

Meeting	Board
Date	10 May 2010
Presented By	Brian McAleenan, Chief Executive

MINUTES OF THE BOARD MEETING OF THE LENNOXTOWN INITIATIVE

Date: 1 March 2010

Time: 7.00p.m

Venue: Lennoxtown Enterprise Centre, Railway Court, Station Road, Lennoxtown

Present: Jim Gilmour, Brian McAleenan, John Dempsey, Karen Murray, Thomas Glen, David Carlin and Thomas Docherty

Also in attendance: Shona Baird

		Action
	<p>Apologies</p> <p>Apologies were received on behalf of Derek Miller, Alex Wingate, Georgina Brown, Simon MacGillivray, Robert O'Donnell and Kathleen Haswell.</p>	
1.	<p>Minute of Board Meeting of 30th November 2009</p> <p>The Minute of the Board Meeting of 30th November 2009, having been previously circulated for approval, was adopted as an accurate record of proceedings. Proposed by David Carlin and seconded by Karen Murray.</p>	
2.	<p>Matters Arising</p> <p>The Chief Executive advised that Thomas Glen had ensured that Lennoxtown Initiative is now in receipt of the weekly planning list.</p>	
3.	<p>Financial Reports</p> <p>The Chief Executive gave an overview of the financial position to date, and projections to the end of March next year.</p>	
4.	<p>CEO's Report</p> <p><i>Celtic FC Training Centre</i></p> <p>The Chief Executive confirmed that Celtic have again agreed exclusive availability to Lennoxtown Initiative and appropriate users during the month of June 2010.</p> <p>The Chief Executive is also currently exploring the potential for developing other programmes with Celtic FC, mostly based around employability.</p> <p><i>School Lane</i></p> <p>The Chief Executive reported that he had recent discussions with Forward Training Ltd, a private training provider, with a view to agreeing a commercial rent for continued use of our former premises at School Lane, having previously benefited from occupation of these offices at nil cost to them. The Chief Executive will report further when negotiations are concluded.</p>	BMcA

		Action
	<p>Accountancy Services</p> <p>In line with a decision taken at a previous Board Meeting, the Board agreed that the Chief Executive issue tender documentation to test the market in relation to the procurement of Accountancy Services.</p> <p>The Finance Committee, with Karen Murray as Treasurer, will be assessing the tender returns, the outcome of which will be referred to the full board for ratification, with a requirement for completion prior to the company Annual General Meeting in June 2010.</p> <p>Lennoxtown Flood Study Update</p> <p>The Chief Executive advised that there has been a slight delay in relation to the reporting process of the Flood Study as Highland Spring has still to consider their intentions in relation to their expansion plans. Thomas Glen advised that several options will be presented to Highland Spring's Board with a view to determining a way forward.</p> <p>The Chief Executive has instructed the consultants to proceed towards a final draft report identifying a series of options for consideration and prioritisation. The Chairman requested that a meeting be organised with Highland Spring prior to conclusion of the final report to support the decision making process.</p> <p>The Chief Executive was requested to determine whether removing the former railway parapet could potentially re-route the Glazert river flow and ease potential compensatory storage requirements.</p> <p>Initiative Insight Newsletter</p> <p>The Chief Executive advised that the Newsletter had been circulated and delivered to every household in Lennoxtown, as well as every elected member serving on East Dunbartonshire Council. Also included within the Newsletter were the Youth Programme and Services for Young People leaflets. The Newsletter has generated great interest in the nursing home employment opportunities and the leaflets have encouraged young people to "sign up" for the Positive Alternatives project.</p>	<p>BMcA</p> <p>BMcA/JG</p> <p>BMcA</p>
5.	<p>Quarry Lane</p> <p>The Chief Executive advised that the Quarry Lane site had now been disposed of to Care Home Scotland Ltd for the erection of a 92 bed Nursing Home and 55 place Childrens Nursery.</p> <p>The Chief Executive further reported that he and Karen Heath, Skills and Learning Manager, had met with Skills Development Scotland in order to prepare a tailored training package for local, primarily unemployed, people who require training and wish to secure a job at the new facility. As stated previously, the Newsletter has generated further interest in the Nursing Home and a database is being compiled with a register of interest in the potential employment opportunities.</p> <p>The Chief Executive was requested to check whether Care Home Scotland Ltd had submitted their application for a building warrant for the project.</p>	<p>BMcA</p>

