

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 **6th November 2014** at 9.30am. Ian Scott (IS) chaired the meeting throughout.

Present: Ian Scott (IS) Chairman; Ann Cowen (AC); Cllr Dennis Goldie (DG) items 1-5; Cllr Linda Gow (LG); Cllr Adrian Mahoney (AMah); Alex McQuade (AMcQ) Ruth Morrison (RMor); Richard Murphy (RM); Cllr Pat Reid (PR) items 1-5; Simon Rennie (SR) Bob Tait (BT).

Apologies: Cllr Malcolm Nicol (MN)

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC) items 1-7; Pauline Barnaby (PB) 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 21.08.14 was approved.		
2	Matters Arising	The Board noted the following: <u>Final Audit Findings Report</u> – a management response has been prepared. <u>Charlotte Dundas</u> – a report has been submitted to Falkirk Council and feedback is awaited. <u>CPP Audit Response</u> – a response has been provided.		
3	Budgetary Control Statement	The Board considered the Budgetary Control Statement for the 6 month period April – September 2014. The Board noted the budget movements since the 3 month position comprising: <ul style="list-style-type: none"> • Helix budget spend re profiled due to Kelpie Visitor Centre delay with set up, opening and operating costs of £0.4m carried forward to 15/16 • Increased trading income from activity at the Helix • Lower repairs and maintenance expenditure than same period last year • Sports centre income below budget and potential impact of closure for maintenance works • Increased performance at Bo'ness Recreation Centre and strong performance in Health & Fitness. <p>The Board noted the projected outturn of £0.548m below budget; and noted the adjustment made for Holiday Pay which is likely to roll on.</p> <p>The Board noted that the Council has tendered works for the Kelpie Visitor Centre construction and the Trust anticipates taking over operation of the venue in June 2015.</p> <p>The Board discussed the Falkirk Herald report of 6th November and the confusion over the roles of the Trust and the Council. The Chairman agreed to consider how best to position the positive news about the last 6 months of visitor numbers and the future operational role for the Trust, with the Falkirk Herald.</p>		IS
4	Business Plan 2015/16	MC reminded the Board of the arrangements for submission of the Trusts Annual Business Plan to the Council by 15 th November and that the Council will consider it at a meeting in January 2015. The Board noted:		

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		<ul style="list-style-type: none"> • The high dependency on generation of £480k income within overall £620k of savings was highlighted and the pressure this placed on the Trust with consequent requirement for robust monitoring • The income generating aspects of capital investment proposals at the Mariner and Grangemouth Sports Complex • Health & Fitness performance and opportunities for further investment utilising borrowing to generally improve existing offers. <p>Decision</p> <p>The Board</p> <ul style="list-style-type: none"> a) Approved the Draft Annual Action Plan 2015-2016 b) Approved the various initiatives to tackle the reduction in funding in 2015/16 c) Agreed to ask the Council to review the borrowing limit to £1m d) Endorsed the capital proposals for 2014/16 recommended by the Audit and Performance Sub Group e) Authorised the Chief Executive to submit the draft Annual Action Plan 2015/16 accompanied by background papers and a request to increase the Trusts borrowing limit to £1m, to the Council by 15th November 2014 f) Agreed to receive a further report prior to the finalised Action Plan going live to show any further adjustments or changes. 		
5	Business Plan 2016/18	<p>The Board noted the context of the Council's funding reductions going forward over the next 2 years and the Trusts progress in meeting the following savings targets:</p> <ul style="list-style-type: none"> • 2016/17 - £677k • 2017/18 - £810k <p>The Board noted that further savings may be required in 2016/17 and 2017/18.</p> <p>The Board considered the approach as discussed at the Audit & Performance Group meetings in September and October and discussed supplementary information provided on year 3.</p> <p>AMah and AC expressed their concern with proposals outlined for year 3. The Board discussed the strategic consequences across Scotland arising from withdrawal of local authority funding for culture and sport and expressed concerns about community, equalities, poverty and reputational impact of any potential service reductions. The Board agreed that the next 12 months will be critical to optimise what can be done and give consideration to alternative solutions.</p> <p>Decisions</p> <p>The Board</p> <ul style="list-style-type: none"> a) Agreed in principle to the savings proposals for 2016/17 and 2017/18 b) Asked the management team to continue to explore alternative proposals c) Asked the management team to continue to work closely with the Council in relation to each of their respective processes 		

