

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 **5th June 2014** at 9.30am. Ian Scott (IS) chaired the meeting throughout.

Present: Ian Scott (IS) Chairman; Ann Cowen (AC) items 1-5; Cllr Malcolm Nicol (MN); Cllr Linda Gow (LG); Alex McQuade (AMcQ) Ruth Morrison (RM); Baillie Joan Paterson (JP); Simon Rennie (SR); Bob Tait (BT).

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC) items 1-7; Peter Stott (PS) item 8.

Apologies: Cllr Dennis Goldie (DG); Richard Murphy (RM); Provost Pat Reid (PR).

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	The Chairman welcomed Directors to the meeting and noted that the Trust had been involved in considerable activity over the past few months. Board Directors welcomed in particular the information items and recorded their thanks to all report authors.		
1	Minute of Meeting of	The minute of the meeting on 20.02.14 was approved.		
2	Matters Arising	<u>In relation to item 4 in Matters Arising</u> The Board noted that an Audit Scotland review of the Councils ALEO arrangements may assist to clarify Council thinking in relation to a review of the Trust arrangements and that it is understood the audit has been positive thus far.		
3	Budgetary Control Statement	DC presented the statement for the 12 month period to March 2014 and noted the inclusion of a summary of repairs and maintenance at appendix 3 as requested by the Board. The Board noted that overall the financial position has improved from the breakeven position previously reported and a surplus of £77,000 is now expected. This position is after allowing for the carry forward of unspent balances into the next financial year, including grant income (£326,000), Helix funding (£101,000) and money for the new library management system (£60,000). After taking account of planned expenditure of £50,000 for the 2014 Homecoming Event the surplus of £77,000 will leave the Trust with uncommitted funds of £241,000 and restricted funds of £427,000 for grant funded projects and the Helix. The Board noted that the final accounts process and audit is currently underway. The Board discussed budget pressures and key points raised included: <ul style="list-style-type: none"> • Significant inroads made to bringing down repairs and maintenance spend and impacts of this on sites and customers and the need for offsetting to be built into the budget; • Steps being taken to manage PRS/PPL expenditure and complexities associated with these charges; • The potential for additional gain in the accounts once outstanding utilities gain is apportioned. 		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>Decision</p> <p>The Board noted the financial statements to the end of March 2014.</p>		
4	Health and Fitness Provision – Spend to Save	<p>NB updated the Board on the Trusts application to the Council for approximately £1m to fund the provision of a new and additional health and fitness facility through the Council's 'Spend to Save' initiative. NB highlighted the key points in the Business Case which was prepared by the Trust and advised that he is confident in respect of delivery and that should all next steps outlined go to plan the proposed delivery timescales are realistic. The Board noted the confidential nature of the commercially sensitive information contained within the report.</p> <p>The Board welcomed the good news that the Council Executive had approved the Spend to Save investment and noted their decision that the Trust receive a 40% split of the annual surpluses. The remaining 60% to rest with the Council and that this arrangement is not conditional on time or income levels achieved. The Board noted that the Council had selected Stenhousemuir as the preferred option and that the facility is to be located in a currently vacant retail unit in the town centre.</p> <p>The Board discussed the terms of the offer and noted that the Council expects to secure its investment back. Concerns were expressed that the offer may set a precedent. It was noted that that a future anomaly may be being built in. The Board agreed that this needs to be picked up timeously with the Council once the Trust is able to demonstrate that the financial return is working.</p> <p>Action</p> <p>Write to Falkirk Council to advise of the Board decision to accept the offer and seek a review of the terms of the offer in due course.</p> <p>Decision</p> <p>The Board accepted the Council's offer of £999,000 on the basis of a 40:60 split in favour of the Council.</p>		MC / NB
5	Revised Scheme of Salaries and Conditions of service for Chief Officials	<p>The Board noted that a revised Scheme of Salaries and Conditions of Service had been agreed by the Scottish Joint Negotiating Committee. It was noted that the revised scheme had largely been implemented at local level already and that practically it means no material change to the Trusts current conditions for Chief Officials (Chief Executive and General Manager).</p> <p>Decision</p> <p>The Board agreed to adopt the revised Scheme of Salaries and Conditions of Service for Chief Officials within Falkirk Community Trust.</p>		
6	Council request for Statement of Assurance for Year to March 2014	<p>MC presented a draft Statement of Assurance which sets out the governance controls that are in place within the Trust to ensure sound financial management and legislative and policy compliance. The Board noted that the management team consider the statement is representative of their activity and that all reasonable measures are in place.</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>Action Amend the statement to clarify details of the External Auditor and audit findings.</p> <p>Decision The Board approved the Statement of Assurance subject to the above amendment.</p>		MC
7	Business Strategy – 2015/16 Annual Plan	<p>IS set the scene for this item and drew Directors attention to its importance and to the challenges posed.</p> <p>MC explained that the management team are starting work now on the Annual Plan for 15/16 and reminded the Board of the context that surrounds the business challenges faced by the Trust and that it is timely to seek strategic input from the Board to address a number of key issues and to contribute to the development of thinking and ideas for going forward.</p> <p>The Board noted that dialogue with the Council will be needed on what the Trusts approach is and that conversations including around growth or consolidation need to be worked through.</p> <p>The Board agreed the need to take a step back and work through a process to review the ambitions and issues against the opportunities and constraints that are known to exist. The Board agreed to utilise the 14th August Audit & Performance Meeting to take this as a single agenda item and to review in a workshop with the senior management team.</p> <p>The Chairman asked that all Board Directors make an effort to attend this meeting.</p> <p>Action Devise a process and workshop for the Board session on the 14th August.</p>		Management Team
8	Heritage Delivery Plan Update	<p>PS provided an overview of activity in relation to:</p> <ul style="list-style-type: none"> • The Falkirk THI • Pop Up Museums • WW1 commemoration <p>The Board welcomed the extensive information provided in the report and a number of questions were asked about the proposed programmes and delivery arrangements, including volunteer opportunities and costs.</p> <p>The Board noted that the timescale for completion of the work at Kinneil Museum is November / December 2014 with an opening anticipated in February 2015. The Board noted that one of the more challenging elements of the Delivery Plan is considering options for new archive and museum storage and that this is an element of the Trusts wider asset challenge.</p> <p>The Board noted that in respect of the Museum Store a final report from Kadec is due in July.</p>		

	AOCB	<p><u>FCSL</u> MC updated on the legal work currently being undertaken and advised of current expectation that a report will be forthcoming for the next Board meeting with a view to transfer being effective from 1st November 2014.</p> <p><u>Donation Boxes</u> The Board noted that donation boxes are in place at Callendar House and the next locations are Muiravonside and Kinneil Museum.</p> <p><u>Team Leader retirement</u> The Board expressed their thanks and best wishes to John Fairgrieve.</p>		
	Information Items	<p>The Board welcomed all the Information Reports and in particular noted the following items:</p> <ul style="list-style-type: none"> • Queens Baton Relay: events at 7 locations and Directors welcome to attend; a photo opportunity at the Steeple. • Counter Terrorism: The Trust is working with Police Scotland and other partners on early awareness and preventative work. • Culture & Sport Strategy: mechanism and timescale for Falkirk Council to approve the Heritage Plan required; Callendar House & Park Masterplan under review following feedback from the HLF bid. • Health & Safety: no reportable incidents. • Helix: Trust expects Visitor Centre opening in early 2015. 		