

Falkirk Community Trust

Board Meeting Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Callendar House on **2nd March 2017** at 9.30am. Ian Scott (IS) chaired the meeting throughout.

Present: Ian Scott (IS) Chairman; Cllr Linda Gow (LG); Alex McQuade (AMcQ); Steve Mackie (SM); Ruth Morrison (RMor); Provost Pat Reid (PR); Cllr Robert Spears (RS); Bob Tait (BT); David White (DW).

Apologies: Simon Rennie (SR); Cllr Dennis Goldie (DG); Baillie Billy Buchanan.

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC) (items 1- 6).

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	The Chairman welcomed Directors to the meeting and noted that this is the penultimate meeting for several long standing Directors. The Board noted apologies received from Baillie Buchanan and the Chairman agreed to write to him regarding attendance.		IS
1	Minutes of Meetings	The minutes of meetings held on 10 th November 2016 and 12 th January 2017 were approved.		
2	Matters Arising	<u>PDP</u> The Board noted that a joint meeting was held on 3 rd February which was positive and the main outstanding matters relate to a review of the specification and the role for the Portfolio Holder. A further meeting has been arranged for 7 th March at which IS and DW will represent the Directors. A subsequent officer level meeting is planned to discuss the specification. It was noted that Board meetings will be held in public from August 2017 subject to approval of protocols at the June Board meeting.		
3	Budgetary Control Statement	DC presented an update on the financial status for the Trust's activities and the projected outturn to March 2017. The Board noted that expenditure on charitable activities is projected to be £66,000 under budget and this is a favourable move from the projection reported in November. Customer income is higher than last year but still projected to be below budget and this is being offset by lower employee costs particularly through vacancy management. The Board discussed the information report on management vacancies and the impact this is having on ability to achieve income. The Board noted that effort to align activity more closely with the income budget is required. The Trading Company projection and levels of reserves are both positive and the Board discussed the financial outlook and the use of reserves should the need for severance payments arise in future. Decision The Board agreed to create a specific reserve for severance costs and to allocate £270,000 from the unrestricted reserve.		
4	Business Plan Update	The Board welcomed the positive support from the Council to minimise the budget reduction for 2017/18 and that 10.83 jobs have been saved as a consequence. The Board noted that the overall position remains challenging and agreed that the Business Plan Approach remains central to work going forward with the coming year offering the opportunity to develop more cost effective models for the services that have been retained. The Board expressed concern about the impact of the budget process on staff and the constraints of		

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		the tight timescales imposed on the Council. The Board welcomed the allocation of an additional £300k from the capital programme and that the Council has responded to our concerns about investment in facilities.		
5	Strategic Risk Update	The Board noted the five strategic risks with the Trust exposed to 3 high level risks associated with financial sustainability and infrastructure and 2 medium level risks associated with the political climate and health and safety. Reflecting the need to generate high levels of increased income at significantly uplifted pace the Board agreed to increase the residual risk level associated with financial sustainability from medium to high level. The Board noted the mitigating actions in the Business Plan including implementation of the new Business Approach.		
6	Woodlands Update	The Board noted that the Council has agreed to provide £22k to continue the operation of Woodlands Games Hall for one year; that the lease option for Woodlands Community Sport Ltd remains available to 31 st March 2018; that Falkirk Football Community Foundation (FFCF) is installing a new synthetic pitch by 1 st April 2017; that the Trust has put in place a Booking Agreement with FFCF for the use of the pitch; that the Council will continue to operate the site during school hours. The Board agreed that the Trust continue to operate Woodlands Games Hall to 31 st March 2018 subject to the above. The Board discussed the learning from the process and how this could inform future community engagement work, noting that our staff will be key to enabling authentic engagement.		
7	Public Art Plan Update	LOH set out a proposed approach to incorporate Public Art as a key component to the Local Development Plan for which a Main Issues report is currently being consulted on by the Council. The Board noted that discussion with Development Services has identified an overarching Placemaking Policy to sit within the plan and an enhanced approach to public art would be included in this policy with the Trust providing detailed practical guidance. The Board welcomed the proposal including an audit of existing public art that will assist in promotion and maintenance. The Board discussed the design process and community engagement that underpin the approach to public art and the number of successful artworks that have been delivered across the area. The Board asked for more information on the five public art installations planned for Denny.		LoH
8	Board Recruitment	The Board agreed the recruitment process for new Directors and that RM join the selection panel. The Board noted that the timeline for interview will be subject to panel availability. IS asked all to encourage people to apply and agreed to draft a piece for the Falkirk Herald. The Board noted that as new Directors join it will be important to keep day and time of meetings under review.		MC IS
10	Audit and Performance Sub Group	The Board noted the impact of delays in repairs and maintenance on performance and noted the long outstanding floodlight repairs at BRC have been completed. The proposed capital works at FTH were confirmed.		
12	Information Items	The Board welcomed the information items.		
	Meeting Close	IS wished Council Directors good luck on 4 th May and in the event they were not returned expressed appreciation and thanks for their contribution.		