		Action
6.	<p>Lennox Castle Update on Site 1b</p> <p>The Chief Executive reported that he and the Chairman had met with the NHSGCC when it was agreed that the site be advertised to test the current market interest. It is understood that market values today will be considerably less than when the site was previously marketed in 2007, which would be reflected in any potential receipt. This will be done in conjunction with an updated, possibly abridged, version of the Site Investigation Report regarding site servicing, technical aspects and infrastructural works already undertaken.</p> <p>NHSGCC agreed that the Chief Executive be much more closely aligned to this process than during previous marketing and disposal exercises.</p>	BMcA
7.	<p>Board Recruitment</p> <p>The Chief Executive reported that the company's Memorandum and Articles of Association make provision for a maximum of 15 Directors serving on the company's Board at any one time. The current Board of Directors membership consists of 10 community directors, the Chief Executive and two partner directors, leaving two vacancies.</p> <p>It was agreed therefore that the Chief Executive place an advertisement in the local press, the library and local businesses etc to identify interested parties from the local community, with appropriate disciplines and expertise in key areas.</p> <p>The Nominations Committee recruitment panel will assess the applications and the interview panel could also include representatives from NHSGCC and East Dunbartonshire Council who are not currently directly involved with the Board of Directors, should this be required.</p>	BMcA
8.	<p>AOCB</p> <p>Following discussions, the Board agreed that it would be a good time to look at the overall vision for the future of Lennox town, with particular emphasis on the integrated health and community centre. Therefore the Chief Executive was requested to organise a meeting with Karen Murray and Thomas Glen who would support the business analysis to scope the way forward for the integrated health and community centre.</p> <p>The Chief Executive was also requested to organise a meeting with the Chairman, the Chief Executive of East Dunbartonshire Council and Councillor Geekie in relation to the potential for future provision in Lennox town which would support both the Council and local requirements.</p>	BMcA BMcA/JG
9.	<p>Date of Next Meeting</p> <p>Monday 10th May 2010 at 7.00p.m. in Lennox town Enterprise Centre.</p>	

Meeting	Board
Date	23 June 2010
Presented By	Brian McAleenan, Chief Executive

MINUTES OF THE BOARD MEETING OF THE LENNOXTOWN INITIATIVE

Date: 10 May 2010

Time: 7.00p.m

Venue: Lennoxtown Enterprise Centre, Railway Court, Station Road, Lennoxtown

Present: Jim Gilmour, Brian McAleenan, John Dempsey, Karen Murray, Thomas Glen, Derek Miller, David Carlin and Georgina Brown

Also in attendance: Shona Baird

		Action
	<p>Apologies</p> <p>Apologies were received on behalf of Kathleen Haswell, Thomas Docherty and Simon MacGillivray.</p>	
1.	<p>East Dunbartonshire Council – Review of Economic Regeneration Activity (presentation by Derek Cunningham, Director of Development & Infrastructure)</p> <p>A welcome was extended to Derek Cunningham, Director of Development and Infrastructure, to the meeting and Derek was invited to speak to the paper, which had been circulated to Directors, involving the Review of Economic Regeneration Activity across the East Dunbartonshire area.</p> <p>Derek provided background to the strategic review and advised that this review was part of a series of reviews taking place across various workstreams. EDC's difficult budgetary position was clearly a factor and difficult challenges and decisions were being faced by the Council. After discussing an overview of external arms length organisations across the district Derek advised that possible cost savings/efficiencies and perhaps shared services could be a feature of the review.</p> <p>After a detailed presentation on the review exercise the chair opened the meeting to questions from the Directors. The firm view was expressed that Lennoxtown Initiative was somewhat unique in that operations were governed by the Tripartite Agreement and this distinction had to be appreciated. It was also expressed that it would be helpful to learn of the specific structure of the review, who is involved and how Lennoxtown Initiative (both staff and Board members) could actively engage with the process. It was then confirmed that this was the very beginning of the process. However, the review required to be completed during 2010/11 in order that any actions agreed could be implemented in 2011/12.</p> <p>The Board welcomed the expressed view that the review was not just about savings/efficiencies but how EDC could best deliver across the economic regeneration spectrum.</p> <p>It was also noted that Thomas Glen would be closely involved in the review process, both in his capacity as a Board Member of Lennoxtown Initiative and as a senior officer with East Dunbartonshire Council. It was acknowledged that any conflict of interest would require to be avoided although, properly managed, this was not expected to be an issue.</p>	

