

## 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 **27<sup>th</sup> August 2015** at 9.30pm. Ian Scott (IS) chaired the meeting throughout.

**Present:** Ian Scott (IS) Chairman; Cllr Linda Gow (LG) items 2-11; Ruth Morrison (RMor); Cllr Pat Reid (PR) Simon Rennie (SR) 1-11; Cllr Robert Spears (RS); Bob Tait (BT).

**Apologies:** Cllr Billy Buchanan (BB); Ann Cowen (AC); Cllr Dennis Goldie (DG); Alex McQuade (AMcQ).

**In Attendance:** Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC) items 1-8 & 12; Claire Mennim (CM) item 9; Peter Stott (PS) item 10;

Greg Brown of Drummond Laurie items 1-3 & 7.

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	The Chairman welcomed RS to the meeting.		
1	Minute of Meeting	The Minute of the meeting on 27.05.15 was approved.		
2	Matters Arising	<p>The Board noted the following:</p> <p><u>FTH/ Council HQ project</u> – MC updated on the Council meeting of Monday 24<sup>th</sup> August and the Council decision to continue with the Municipal Buildings project to which FTH is inextricably linked. A Business Case for an Arts Centre as part of Forth Valley College Campus is to be considered by the Council in October. A standalone arts centre option ie not part of the Campus is not to be pursued. MC reminded the Board that the Business Case will determine viability and the tight timescale is to meet Forth Valley College deadlines. BT expressed concern about the Business Case and MC advised she would be happy to discuss this in detail with him outwith the meeting. MC will consult the Board once the Business Case is drafted.</p> <p><u>Falkirk Library</u> – had been mentioned in the report to Falkirk Council in connection with any potential standalone arts development option but as the Council has decided not to pursue this option the Library is not part of an arts centre proposal.</p> <p><u>Physical Activity &amp; Wellbeing Plan</u> – is expected to be reported to the Community Planning Leadership Board in November and dates for reporting to the Council are awaited.</p> <p><u>Outdoor Activity Facilities</u> – NB explained the proposal to relocate from the premises at Victoria Buildings to the former nursery school property adjacent to Grangemouth Sports Complex.</p> <p><u>Falkirk Council's review of the Trust</u> – noted that the Panel is on-going and expected to complete before the end of the calendar year. IS advised that if any Board Director wished to make a submission it would be welcomed by the Panel.</p>	End Sept	<b>MC</b>
3	Re-appointment of Board Directors	<p>The Board noted that the following Directors have agreed to remain for a further and final term to 30<sup>th</sup> July 2017:</p> <ul style="list-style-type: none"> <li>• Alex McQuade</li> <li>• Ian Scott</li> <li>• Bob Tait.</li> </ul> <p>The Board acknowledged the huge contribution that Ann Cowen has made to the work of the Board and noted that she will stand down when a suitable successor has been appointed. Interviews are taking place on 28.08.15.</p>		

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		<p>The Board approved the Chairman and Vice Chairman roles to 30<sup>th</sup> July 2017 as follows:</p> <ul style="list-style-type: none"> <li>• Ian Scott – Chairman</li> <li>• Dennis Goldie – Vice Chairman.</li> </ul>		
4	Budgetary Control Statement	<p>DC presented the 1<sup>st</sup> report for 2015/16 covering the period April – July and the Board noted that to March 2016 the projected surplus on charitable activities is £85,000. The overall underspend is due to lower employee costs offsetting lower than expected levels of income. The Trading Company is projecting a surplus.</p> <p>The Board discussed the income statement and noted the following points:</p> <ul style="list-style-type: none"> <li>• Although overall income is not keeping to target there are some positive year on year comparators notably the Mariner Centre, Grangemouth Stadium and Bo'ness Gym;</li> <li>• The above good performance has been generated by facility investment;</li> <li>• Swimming direct debit income is being reviewed;</li> <li>• The Stenhousemuir Gym is expected to have positive impact on attracting new customers but focus needs to remain on customer retention;</li> <li>• 3<sup>rd</sup> party events at Helix i.e. Supernova Run, generate income to the Trust.</li> </ul>		
5	Statement of Assurance	<p>The Board noted the Council's annual request for a Statement of Assurance from the Trust to feed into the Council's Annual Governance Statement. The response summarises how we are managing the following:</p> <ul style="list-style-type: none"> <li>• achievement of objectives and compliance with legislation, strategies, policies, and procedures;</li> <li>• robust and evidenced management of risk;</li> <li>• economic, efficient, effective, and safe use of resources and assets; and</li> <li>• proper financial stewardship, management and control;</li> <li>• the relevance, reliability, and integrity of financial and other management information.</li> </ul> <p>The Board noted that in addition to external audit the Trust derives substantial assurance through a robust programme of internal audits.</p> <p><b>Decision</b></p> <p>The Board: Approved the Statement of Assurance.</p>		
6	Community Planning Partnership Agreement	<p>The Board noted the purpose and content of the Community Planning Partnership Agreement and discussed the role the Trust plays in community planning.</p> <p><b>Decision</b></p> <p>The Board: Agreed to the Trust being a signatory to the Partnership Agreement.</p>		
7	External Auditors Report	<p>Greg Brown tabled and presented Drummond Lawrie's Report of Audit Results for Year ended 31<sup>st</sup> March 2015. The Board noted that the report provided assurance for Assets, Liabilities, Income and Expenditure.</p> <p>The Board discussed systems and controls; the balance of financial and usage performance data; and that they continue to seek the appointment of a Board member with financial expertise. The Board noted that the Financial Manager and</p>		

