

Falkirk Community Trust

Board Meeting Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Falkirk Stadium on 19th May 2016 at 9.30am. Ian Scott (IS) chaired the meeting throughout.

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

Apologies: Cllr W Buchanan (BB).

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC) item 1-5+7; Paul Eames(PE) item 6.

| 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 18 th February 2016 was approved. | | |
| 2 | Matters Arising | <p><u>Board attendance</u></p> <p>The Board noted that with the exception of a few recent meetings Director attendance was good. LG flagged that it would be helpful if meetings kept to the allocated time in order to minimise part attendance.</p> <p><u>Library Development Plan</u></p> <p>The Board noted that following discussion with the Provost a meeting had been held with the Portfolio Holder and that some amendments are being made to the Plan.</p> <p><u>Business Plan update</u></p> <p>MC advised that the Trust has not had to draw on reserves in order to meet voluntary severance payments.</p> <p><u>Strategic Risk</u></p> <p>The Board noted the considerable engagement between the Trust and Police Scotland to ensure public safety at key sites.</p> | | |
| 3 | Budgetary Control Statement | <p>DC presented the provisional outturn report for the 12 months to March 2016 which is the final position for the year subject to the audit process. The Board welcomed the positive position which was better than anticipated in the February report. The projected surplus on charitable activities is £122,000 due to lower employee costs due to holding vacancies, lower than anticipated property costs and supplies and services. The Board noted that the outturn incorporates the previously unbudgeted voluntary severance costs and that whilst there is an underachievement on income target, overall income from fees and charges is £365,000 higher in comparison to last year.</p> <p>The Board welcomed the strong performance in Trading which has been transformed from a subsidised position to a generating a surplus and charitable donation to Company. The Board expressed their thanks to staff for this achievement.</p> <p>The Board noted that the Company reserves are well above range.</p> <p>The Board discussed the statement and the following points were made:</p> <ul style="list-style-type: none"> • The impact of maintaining a tight organisational | | |

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| | | <p>capacity on the ability to generate income and the intention to address this through restructuring the organisation;</p> <ul style="list-style-type: none"> • The impact of investment on income generation and understanding the return on the investment at key sites such as the Mariner Centre and Grangemouth Stadium; • The need to plan for proposals to utilise reserves and that reserves could be utilised for severance payments if required; • The strong position secured of costs reduced, income increased and reserves added to. <p>Decision</p> <p>The Board approved the Budgetary Control Statement.</p> | | PF |
| 4 | Soft Play Project Update | <p>The Board noted the confidential paper including a Council report and information from Social Investment Scotland (SIS). The Board welcomed the granting of Landlords Consent by the Council and their positive reception of the Business Case; welcomed the offer of a loan from SIS and noted their helpful support and advice received from their staff.</p> <p>Decision</p> <p>The Board agreed to enter into a financial funding agreement with the Council and authorised the Chief Executive to progress to the next stage of project delivery and enter into appropriate agreements with the Council.</p> | | |
| 5 | Arts Centre Business Case | <p>IS expressed disappointment on the Council's decision in respect of the Arts Centre and acknowledged that a decision not to progress had always been a possibility.</p> <p>The Board noted that the Council motion confirmed an intention to continue to seek a new Arts Centre. The Board discussed the uncertainty created for the arts community and the need for pragmatism and to continue exploring options.</p> <p>Decision</p> <p>The Board agreed to write to the Council expressing its disappointment and that the Trust looks forward to the opportunity to discuss what happens next.</p> | | MC/IS |

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| 6 | Arts Plan Consultation | <p>PE presented on the recent consultation exercise. The Board noted that the Arts Community were the key target for the consultation which focussed on 14 questions with the establishment of an Area Arts Network the key driver for the Plan. The Plan was well received by consultees and responses included that it is positive and forward thinking. The Board welcomed the updated Plan, welcomed that it had taken on board comments made in the consultation and noted the revisions highlighted in the document presented. The Board noted that the next step will be to seek Council endorsement for the Plan.</p> <p>Points raised in discussion:</p> <ul style="list-style-type: none"> • The Plan is well presented and helpful; • The link to tourism is important; • Many related themes exist around history and heritage; • The need for a new Arts Centre remains; • Creating a climate that attracts and retains artists and audiences; • The role of the Creative Place Award in giving national recognition; • The role for the Trust as policy adviser to the Council. <p>Action PR agreed to discuss the time it takes for Trust policy reports to be presented to the Council with the Portfolio Holder.</p> <p>Decision The Board approved the revisions made to the Arts Plan and agreed that it be remitted to the Council for their approval.</p> | | PR |
| 7 | External Funding VAT | <p>DC advised the Board of the position in relation to external funding bids for capital works. The Board noted that capital works cannot be undertaken by the Council and funded by payment of grant received directly by the Trust. The Board noted that current bids for capital funding are being reviewed to ensure appropriate accounting arrangements are applied. DC explained the principles that can be applied and that going forward the Trust will have to consider its position with regard to capital grant applications. The Board noted the potential for an adverse impact on the fundraising target.</p> <p>Decision</p> <p>The Board approved the work to ensure the appropriate accounting arrangements are in place for existing and future funding bids.</p> | | |
| 8 | Review of compliance with Corporate Governance and Charity Law | <p>MC advised of an exercise undertaken to review the Trust's compliance with Corporate Governance Charity Law. The Board noted that a similar exercise had been undertaken 5 years ago when the Trust was established. The Board noted that whilst the Trust is compliant the nature of the relationship with the Council has an impact in some areas of partial compliance.</p> <p>Decision</p> <p>The Board noted the review findings and agreed to a review being undertaken on a 3 yearly basis.</p> | | |
| 9 | Savings Plan Update | <p>The Board welcomed the update report from NB who presented on the activity to put in place new arrangements for the start of the financial year. The Board noted the key aspects of the work as follows:</p> | | |

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| | | <ul style="list-style-type: none"> • A new staffing structure in Libraries; • Retention of opening hours; • Withdrawal of the Mobile Library; • A new staffing structure in Arts and Heritage; • New opening hours at Callendar House and Kinneil Museum; • New opening hours and reduced staffing levels at Bo'ness Recreation Centre. <p>The Board noted that the majority of voluntary severance requests were processed at the end of 2015/16 financial year which had a positive impact on the 2016/17 budget. The Board noted a number of management actions that have been taken to manage the budget gap for 2016/17 and noted that work has commenced to plan for the anticipated 2017/18 savings with further impact on the delivery of services and operation of facilities likely.</p> <p>The Board discussed the following points:</p> <ul style="list-style-type: none"> • Relationship to Council employee Terms and Conditions; • The Council Policy Development Panel review of assets; • The Business Plan for Falkirk Community Stadium Ltd; • The Development Group being established by the Board. | | |
| 10 | Trust Development Group | IS asked the Board to note the remit and membership of the working group to bring forward proposals on the future development of the Trust's work. The Board noted that there will be opportunities for all Directors to input and that the first meeting of the group is on 1 st June. | | |
| 11 | Audit & Performance Sub Group | The Board noted the minute of 03.03.16 | | |
| 12 | Trading Board | The Board noted the minute of 25.02.16 | | |
| 13 | Information Items | The Board welcomed the information items and Directors noted that these and the monthly update are of great interest. | | |
| | Date of next meeting | Thursday 25 th August at 9.30am in Callendar House | | |