		Action
	It was thereafter agreed that the review process, and progress reports, should feature as a standing item on the Board agenda over the next year or so, until the process was completed. It was also expressed that Lennoxtown Initiative may have to seek legal advice, involving governance and structural issues, in engaging with the review process.	
2.	<p>Minute of Board Meeting of 1st March 2010</p> <p>The Minute of the Board Meeting of 1st March 2010, having been previously circulated for approval, was adopted as an accurate record of proceedings. Proposed by Karen Murray and seconded by David Carlin.</p>	
3.	<p>Matters Arising</p> <p>There were no matters arising.</p>	
4.	<p>Financial Report – Cashflow Projection 2010/11</p> <p>The Chief Executive gave an update of the cashflow position and advised that the only significant change, which would assist the company’s cashflow, was the inclusion of a monthly rental figure from Forward Training for our former offices in School Lane.</p> <p>The Board congratulated the Chief Executive in finalising negotiations with Forward Training and attaining this satisfactory outcome.</p> <p>Derek Miller requested that future cashflows include a line which depicts the “actuals” as well as the projections.</p>	
5.	<p>Provision of Accountancy Services – Report</p> <p>As agreed at a previous Board meeting a tendering exercise was undertaken to test the market to ensure that the company was receiving value for money in relation to the provision of accountancy services.</p> <p>The Chief Executive advised that this exercise had now been completed and the decision was taken by the Finance Committee to retain the services of French Duncan for a period of three years, with an option to review annually for up to a maximum of five years.</p> <p>The Board ratified the decision of accepting French Duncan as the company’s Accountants for the continued provision of accountancy services.</p>	
6.	<p>Chief Executive’s Report</p> <p>School Lane</p> <p>The Chief Executive reported that he had reached agreement with Forward Training Ltd. for a reasonable rental level to support their continued use of our former premises at School Lane.</p> <p>The lease will be reviewed on an annual renewable basis each May.</p> <p>Quarry lane</p> <p>Discussions are continuing between Care Home Scotland Ltd. and East Dunbartonshire Council regarding the project to build a nursing home and childrens nursery on the site at Quarry Lane.</p>	

		Action
	<p>The Chief Executive was requested to confirm whether Care Home Scotland have applied for a building warrant to progress matters.</p> <p>Board Recruitment</p> <p>An interview date is currently being organised in relation to Board Member applicants and the Chief Executive will advise of the outcome.</p> <p>Despite the positions having been advertised widely in both the local press and at prominent locations throughout the village the response to the advert for Board recruitment had not been as significant as anticipated. The Chairman suggested that it may be worthwhile encouraging further expressions of interest for Board membership via an application pack on site at the AGM.</p> <p>Site 1b</p> <p>The Chief Executive reported that technical information packs were being finalised for Site 1b and an advertisement would be placed in the Herald commercial property section in the forthcoming week.</p> <p>A number of larger and smaller developers have already expressed a firm interest in this site and it is anticipated that the market has developed sufficiently to lead to the acquisition of Site 1b.</p> <p>The Chief Executive was requested to confirm the completion date for offers.</p> <p>The Chief Executive advised that he has a meeting scheduled for next week with EDC and NHSGCC in relation to the proposed integrated health and community facility. The meeting with the two key partners will address identification of an alternative potential site, the potential end users and sustainability of the facility.</p> <p>The Chief Executive will report further on the outcome of discussions.</p>	<p>BMcA</p> <p>BMcA</p> <p>BMcA</p> <p>BMcA</p> <p>BMcA</p>
7.	<p>Lennoxton Flood Study – Draft Report</p> <p>The Chief Executive reported that the draft Flood Risk Assessment Report has identified that five out of the initial six sites identified within the report are ‘option sites’ which are affected by their proximity to the flood plain and development is not currently possible without both the involvement of the Scottish Environmental Protection Agency (SEPA) and potential engineering solutions to support development.</p> <p>The draft report will be further considered, and hopefully agreed, by the partners at a meeting scheduled for next week.</p> <p>The Chief Executive was requested to invite Highland Spring’s consultant to the meeting scheduled for 19th May 2010 to enable further input in relation to their expansion proposals.</p>	<p>BMcA</p>
8.	<p>Any Other Business</p> <p>There was no other competent business.</p>	

		Action
9.	Date of Next Meeting Wednesday 23 rd June 2010 at 6.00p.m. prior to the AGM on the same evening which commences at 7.30p.m. in the Glazert Country House Hotel, Lennoxton.	

Meeting	Board
Date	6 September 2010
Presented By	Brian McAleenan, Chief Executive

MINUTES OF THE BOARD MEETING OF THE LENNOXTOWN INITIATIVE

Date: 23 June 2010

Time: 6.00p.m.

