

## MINUTES

Committee: Council

Date: Friday 28<sup>th</sup> September 2018

Venue: The Pavilion, Stormont

Present: Mr David Ferguson – Chairman  
Mrs. Lynda Sloan - Elected  
Mr Bertie Ellison – Elected  
Mr David Reilly – Social Club Rep  
Mr Colin McWhirter – Elected  
Mr Conor McGeown - Elected  
Mr Gavin McCann – Regional Rep  
Mrs. Siobhan Smyth – Regional Rep  
Mr Val Russell – Regional Rep  
Mr Michael Carson – Treasurer  
Ms. Geraldine Heaney – Regional Rep

In Attendance: Mr Gerry Kelly – CEO  
Mr Kieran Devlin – Director of Facilities & Operations  
Mr Kieran McGarrigle – Director of Corporate & Customer Services  
Mrs. Lisa Tolan – Minute Taker

Apologies: Mrs. Kitty Brown – Regional Rep  
Mr Brian Murphy – Elected  
Ms. Karen McConnell – Regional Rep  
Mr Brian Vincent – Regional Rep  
Mrs. Heather Cousins – Vice Chair  
Mr Chris Heatley – Pavilion based Sports Club Rep

Mr Ferguson took the opportunity to welcome Gavin McCann, the new regional representative from the Belfast region.

### **1. Minutes of previous meeting**

The minutes of the meeting held on 11<sup>th</sup> May 2018 were agreed subject to inserting the words 'in advance' after David Ferguson in point 4 paragraph 3.

### **2. Matters Arising**

All the actions set out in the minutes of the previous meeting had been completed.

Mr Kelly reported that he had discussed the issue of non-members using club gyms in government buildings with club representatives at the regional seminars that were held in June 2018. Most of the club representatives said they do not see the need to put access controls into their gyms as they have not encountered any problems with unauthorized use by non-members.

Mr Kelly confirmed that he along with Mr McGeown and Mr Murphy had met with representatives of SIB regarding the wellbeing space in government buildings as part of the new NICS Accommodation standards.

Mr Ferguson reported that the Association had taken some informal technical and legal advice on the access and egress issue at the Pavilion. It had been suggested on the legal side that some aspects of the licence under which the Association operates are not helpful to us on this issue and that they could affect our aspirations for further development on the site. We also need to review the licence with the Department as there are only 21 years remaining and we need a minimum of 30 years to secure SportNI funding.

It was agreed following discussion at the Executive Board that we should write to the new Permanent Secretary of the DOF, Sue Gray, about a review of the terms of the licence and the specific issue of the access and egress arrangements.

**Action point: Mr Ferguson to write to DOF regarding the licence and the issue of access and egress.**

### **3. Executive Report**

Mr. Kelly gave a summary of the performance of the Association for the period and highlighted a number of points in the report which are set out below.

#### **3.1 Grow participation within the full range of services**

Mr Kelly reported that membership recruitment continues to be challenging within the NICS.

A number of regional seminars were held in May/June 2018 to raise awareness of the Association and to address any challenges the clubs' office bearers face in the day to day running of their clubs.

Activ Health Club manager, Rob Dobson and an Activ member were nominated and shortlisted for awards by the health and fitness industry.

The FindOut team have carried out a number of resilience training courses for Waterways Ireland in the first half of 2018. Five tenders have been submitted by the for delivering this training to the Department of Foreign Affairs, Fostering Network NI, Lisburn City Council, PPS and DOJ.

### **3.2 Develop our facilities to meet customer needs**

Mr Kelly reported that a number of maintenance projects had taken place during the period including the rejuvenation of the tennis courts and the upgrade of floodlighting columns on the hockey pitch.

#### **Communications and marketing**

The Association's website has been stripped down and we are currently rebuilding it to make it more user friendly.

#### **Sports Development**

Mr Kelly and Mr Heatley had a number of successful meetings with Pavilion based clubs to raise a few issues regarding behavior of members on and off the field of play and payment of subscriptions.

Mr Ferguson suggested it would be helpful if there was a report from the Social Club at future meetings.

#### **HR Issues**

Albert Millen, the Association's Caretaker is due to retire on 31<sup>st</sup> October after 18 years' service.

The reception function at the Pavilion has been restructured so the part time staff have been replaced with full time membership and reception staff on new shift working arrangements.

