

## Falkirk Community Trust

Board Meeting  
Minute

Minute of a special meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Falkirk Stadium on **12<sup>th</sup> January 2017** at 9.30am. Ian Scott (IS) chaired the meeting throughout.

**Present:** Ian Scott (IS) Chairman; Cllr Dennis Goldie (DG) items 1-2; Cllr Linda Gow (LG); Alex McQuade (AMcQ); Steve Mackie (SM); Ruth Morrison (RMor); Provost Pat Reid (PR); Cllr Robert Spears (RS); David White (DW).

**Apologies:** Simon Rennie (SR); Bob Tait (BT).

**In Attendance:** Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC).

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	The Chairman welcomed Directors to the first Board meeting of 2017 and wished all a happy new year.		
1	Business Plan: Savings Update	<p>The Board considered the request from the Council to seek a further £200k of savings in 2017/18 without facility closure.</p> <p>Directors discussed the Trusts capacity to manage further savings and potential risks to the Business Plan. Directors noted the Trust has managed to achieve additional savings in the current year and carried unplanned expenditure.</p> <p><b>Decision</b></p> <p>The Board agreed to make savings as follows:</p> <ul style="list-style-type: none"> <li>a) Carbon reduction payments £35k</li> <li>b) Salary increment budget management £50k</li> <li>c) Good housekeeping efficiencies £115k</li> </ul>		
2	Draft Action Plan 2017-18	<p>The Board considered the draft Action Plan which will be presented to the Council as part of the Business Plan package. The Board noted that the management team have reviewed the Plan to ensure it remains deliverable and discussed the impact of Team Leader vacancies and the need to ensure service provision continues to accessible to all. The Board noted the main revisions to the Plan are as follows:</p> <ul style="list-style-type: none"> <li>• Action 1.10: a project to modernise our digital capacity through a new website, online services and more integrated management information systems.</li> <li>• Action 2.17: new activity to develop a community engagement programme to deliver the new business approach.</li> <li>• Action 3.9: increased focus on new income generating activity in 15 venues to deliver the new business approach.</li> </ul> <p>The Board noted that implementation of the above will involve teams from across the Trust and management team oversight across all strands and that work is in train now to scope and commence the activity.</p> <p>The Board discussed the recruitment of Directors including a Chairman and noted that this will be an agenda item at the March Board meeting.</p>		

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		<p><b>Decision</b></p> <p>The Board approved the draft Action Plan 2017 – 18.</p>		
3	PDP Follow up	<p>The Board noted that MC is progressing arrangements for a meeting of Board members with the Council in advance of the Council budget setting meeting as requested by the Council. The Board discussed its approach to the meeting with the Council PDP. The Board discussed the protocols that will be required to hold Board meetings in public and noted that a policy similar to that in the Council will be required.</p>		
4	AOCB	<p>The Board noted that the recent Fire &amp; Light event had sold out; benefitted from good weather; had been well received and that a review with EventScotland will consider longer term viability.</p>		