Venue: Lennoxtown Enterprise Centre

Present: Jim Gilmour, Brian McAleenan, Alex Wingate, Dr. Georgina Brown, Thomas Glen, Tom Docherty, Kathleen Haswell, Karen Murray, Councillor John Dempsey and David Carlin

Apologies: Derek Miller and Simon MacGillivray

		Action
1.	<p>Minutes of Board Meeting 10th May 2010</p> <p>Having been previously circulated the Board meeting minutes were approved as an accurate record of proceedings. Proposed by John Dempsey and seconded by Georgina Brown.</p>	
2.	<p>Matters Arising</p> <p>Page 2, Item 6 Quarry Lane</p> <p>Discussions are ongoing between EDC and Care Home Scotland Ltd. The operator has not, as yet, submitted for a building warrant in relation to the nursing home.</p> <p>Site 1b</p> <p>The Chief Executive reported that there has been a significant level of interest in Site 1b with a closing date for tender submissions of 30th June 2010. The Tripartite Agreement allows for a representative from Lennoxtown Initiative to be in attendance at the opening of the tenders.</p> <p>Flood Study</p> <p>The Chief Executive reported that he had met with the relevant partners as well as Highland Spring's consultant in relation to the flood study report and advised that he had been told that Highland Spring's proposed expansion plans will be contained within their existing boundaries.</p>	BMcA
3.	<p>Cashflow Forecast for the period April 2010 – March 2011</p> <p>The Chief Executive gave a brief outline of the cashflow forecast for the period April 2010 – March 2011 incorporating a line confirming the actual cash position requested for inclusion by Derek Miller. The Chief Executive will ensure that this will continue to be included from this point onward.</p>	BMcA
4.	<p>Draft Statutory Accounts</p> <p>Having been previously circulated for consideration, the draft accounts were approved by the Board.</p>	

		Action
5.	<p>Review of Economic Regeneration Activity</p> <p>Thomas Glen reported that EDC inter departmental discussions will take place over the next week or so in relation to the review of economic regeneration activity, aligned with EDC's intention to establish a number of integrated smaller 'satellite' facilities in locations throughout East Dunbartonshire, including Lennoxton.</p> <p>Thereafter there will be a series of individual meetings scheduled with the various agencies concerned followed by collective meetings to be organised for some time in August 2010.</p>	
6.	<p>Board Recruitment</p> <p>The Chief Executive advised that the Nominations Committee, consisting of himself and the two partner organisation representatives, had interviewed an applicant for Board membership. It was the view of the Nominations Committee that James Lenaghan, be accepted as a Community Director on the Board. Based on the Nominations Committee's recommendation the Board agreed unanimously to appoint James as a Board Director.</p>	
7.	<p>Community Hub Proposal</p> <p>The Chief Executive reported that he and the two partner representatives had met to discuss proposals in relation to the proposed integrated health and community facility aligned with East Dunbartonshire Council's proposals for 'satellite' facilities in main town centre locations within EDC.</p> <p>Effectively a detailed scoping exercise requires to be undertaken to establish whether the existing services currently delivered within the village, e.g. Chemist, Dentist, Optician, Police etc. may be delivered from an integrated facility or indeed whether any additional services could be delivered if improved accommodation could be provided. Sustainability of the facility would also a major factor for consideration.</p> <p>Dr Georgina Brown requested that the actual design of the proposed integrated health and community facility take cognisance of the location of addiction services, as this had proven to be something of a contentious issue in similar facilities elsewhere.</p> <p>A property search to establish ownerships on Main Street is being conducted as it is considered that a Main Street location would be most beneficial. If, however, this proves to be unachievable an alternative location off Main Street may require to be considered.</p>	BMcA
8.	<p>Annual Review 2009/10</p> <p>The Chief Executive circulated copies of the Annual Review for 2009/10 for consideration and advised of our limitations in respect of what can be produced from the IT software we have available at present. He intimated that it may be worthwhile investing in additional software to assist with the production of the publication in future.</p> <p>The Board was very pleased with the document and thanked all staff involved in pulling the document together.</p>	

		Action
9.	<p>Any Other Business</p> <p><i>Election of Community Directors</i></p> <p>The Chief Executive advised that at the conclusion of the Company Annual General Meeting three Directors by rotation require to resign. The three Directors involved this year were Dr Georgina Brown, Robert O'Donnell and Simon MacGillivray. Each of the relevant Directors had confirmed that they wished to continue to serve on the Board and under Article 40 of the Memorandum and Articles of Association this was noted by the Board.</p> <p>The Chief Executive confirmed that Karen Murray and Thomas Glen had also expressed their willingness to continue as partner Board Directors in representing NHS Greater Glasgow and Clyde and East Dunbartonshire Council respectively. This was noted by the Board.</p>	
10.	<p>Date of Next Meeting</p> <p>The date of the next meeting has yet to be confirmed.</p>	