### **4. Finance**

Mr Carson reported that income from subscriptions was down by £5k on the same period last year. However this is now the last year of the NICS VES so it is hoped there will be new recruits post March 2019.

PlayBall's income has dropped by £22k which is a concern as it is a key income stream. This is mainly due to adverse weather conditions, at the beginning of the year, the impact of the World Cup in June/July 2018 as well as late settlement of invoices by customers. We are confident we will claw back some of the losses before year end.

Mr Carson was content that costs were well controlled. The competitions and events expenditure was up by £7k which shows the impact of advance payments in respect of the 2019 ski trip and an increase in the costs of the Family Fun Day and Easter family event.

Mr Carson explained the cash reserve account had built up to £75k. However we had to withdraw £45k to assist with short term cash flow issues caused by late settlement by debtors. As well as this there was a higher VAT bill in the second quarter which was not anticipated. It is hoped to return the cash back to the reserve account as soon as possible.

Mr Kelly gave his reassurance that financial approvals for the use of reserve account funds will be sought from the Treasurer in the future.

## **5. Strategic Issues**

### **5.1 Future capital development**

Mr Kelly reported that we got through stage one of the Sport NI funding process for up to £1 million pounds.

He confirmed that the next stage has started and we will need to produce a sports development plan. A project board has been set up consisting of Mr Ellison, Mr Kelly, Mr Devlin and Mr McGarrigle.

Closing date for the submission of information at stage 2 has been set for 31 March 2019 and the results should be back by the end of April 2019.

Mr Kelly explained that the money we borrowed in 2003 for capital development has now been fully paid off as of 6<sup>th</sup> August 2018 which frees up £5.5K per month.

Mr Ferguson expressed his appreciation to Mr Kelly, Mr Carson and the team for their good financial management which enabled the Association to pay off the £1.2 million pound loan in August 2018.

### **5.2 NICS Accommodation Review**

Mr Kelly, Mr McGeown and Mr Murphy had met with SIB representatives Siobhan White and Mags Millar to find out more details about their plans for the NICS accommodation review.

They confirmed that the business case for Clarence Court had not been completed and the NICS accommodation standards will be lumped in with digital transformation which is unlikely to happen before the end of next year.

SIB invited the Association onto an NICS Agile working group to help the group with the design of wellness rooms in government buildings.

Mr Kelly reported that there is a paper trail of all correspondence, conversations and meetings with SIB and a list of actions as a note for the record.

### **5.3 Review of Governance**

Mr Ferguson explained the background to the proposals regarding the latest developments on the review of the governance arrangements.

Following discussion Council agreed in principle to the proposed changes to the rules on membership and on management and governance. Council also noted that proposals for changes to the other two rules noted in the paper would be put to its next meeting.

Mr Ferguson said that he would bring an amended and updated draft of the full set of constitutional rules to Council in the new year, taking account of comments at the October and December meetings, legal advice as necessary and consultation with the Department on the changes related to its role. The agreed document would require approval thereafter at an AGM.

**Action point: Mr Ferguson to bring forward a further paper on constitutional rules changes at the December meeting.**

### **5.4 Strategic Plan**

Mr Kelly had agreed to work on formulating the structure, style and substance of the strategic plan. If there is any feedback between now and December 2018 Mr Kelly will reflect comments made in the plan, add more detail if appropriate and finalise it for introduction in January 2019.

He confirmed as part of the process to develop the strategy he has re-engineered the business areas and some of the business and operating processes, to ensure greater efficiency in the delivery of services and to re-position the team to deliver the next strategic plan.

The final plan will be brought to the December 2018 meeting. Mr Ferguson expressed his gratitude to Mr Kelly and the staff for their work.

## **7. Any other business**

Mr Ferguson said that he would be stepping down as Chair of the Association in March 2019. It is proposed that Heather Cousins will take over, subject to approval at the AGM. Arrangements to fill her position of Vice Chair, again subject to AGM approval, are in hand.

With no other business the meeting ended.

#### **7. Date of next meeting**

The next Council meeting will be held in the Pavilion on Friday, 14<sup>th</sup> December 2018 at 10am.

Action Required	Para No	Responsibility	Timescale
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1. Mr Ferguson to write to DOF regarding the licence and the issue of access and egress.	2.1	Mr Ferguson	December meeting
2. Mr Ferguson to bring forward a further paper on constitutional rules changes.	5.3	Mr Ferguson	December meeting