North Lanarkshire Libraries – a Review of Library Provision**

JF presented to the Board a report on the findings of the library review conducted within Library Services and seeking approval of the recommendations within the report regarding options for future service delivery.

The Board noted the report and approved the Libraries Strategic Action Plan 2015-2018.

1. **Update Report by Culture NL Chief Executive – 18 August to 7 October 2015**

JF presented to the Board a report providing an operational update for the period 18 August 2015 – 7 October 2015.

JF advised that agreement had been reached between Culture NL and NLC regarding the funding model for the Cumbernauld Community Enterprise Centre as well as an adjustment to the management fee to cover the projected losses for the first 3 years. Board approval was now being sought to enable Culture NL to assume management responsibility for the facility.

The Board approved the action and noted the report.

1. **Replacement to Venues Theatre and Events Ticketing System**

Craig Smart (CS) presented to the Board a report providing an update on progress regarding the selection of a new Venues Theatre Ticketing System following the official procurement process.

AD asked if there was any way to recover compensation from the current contract. CS advised this was not being explored because the system had never been fully implemented so the full cost of the contract had never been incurred.

Jim Law (JLaw) asked when the new system would be operational. CS advised it would be January 2016.

The Chair asked that EGASD are made aware that the implementation of this new system is business critical and be prioritised accordingly.

The Board noted the report.

1. **Catering Update Report**

Hugh MacMaster (HM) presented to the Board a report with current budget monitoring position for Culture NL for the period 1 April 2014 to 24 July 2015.

JLam asked what the reserve would be at the end of the year. HM advised it would be £1.7 million.

The Board noted the report.

1. **Revenue Monitoring Report P6 – 1 April 2015 to 18 September 2015**

Alison Mathieson (AM) presented to the Board a report providing the current budget monitoring position for the company for the period 1 April to 18 September 2015. She highlighted the projected underspend of £118,000.

The Board noted the report.

1. **Performance Report for Q1 (April – June 2015)**

JF presented to the Board a report providing information on the performance of Culture NL during the first quarter of 2015/16.

She advised that attendance and income have increased in this quarter since the previous year. Sickness absence is also favourable, with the increase from quarter 1 from last year being attributable to long-term sickness.

JLaw asked why the museum figures had improved so significantly. JF advised this was because attendance was now being accurately monitored and there had been an increase in attendance at special events. She confirmed she would remind HR that the Board had requested that long-term and short-term sickness absence be recorded separately.

The Board noted the report.

1. **Marketing Update Report – Business Development Team**

A report was presented to the Board providing an overview of the operational marketing activity, strategies and plans from August to October 2015.

The Board noted the report.

1. **IT Update Report**

A report was presented to the Board providing an update on the status of current and planned ICT activities which support the implementation of Culture NL’s business plan.

JF advised that the facility booking system is no longer supported by the supplier, as Culture NL is the only user. The supplier will still supply assistance on a “time and materials” basis. A replacement system requires to be identified urgently. The Chair asked that a report be brought to the next board meeting. AM advised that the system had been acquired through a tender process and Procurement were currently looking into whether this constituted a breach of contract.

The Board noted the report.

1. **AOCB**

The Pantomime preview date is 21 November 2015.

The Burns Supper will take place on 15 January 2016.

The next board meeting will take place on 21 December 2015.