LENNOXTOWN INITIATIVE

MINUTES OF ANNUAL GENERAL MEETING – 23 JUNE 2010

Date: 23 June 2010
Time: 7.30p.m.
Venue: The Glazert Country House Hotel, Lennoxton

Present: Jim Gilmour – Chairman/Community Director
Brian McAleenan – Chief Executive/Director
John Dempsey – Community Director
Alex Wingate – Company Secretary/Community Director
Thomas Docherty – Community Director
Thomas Glen – EDC Partner Director
Karen Murray – Treasurer/NHSGCC Partner Director
Kathleen Haswell – Community Director
David Carlin – Community Director
Dr Georgina Brown – Community Director
Robert O'Donnell – Community Director

1. **Attendance**

In addition to the Board Members present, there were a number of local people also in attendance.

2. **Apologies**

Apologies were received from Simon MacGillivray (Community Director) and Derek Miller (Vice Chairman/Community Director).

3. **Quorum**

The Chairman indicated that there were sufficient Directors in attendance to ensure the meeting was quorate.

4. **Minutes of Previous Meeting**

The Minutes of the previous AGM held on 24 June 2009, having been previously circulated to the Board for consideration, were proposed by Georgina Brown and seconded by Thomas Docherty and subsequently approved.

5. **Report from the Board Chairman**

The Chairman thanked those present for attending the eighth Annual General Meeting of Lennoxton Initiative.

The Chairman provided an overview of achievements during the course of the previous year and felt that much had been achieved in a very difficult financial climate. The construction and housebuilding sectors in particular have experienced real difficulties which, in turn, had led to a delay in progressing the sale of Site 1b at the former Lennox Castle Hospital. However a recent marketing exercise had generated a significant interest from a number of developers and he was hopeful that this would lead to a

positive outcome in terms of disposal of the site. The Chairman also confirmed that the closing date for offers to acquire the land was 12 noon on 30th June 2010.

The Chairman highlighted other projects which had been undertaken including the Glazert Flood Study report, the expansion proposals at Highland Spring and the nursing home and children's nursery development on the Quarry Lane site which will generate 100 new jobs.

6. **Skills and Learning Showcase – Celebration of Success**

Participants on Cashback for Communities funded training and learning programmes (Awards Presentation)

Karen Heath, Skills and learning Manager, provided an overview of training and learning programmes delivered over the course of the last year, with particular emphasis on programmes delivered through funding from the Cashback for Communities Fund. Karen introduced four local young people who had participated in a film making workshop at the Initiative offices during the earlier part of this year and who had produced an excellent film which had won first prize at the East Dunbartonshire Film Festival. The film was then shown to all present and was very well received. Thereafter the young people were presented with an award to celebrate their achievement by the Chairman.

Food Co-operative

Karen reported on the intention of establishing a food co-operative in Lennoxton, similar to the one already in existence in Hillhead, Kirkintilloch. The food co-operative is run by approximately eight volunteers for approximately two hours per week and Karen intimated that should anyone be interested in volunteering they should contact her at Lennoxton Initiative offices.

Lennoxton Heritage and Preservation Trust and Lennoxton Project Group (Explore Lennoxton and the Campsies Project)

Bernadette Allan provided an account of how the Lennoxton Project Group and the Heritage and Preservation Trust had been successful in securing a European LEADER grant to produce marketing material, with particular emphasis on core paths and increased tourism in East Dunbartonshire.

Bernadette praised the efforts of relevant EDC officers for their assistance in securing the grant as well as Brian McAleenan, Chief Executive of Lennoxton Initiative, for his support.

7. **Report from the Chief Executive**

Brian McAleenan, Chief Executive, gave a comprehensive overview of projects undertaken over the course of the previous year which covered jobs access and training opportunities, the Legacy for Lennoxton event, the use of the Celtic Training Centre, the results of the Glazert Flood Study Report (which will offer the potential for development of several "option sites"), the creation of 100 jobs locally from the development of the proposed Nursing Home in Quarry Lane and the remedial works being undertaken at the Lennox Waiting Room.

7. Positive Alternatives Project – Peter Buchanan, Project Manager

Peter Buchanan, Positive Alternatives Project Manager, provided a report on the Positive Alternatives Project, the aim of which is to assist local young people between the age of 15-25 years into education, employment and training. Peter gave an outline of the targets and outcomes as well as the progress made since the project was established in March 2009 and advised that the project is proposed to be extended across East Dunbartonshire.

9. Report from Auditors

John Anderson, French Duncan LLP, provided a detailed report to the AGM dealing with the company's Annual Accounts for 2009/10. Mr Anderson reported that Lennoxtown Initiative's Annual Accounts were a true and fair view of the company's financial position and met the expectations of the Office of the Scottish Charity Regulator (OSCR).