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		the Trust Management Team will be preparing a response to the report.		
8	Annual Report and Audited Accounts	<p>JC gave an overview of the Annual Report for 2014/15 and noted that the draft provided is a nearly completed version with production work on-going at the final proofing stage.</p> <p>The Board noted that the report layout has been refreshed and this year is structured under the themes of <i>Inspiring Active Lives</i>. It provides a number of case studies that give the reader a greater insight to much of the work that we do.</p> <p>The Board noted that a rounded picture of performance includes many notable highlights as well as where there was poorer performance.</p> <p>The report will be shared with all stakeholders, published on line and a shorter version will be made widely available through venues.</p> <p>The Board noted that publication will be later in September and there is still an opportunity to pass any detailed observations to the management team.</p> <p>DC presented the consolidated financial statements for the Trust, including Falkirk Community Trading Ltd, for the period to 31<sup>st</sup> March 2015. The Board noted that in the Auditor's opinion these statements give a true and fair view of the Trust's affairs. The Board noted that this shows a surplus on unrestricted funds of £12,000. After applying £66,000 from the revaluation reserve, and transferring £123,000 to Helix, the unrestricted fund has increased to £374,000.</p> <p><b>Decision</b></p> <p>The Board:</p> <ul style="list-style-type: none"> <li>a) Approved publication of the Annual Report 2014/15 and a condensed version;</li> <li>b) Approved and authorised issue of the Trust's financial statements for the period to March 2015.</li> </ul>		
9	Callendar Park Management Plan	<p>CM presented on the Management Plan for Callendar Park and the Board welcomed the comprehensive presentation and proposals for the park.</p> <p>The Board noted the purpose of the Plan is to be both practical and aspirational. The Plan has benefitted from a high degree of engagement and involvement of Park users and good levels of feedback for proposals have been received. The Plan is intended to attract and secure external funding resources as well as volunteer input.</p> <p>The Board sought reassurance that the key features of the designed landscape and monuments would be enhanced in new maintenance regimes and that a good level of messaging and interpretation would highlight the positive benefits. The Board welcomed proposals to focus on entrance enhancement and creating a welcome to the park and discussed the importance of the role for Callendar Park as part of a green corridor particularly utilising the John Muir Way.</p> <p><b>Decision</b></p> <p>The Board: Approved the Callendar Park Management Plan subject to the comments above.</p>		
10	Heritage Delivery Plan progress update	PS presented an update on the progress of the Heritage Delivery Plan over 2014/15 along with planned activity and opportunities and challenges going forward. The Board noted the activity delivered through Kinneil Museum refurbishment; the THI project; WW1 commemoration; schools and family		

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		<p>learning programmes; loan boxes.</p> <p>The Board discussed the widespread nature of heritage across the area and the importance of balancing site specific work with outreach across communities and supporting communities to take action. The Board noted that future work includes focusing on the Antonine Wall through developing plans for fundraising within a partnership to raise the profile of the wall.</p> <p>The Board noted that a further update will be reported to the August 2016 meeting.</p>		
11	Sub Group Membership & Meeting Dates for 2016	<p>The Board discussed the membership of sub groups and noted that there is no defined split in membership of the sub groups. The Board noted that the Chair of the Trading Company will be considered once the recruitment of the independent director is concluded.</p> <p><b>Decision</b> The Board:</p> <ul style="list-style-type: none"> <li>a) Agreed that R Mor would replace AC on the Audit &amp; Performance Group; and</li> <li>b) Agreed that PR would stand down from the Audit &amp; Performance Group; and</li> <li>c) Agreed that RS would take up a place on the People Group and BB would take up a place on the Audit &amp; Performance Group; and</li> <li>d) Approved the calendar of meetings for 2016.</li> </ul>		
12	Business Planning	<p>The Board reconvened in the afternoon for a Business Planning Session. The purpose of this was to remind the Board of the financial context both for the Council and for the Trust; to review current savings plan performance; and revisit previous work to identify future potential savings.</p>		