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		<p>d) Agreed to receive further reports for final approval prior to submission of any budget plans</p> <p>AMah abstained from agreeing the above decisions.</p>		
6	Fundraising Strategy Update	<p>PB presented on the Strategy. The Board noted that as the organisation has developed so will the Strategy; a review in 2015/16 will look at the next 3 year period with focus on diversifying including donations, Gift Aid, GAYE and legacy; action and targets for 2015 have been identified and reflect project priorities and funding body opportunities.</p> <p>The Board noted fundraising success for the year to date include:</p> <ul style="list-style-type: none"> • The 14/15 target for external grants awarded is nearly reached with expectation this will be exceeded • Sponsorship success with local businesses and time taken to develop • Progress in diversifying the Trusts range of funders • Good partnership support for local organisations. <p>The Board discussed the importance of establishing relationships with funders and the need for judicious use of seed or match funding. The Board noted the cultivation event on 4th December to showcase the Trust's work and assist identify potential new sponsors to work with over the next 12 months on developing proposals.</p> <p>Decision</p> <p>The Board</p> <p>a) Approved the uplifted fundraising target to achieve awards of £500,000 of external funding in 2015/16.</p>		
7	SLA Review of Services	<p>NB outlined the current position of the review of the SLAs. The Board noted that some good progress has been made, discussed SLA performance and points made included:</p> <ul style="list-style-type: none"> • The sensitivity of OSCR • Demonstration of best value based on a methodology and evidence • Challenges of potential shrinkage in the Council • SLA costs interface with Council grant • Time is required to continue longer term strategic discussion. <p>Decision</p> <p>The Board</p> <p>a) Agreed that the Trust request all Council services to demonstrate that their particular SLA agreement provides 'best value' to the Trust;</p> <p>b) Agree that upon such commitment being provided, the Trust offer a 3 year extension.</p>		
8	Kinneil Estate Master Plan	<p>LoH updated on progress towards completion of the Kinneil Estate Master Plan. The Board noted the appendix of feedback responses and that good levels of consultation feedback received and much detail that will be valuable for the development stages the project; noted amendments made to the draft included a re-working of the vision statement.</p> <p>Points made in discussion included:</p> <ul style="list-style-type: none"> • Plenty of interest to large funders - challenge will be to secure seed funding 		

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		<ul style="list-style-type: none"> • Detailed discussion required with Historic Scotland • Once the Masterplan is approved an advisory group will be established including from the community • Considerable work has gone in to create the Masterplan and delivery will impact on resources and other projects • Callendar House and Park needs a similar Masterplan. <p>Decision</p> <p>The Board</p> <ul style="list-style-type: none"> a) Approved the amendments to the Masterplan b) Agreed to forward the finalised draft to the Executive Committee of Falkirk Council for approval. 		
9	Sub Group Membership	<p>The Board considered a paper outlining the structure of the People and Audit & Performance sub groups and proposed process for the Board to review work associated with the Business Plan.</p> <p>Decision</p> <p>The Board</p> <ul style="list-style-type: none"> a) Agreed to the formation of a Business Planning Group b) Agreed the calendar of meetings for 2015. 		
	AOCB	<p><u>Confidential reports</u></p> <p>The Chairman reminded Directors of the confidential nature of the Business Plan reports.</p> <p><u>Callendar House</u></p> <p>The Board welcomed the breaking news that Callendar House has retained its 5 star status.</p> <p><u>Information items</u></p> <p>The Chairman asked the management team to continue to encourage information reports and to pass on his thanks and appreciation to report authors. BT acknowledged the huge amount of positive work that is portrayed.</p>		