10. Appointment of Auditors

The Chairman reported that the company had undertaken a tendering exercise for the provision of accountancy services during 2009/10. Following this exercise French Duncan LLP had been re-appointed as the company's accountants and auditors for a three year period, with fees agreed for this entire period.

11. Election of Community Directors

Articles 41 and 42 of the Memorandum and Articles of Association indicate that at the conclusion of each AGM three of the Community Directors shall vacate office but shall be eligible for re-appointment by the other Directors under Article 40. The Directors retiring by rotation this year were Robert O'Donnell, Dr Georgina Brown and Simon MacGillivray.

The vacant community director positions would be considered at a Board Meeting following the AGM.

12. Appointment of Partner Directors

The Chairman advised that correspondence had been received from the partner agencies confirming that Karen Murray will continue to represent NHS Greater Glasgow and Clyde and Thomas Glen will continue to represent East Dunbartonshire Council.

13. Election of Office Bearers

Articles 48 and 49 within the Memorandum and Articles of Association indicate that there is provision to appoint a Chair, Vice-Chair and Treasurer. All current office bearers cease to hold office at the conclusion of the AGM but are eligible for re-election. Appointment of office bearers will be considered by the Board of Directors at a Board Meeting following the AGM.

14. **Any Other Competent Business**

Quarry Lane

A member of the public enquired as to the receipt from the disposal of the site at Quarry Lane in connection with a nursing home and childrens nursery project. It was thereafter confirmed that Lennoxtown Initiative had indeed received the disposal receipt in relation to this site.

CCTV

A member of the public enquired regarding the production of documented evidence relating to the effectiveness of the CCTV system in Main Street. The Chief Executive advised that management of the CCTV system is the responsibility of the local authority who do produce statistical information in connection with the operation of the system. This information supported the position that the CCTV system was providing an effective deterrent to anti-social behaviour and that Main Street, at least, was a safer place with the CCTV system in place.

Memorial Hall

On a question raised in relation to the support offered by the Initiative in relation to the local community taking ownership of the Memorial Hall the Chief Executive reported that he had met with representatives of the community management group and every support which could be offered was being provided. He confirmed that it was very important for the local community that the community management group were successful in their efforts to sustain Campsie Memorial Hall.

Site 1b

A member of the public sought clarification on the details of the arrangement whereby Mactaggart and Mickel were entitled to recoup monies expended on undertaking infrastructural works across the broad Lennox Castle sites. It was thereafter confirmed that Mactaggart and Mickel were due a sum in the region of £3m for undertaking these works but this would be repaid over the entire project (i.e. over the disposal of sites 1b, 2, 3 and 4) rather than specifically Site 1b.

15. **Close of Meeting**

The Chairman thanked everyone for their attendance at the AGM and closed the meeting at 9.20p.m.

Meeting	Board
Date	22 November 2010
Presented By	Brian McAleenan, Chief Executive

MINUTES OF THE BOARD MEETING OF THE LENNOXTOWN INITIATIVE

Date: 6 September 2010
Time: 7.00p.m.
Venue: Lennoxtown Enterprise Centre

Present: Jim Gilmour, Brian McAleenan, John Dempsey, Thomas Docherty, Kathleen Haswell, Dr. Georgina Brown, Derek Miller, James Lenaghan.

Apologies: Karen Murray, Thomas Glen, Alex Wingate, David Carlin, Robert O'Donnell and Simon MacGillivray.

		Action
1.	<p>Minutes of 1st Board Meeting of Wednesday 23rd June 2010</p> <p>The draft minute of the 1st Board Meeting of Wednesday 23rd June 2010 was approved as an accurate record of proceedings. Proposed by Kathleen Haswell and seconded by Thomas Docherty.</p>	
2.	<p>Matters Arising</p> <p>None.</p>	
3.	<p>Minute of 2nd Board Meeting of Wednesday of Wednesday 23rd June 2010</p> <p>The draft minute of the 2nd Board Meeting of Wednesday 23rd June 2010 was approved as an accurate record of proceedings. Proposed by Georgina Brown and seconded by Kathleen Haswell.</p>	
4.	<p>Matters Arising</p> <p>None.</p>	
5.	<p>Draft Minute of the Annual General Meeting held on Wednesday 23rd June 2010</p> <p>The draft minute of the Annual General Meeting held on Wednesday 23rd June 2010 had been circulated to the Board of Directors in advance of the Board Meeting.</p> <p>The Chief Executive advised that the draft minute was for noting and comment only at this point as the draft minute would require to be approved at the company's 2011 Annual General Meeting which would probably be held in June 2011.</p> <p>Any comments or amendments in the interim should be forwarded to the Chief Executive.</p>	

