

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 **25th August 2016** at 9.30am. Ian Scott (IS) chaired the meeting throughout.

Present: Ian Scott (IS) Chairman; Steve Mackie (SM); Ruth Morrison (RMor) items 1-7; Provost Pat Reid (PR); Simon Rennie (SR); Cllr Robert Spears (RS); Bob Tait (BT); David White (DW).

Apologies: Cllr Dennis Goldie (DG); Cllr Linda Gow (LG); Alex McQuade (AMcQ).

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC); Greg Brown of Drummond Laurie.

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	The Chairman welcomed Directors to the meeting.		
1	Minute of Meeting	The Minute of the meeting on 19 th May 2016 was approved.		
2	Matters Arising	<p><u>Delivery Plans</u></p> <p>The Board noted that the Library Development Plan, Arts Plan and Physical Activity & Wellbeing Plan are being presented to the Council in September.</p> <p><u>Arts Centre Business Case</u></p> <p>The Board noted the response received from the Council's Chief Executive.</p>		
3	Falkirk Council Financial Perspective	<p>Bryan Smail provided a verbal update on the financial position faced by Falkirk Council and highlighted the wider economic context that is influencing the government; the likelihood of similar reductions in each of the next 3 years; the statutory requirements placed on the Council; and the compressed timescales for delivering a budget for February 2017.</p> <p>The Board noted that the Council is working to a reduction of at least £20m and that a budget report setting out options for service savings is being presented to the Council in September. The Board recognised the impact this is having on the Council and that decision making will be difficult. The focus on discretionary areas of spend was acknowledged. The Policy Development Panel review and Strategic Property Review were noted as pertinent issues as was the Community Empowerment Act.</p> <p>The Board noted the timescales for engagement with the Council on funding and welcomed early engagement prior to November submission on budget for 17/18.</p>		
4	Budgetary Control Statement	<p>DC presented the 1st report for 16/17 based on the period to end of June and the Board noted that at this early stage in the year the overall financial projection is within budget. The Board noted that whilst income is generally up year on year it remains challenging to meet all targets.</p> <p>The Trading Company is performing well and is projecting a charitable donation.</p>		
5	Annual Accounts	DC advised the Board that the Annual Accounts 2015/16 have been prepared and audited. The Board noted that in the Auditors opinion the statements give a true and fair view of the Trust's affairs. The financial results show a surplus on unrestricted funds of £381,000. After applying £163,000 from the revaluation reserve, and transferring £175,000 to Helix,		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>the unrestricted fund has increased to £736,000.</p> <p><u>Decision</u></p> <p>The Board approved the Trust's Financial Statements for the period to 31 March 2016.</p>		
6	Presentation from External Auditors	Greig Brown provided an overview of the Audit process for across Assets, Liabilities and Income and Expenditure. Assurance was gained across all elements of the Audit. The Board noted that the Audit was conducted in compliance with new accounting standards.		
7	Woodlands Games Hall	NB advised the Board of work that is being undertaken with Falkirk Council, Falkirk Football Foundation and Comely Park School Parent Council. The Board noted that the principle of supporting community interests in asset transfer through the Community Empowerment Act is welcomed. The Board noted that Falkirk Council will consider the matter at a committee meeting in early September. The Board noted that depending on the outcome of this Council meeting the Trust may be asked to withdraw from operation of Woodlands Games Hall.		
8	Strategy Group Presentation	<p>IS reminded the Board of the work of a small group of Directors and that this has assessed where the Trust is at the moment and has had fruitful discussions to imagine the future, where the Trust wants to be and how to get there. IS reminded the Board that the present situation is not sustainable and asked MC to summarise the findings of the group.</p> <p>MC summarised the current position and the context in which the Trust is operating referring particularly to the earlier presentation on the Council's financial position. Drawing on the example highlighted in the previous report the future scenario within a 2-5 year timeline was described as follows:</p> <ul style="list-style-type: none"> • Enabled communities are called to action • Volunteers engage and motivate • FCT leading, guiding and supporting • Reduced portfolio of assets with clear purpose and investment in others • What the community values drives programmes and services • Diverse sources of income • Use of technology to inform decision making and priorities and better promote services. <p>The Board discussed the development process and points noted included:</p> <ul style="list-style-type: none"> • Importance of stakeholder engagement • Helping and supporting others • Shifting attitudes and cultures • Moving from managing to facilitating • Assets are only part of the answer • The nature of the voluntary effort • Finding ways to invest in core facilities. <p>IS advised that a further report on implementation will be presented to the Business Planning meeting on 22nd September.</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
9	Annual Report 2015-16	The Board welcomed the Annual Report and approved its publication subject to minor amendments.		
10	Sub Group Membership	<p>The Board noted the programme of meetings for 2017. The Board agreed the following membership changes:</p> <ul style="list-style-type: none"> • Steve Mackie to replace Ruth Morrison on the People Sub Group • Bob Spears to move from the People Sub Group to Audit & Performance Group 		
11	Audit & Performance Sub Group	The Board noted the minute of 11.08.16		
12	Trading Board	The Board noted the minute of 12.05.16		
13	People Sub Group	The Board noted the minute of 02.06.16		
14	Information Items	The Board welcomed the information items and Directors noted that these and the monthly update are of great interest.		