

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 **19th February 2015** at 9.30am. Ian Scott (IS) chaired the meeting throughout.

Present: Ian Scott (IS) Chairman; Ann Cowen (AC); Cllr Dennis Goldie (DG) items 1-4; Cllr Linda Gow (LG); Cllr Adrian Mahoney (AMah); Alex McQuade (AMcQ) Ruth Morrison (RMor); Richard Murphy (RM); Cllr Pat Reid (PR) items 1-4 & 7; Bob Tait (BT).

Apologies: Simon Rennie

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC); Lee Kelso (LK) item 7.

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	The Chairman welcomed Directors to the first meeting of 2015. The Board noted the resignation of Malcolm Nicol as a Council Director of the Company with effect from 16 th February 2015. The Board noted the positive contribution Malcolm had made to the Trust especially in its formation.		
1	Minute of Meeting	The Minute of the meeting on 06.11.14 was approved.		
2	Matters Arising	The Board noted the following: <u>Charlotte Dundas</u> – a report is being presented to Falkirk Council at a meeting on 24 th February 2015. <u>Positive News Placement</u> – efforts continue to brief and place positive articles in the Falkirk Herald.		
3	Council Budget Setting Update	MC reminded the Board of the indicative funding reduction from the Council of £2.1m over 3 years which had informed the development of the 2015/16 Business Plan and forward planning for the two subsequent years, and advised that the Trust has been informally advised of a further £0.5m reduction in service payment for 2016/17. The Board discussed the significant financial challenge and the opportunities available to the Trust and noted the differences between what is available to the Trust and the Council. The Board noted that the Council's intended review of the Trust may be helpful to gain their view on future direction. Decision The Board: Agreed to hold a budget planning session in June on the general principles ahead of more detailed work in August.		
4	Trust and Helix Business Plans 2015/16	The Board welcomed the Council's full endorsement of the Business Plans for 2015/16 along with capital programme support and agreement to increase the Trusts borrowing limit. MC reminded the Board that to deliver the Business Plans the Trust must increase its earned income by £1m from the 1 st April and that this is a big challenge to take on. The Board noted the impact of delays to the Kelpie Visitor Centre on the Helix Business Plan and welcomed the support from the Council to extend the planned Visitor Centre to better meet the exceptional level of visitors being attracted to the site. MC highlighted the compensatory actions being taken by the Trust in retail and catering and the opportunity to improve visitor transport. The Board noted that the Helix Business Plan will be rebased to reflect the changes. The Board discussed recruitment plans for the soon to be		

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		<p>vacant Team Leader Helix post and concluded that there is a sufficiently robust case to progress to appointment should a suitable candidate be attracted.</p> <p>The Board noted that work with the Scottish Enterprise Growth Pipeline is progressing and that Trading Company performance and the Helix have been identified as priorities for support through this programme to help the Trust to take forward project work.</p>		
5	Budgetary Control Statement	<p>DC presented the Budgetary Control Statement for the period April to the end of January 2015. The Board noted the year end projection is holding with an increase in reserves and Trading Company profit expected. The Board noted an underspend in supplies and services which is largely attributable to the delay with the Kelpie Visitor Centre.</p> <p>Fees & charges income is higher than same point last year however sitting at marginally below budget and the Board noted the impact of closures at the Mariner Centre and Grangemouth Sports Complex. Efforts continue to be made to manage repairs and maintenance spend and whilst welcoming the budget position the Board expressed concern around the sustainability of an 'essential only' approach to repairs.</p> <p>The Board discussed the underlying concern associated with the asset base and reaffirmed the growth strategy based on utilising new buildings to minimise the asset risk.</p>		
6	Strategic Risk Update	<p>The Board noted the Trust's Strategic Risk Register has been reviewed by the Management Team and that following this, the Register comprises 3 Red, 22 Amber and 24 Green risks. Red risks are in relation to the Councils funding position, and the asset condition both of which have been given an increased Red level scoring due to an increased certainty of risk effect. The risk in relation to IT systems has been increased from Amber to Red reflecting the increased probability of business impact although with increased mitigation activity via capital allocation and Scottish Enterprise support. Further risk reviews reflect the shift in focus towards development of viable income generating projects.</p> <p>Decision The Board: Approved the revisions to the Strategic Risk Register.</p>		
7	Consultative Draft Physical Activity and Well-Being Plan	<p>The Board received a comprehensive and helpful presentation from LK covering the development of the Plan and key issues and challenges in motivating more people to be more active more often, and the plan to consult widely during March and April.</p> <p>Discussion points included:</p> <ul style="list-style-type: none"> • Referring into programmes from a wide range of sources • Interfaces with young people and schools • Supporting people including staff to access services • Staff and Board being ambassadors for the Plan • The co-ordinated approach across sport and arts • Marketing and appropriateness and relevance to engage and attract the inactive • The range of programmes targeted at a growing elderly population • Setting targets to build physical activity element across Trust programmes ie Heritage walks • Creation of a reward scheme especially for new 		

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		<p>participants</p> <ul style="list-style-type: none"> • Council investment in paths network. <p>Decision The Board approved the consultative draft Physical Activity and Well-Being Plan and proposals for consultation.</p>		
8	Succession Planning and Board Recruitment	<p>The Board noted that a number of Independent Directors' second term ends this year and noted that the Chairman has spoken with relevant Directors to gauge their intention in relation to a third and final term.</p> <p>The Board discussed the need for succession planning and that new people joining the Board can bring a fresh perspective and that this should be aligned to a skills audit and training needs analysis for all Directors.</p> <p>Action IS agreed to provide a short paper for the next people Sub Group meeting on Board recruitment.</p>		IS
9	Information Items	<p><u>Delivery Plan Programme</u> AMah advised that there have been delays within the Council in getting the Kinneil Masterplan onto the Executive Committee Agenda and that it is not being considered on 24th February. In connection with this AMah flagged the imminent changes to Historic Scotland's governance arrangements that the Board should be aware of.</p> <p><u>Falkirk Town Hall/Council Office HQ Project</u> The Board discussed an update report from the Manager for the Office project and noted that a phased approach proposed with the Office elements progressing in the first phase. The Board discussed the need for good communications and engagement of all stakeholders as the project develops.</p> <p>BT commented on the wide range of very good news contained in the reports and highlighted in particular the 'Love Your Library' letter. The Board asked that where appropriate Information Items are converted to News Items.</p>		