		Action
6.	<p>Financial Report – Cashflow Forecast April 2010 – March 2011</p> <p>The Chief Executive provided an outline of the updated cashflow forecast for the period April 2010 – March 2011. Derek Miller commented on the difference between projected and actual cash position and the Chief Executive explained that this was due to salary invoices being awaited but not yet received from EDC.</p> <p>The Board noted the cashflow forecast and the financial information contained therein.</p>	
7.	<p>Disposal of Site 1b and Lennox Castle Housing Sites</p> <p>The Chairman and Chief Executive provided an overview of the offers received in connection with the disposal of Site 1b and this was noted by the Board.</p> <p>The Chairman highlighted a particular issue relating to the site phasing which had seemed to disadvantage Lennox town and explained that this matter was being discussed with NHS Greater Glasgow and Clyde. The Chairman further explained the background and outcome of recent meetings with NHS Greater Glasgow and Clyde in relation to disposal issues and a discussion followed concerning the detail of these issues.</p> <p>The Board were of the firm view that Lennox town should not be disadvantaged in site disposal matters and supported the Chairman and Chief Executive in discussing matters further with NHS Greater Glasgow and Clyde. It was hoped by the Board that NHS Greater Glasgow and Clyde would support the Initiative, in both capital and revenue terms, should site disposal be delayed as a result of matters initiated and undertaken by NHS Greater Glasgow and Clyde but without the consent of Lennox town Initiative.</p> <p>The Board also noted that a meeting had been arranged for Tuesday 5th October 2010 involving the Chairman and Chief Executive and representatives of both NHS Greater Glasgow and Clyde and Mactaggart and Mickel. An update report would be provided at the next Board Meeting.</p>	JG/BMCA
8.	<p>Chief Executive's Report</p> <p>The Chief Executive's Report had been circulated beforehand and the following matters were discussed and noted by the Board of Directors.</p> <p>a) <i>Lennox town Flood Risk Assessment (FRA) report</i></p> <p>The Chief Executive provided a background to this study and advised that there were several critical matters which required to be clarified and resolved in order to move potential development forward. These matters included the need to clarify and confirm Highland Spring's intentions at its Station Road plant in relation to compensatory storage requirements, the need to undertake a Strategic Environmental Assessment across the broad study area and the need to acquire land to meet total compensatory storage requirements. These items were being pursued and the Board would be kept briefed on progress or otherwise.</p>	BMCA

		Action
	<p>b) Fundraising Event</p> <p>The Board noted that the Initiative had supported and brokered a recent charity football event at the Celtic Training Centre with a sum of approximately £4500 being raised for the Schiehallion Ward at Yorkhill Hospital.</p> <p>c) Quarry Lane</p> <p>The Chief Executive provided an update report on the development at Quarry Lane and this was noted by the Board who hoped for an early site start.</p> <p>d) Positive Alternatives Project</p> <p>The Board noted the current position in relation to the project's intention to submit for National Lottery funding to enable the project to provide services across East Dunbartonshire. The Board felt that the project had been a great success in Lennoxton and instructed the Chief Executive to write to Peter Buchanan, Project Manager, to thank him for his efforts in Lennoxton and for supporting the Initiative at the Annual General Meeting in June 2010.</p> <p>e) Lennoxton Enterprise Centre – Reception</p> <p>The Board noted that Vivienne Hutchinson, Receptionist, would shortly be taking Maternity Leave and further noted that arrangements were now in place to cover her period of absence.</p> <p>f) East Dunbartonshire GEN</p> <p>The Board noted that a new, free, fortnightly newspaper would be launched this week and further noted that the Initiative had been approached, and had agreed, to feature in the first edition of the newspaper.</p>	
9.	<p>EDC Review of Economic Regeneration Activity</p> <p>Thomas Glen had submitted a written update report for the Board Meeting, which was tabled, and the current position in relation to the ongoing review was noted.</p>	
10.	<p>Any Other Business</p> <p>Travelling Persons Site</p> <p>In response to a question from Kathleen Haswell, John Dempsey provided an update on the current position in relation to the Travelling Persons Site at Primrose Way.</p>	
11.	<p>Date of Next Meeting</p> <p>To be confirmed subsequent to the meeting with NHS Greater Glasgow and Clyde and Mactaggart and Mickel scheduled for Tuesday 5th October 2010.</p>	

Meeting	Board
Date	
Presented By	Brian McAleenan, Chief Executive

MINUTES OF THE BOARD MEETING OF THE LENNOXTOWN INITIATIVE

Date: 22nd November 2010

Time: 7.00pm

Venue: Lennoxtown Enterprise Centre

Present: Jim Gilmour, Brian McAleenan, John Dempsey, Thomas Docherty, Dr. Georgina Brown, Derek Miller, Karen Murray, Thomas Glen, Alex Wingate, Simon MacGillivray

Apologies: Kathleen Haswell, David Carlin, Robert O'Donnell, James Lenaghan

		Action
1.	Minutes of Board Meeting Wednesday 6th September 2010 Agreed as a correct record.	
2.	Matters Arising None raised.	
3.	Financial Report Agree to cover as a single item with agenda item 5 – Company Position and Outlook.	
4.	Disposal of Site 1b and Lennoxtown Castle Housing Sites – Update At previous meeting it was reported two offers had been received for the site. Both offers were deemed short of expected target. Meeting was then arranged with NHS GG&C and a meeting with MacTaggart and Mikel held. Agreed a timetable with MacTaggart and Mikel to confirm a price before mid December (15 th). MacTaggart and Mikel confirmed their intention to make an offer for the site and NHS would be willing to consider this offer. Earliest receipt of income from the site disposed would be late summer/autumn 2011. Possible site price in the order of £4m but this would be offset by cost to remove peat from the site and a payback of some of the infrastructure xxxx owed to MacTaggart and Mikel. May be an opportunity to increase value of site from any “average” of this is achieved from development of the site. From December it will take a further 3 months to negotiate final position with NHS, then would need to progress planning permission. If all the processes from December go to plan there is a possibility that the contract could be concluded by June 2011. Offer price will be key for moving forward. Lennoxtown Initiative will pursue discussions with NHS GG&C about finding support of heads of xxxx can be agreed with MacTaggart and Mikel.	

5.	<p>Company Position and Outlook 2011</p> <p>A paper, Business Case for Restructuring was circulated to Board members for consideration, which outlined the need for immediate corrective action required to secure the survival of Lennoxtown Initiative.</p> <p>Meetings have taken place with the Chief Executive of East Dunbartonshire Council to discuss the future of the Initiative and to discuss options for L.I staff at new accommodation to reduce the overhead costs for the company.</p> <p>Current cash flow forecast indicates company cannot sustain current outgoings beyond March 2011 after paying Celtic their due payment, scheduled for June 2011.</p> <p>Derek Miller talked the Board through 2 cash flow scenarios. Derek identified that there will be further contribution to Celtic in future years that the Board needs to make contingencies for.</p> <p>It will be essential to move out of current premises to save the £20k per annum accommodation costs. Statutory redundancy payments for staff have been calculated and are on the cash flow projections prepared by Derek Miller. The Initiative has explored whether any of the staff can transfer employment to other partner organisations. To take forward these options would require a paper to go to Council for approval and the Council would need to underwrite costs associated with an option to find salary for some L.I employees to undertake work for the Council on the wider community planning and regeneration/development work.</p> <p>Kirkintilloch Initiative will be wound up, this has already been agreed by the Council. There may be an opportunity for L.I to utilise vacated accommodation from K.I. L.I would need to give staff 90 days notice of redundancy. Notices are to be issued to allow staff to leave before March 2011.</p> <p>Board members discussed a number of alternative options to the 2 scenarios presented to the Board.</p> <p>Board members agreed that it would be ideal to maintain a presence within the village to deliver services to the village.</p> <p>Thomas Glen asked the Board to consider what capacity is needed to take forward the negotiations and interface with potential developers and partner organisations at a strategic level. Thomas Glen asked the Board to reflect on whether a different model could be developed as part of a wider East Dunbartonshire Council model.</p> <p>After significant discussion by the Board it was agreed that the Board should:-</p> <ul style="list-style-type: none"> - Give notice on the premises lease for the Enterprise Centre - Issue redundancy notices to current employees, <p>In line with the position outlined in scenario 1 for the Initiative cash flow (£65,797 balance at December 2011)</p> <p>It was also agreed that the Board will make a formal approach to the Council in respect of options for working in partnership with them, once the Board has reviewed what services need to contribute to be provided and where these services may be provided from.</p>	

	<p>The Board also discussed the ongoing liabilities to Celtic and agreed that the Initiative needs to work to ensure a minimum balance of £50k in the bank at December 2011 to cover the 2012 payment to Celtic.</p> <p>It was agreed that a further meeting of the Board would be organised during early December to review progress on the agreed actions. Brian McAleenan will contact members with suggested meeting dates.</p>	
6.	<p>AOCB</p> <p>There was no further competent business.</p>	
7.	<p>Date of Next Meeting</p> <p>To be confirmed.</p>	