

		<p>MC provided an overview of the Annual Report. The Board welcomed the report as a comprehensive and balanced document. The following key points were made:</p> <ul style="list-style-type: none"> • In general the report provides a good news story; • An upturn in Sport & Leisure performance; • Falkirk Town Hall and Hippodrome successes; • Income increases over the previous period; • Trading subsidiary improved performance. <p>The Board noted the report on the Trust's Audited Accounts 2012/13 and welcomed the Auditor's view that these statements give a true and fair view of the Trust's affairs.</p> <p>Decision The Board approved publication of the Annual Report 2012/13 and a condensed version.</p> <p>The Board approved and authorised the issue of the Trust's financial statements for the period to March 2013.</p>		
5	Business Plan Review	<p>MC outlined proposed changes to the Business Plan structure and process. The Board noted:</p> <ul style="list-style-type: none"> • The Business Plan is a key component of our Funding Agreement with the Council. • The current Business Plan was framed at a time when the Trust was forming and reflected the transition process; now is the time to more clearly articulate our own style and personality to grow the Trust. • A five year plan will inform the longer term vision of the Trust, supported by specific detail and priorities in an annual plan. • Team Leaders were involved in developing a mission and vision for the Trust. • The Vision outlines four key Values which will inform all Trust activity. • The previously agreed Growth Strategy for the Trust remains valid but also challenging. • This is an opportunity for the Board and Management Team to articulate the Trust's future direction. <p>The Board discussed the timescales for the Business Plan process as detailed in paragraph 5.2 of the report, and agreed:</p> <ul style="list-style-type: none"> • The 2014/15 Savings Proposals will remain on the agenda of the Audit & Performance Sub Group on 17th October, but will also now be previewed at the Audit & Performance Sub Group on 12th September. • Given the potential for significant decisions affecting the future Business Plan, all Board members were invited to attend the Audit and Performance Sub Group meetings in September and October. <p>It was also proposed that the Board meet with the Council's administration at the conclusion of the business planning process.</p> <p>MC will approach the Council regarding flexibility around their Administration meeting date of the 21st October in relation to discussing Trust proposals.</p>		<p style="text-align: center;">NB</p> <p style="text-align: center;">MC</p>

		<p>Decisions The Board agreed the Trust Vision, Mission and Values outlined in paragraph 4.4 of the report.</p> <p>The Board approved the proposal to develop a 5 year Business Strategy with annual Action Plans.</p> <p>The Board noted the Business Plan Process.</p>		
6	Marketing Strategy	<p>LW outlined the Marketing Strategy. The Board noted:</p> <ul style="list-style-type: none"> • The Strategy provides a document which is strategic and cross-cutting across all Trust business activities. • There are internal themes bringing a strategic approach that will prioritise activity across the Business Plan and Delivery Plans. • The report set out the context and background to the Marketing Strategy. • The Strategy will define objectives and describe the ways we are going to satisfy customers in our chosen markets. • Past promotional work has been carried out within services in isolation without due consideration as to the target market or how to chart the effectiveness of the promotional work. • Technological advancements are limited within the Trust at this time, but informed decisions on marketing campaigns can be informed by usage trends during and after promotional work. <p>The Board welcomed the Strategy and discussed the content. The following key points were made:</p> <ul style="list-style-type: none"> • Increased profile of the Trust in the local and national press has been noticed by the Board. • The Strategy will further complement increased exposure of the Trust in the local and national press. • Understanding our market of who our customers are and who they could be is of utmost importance for the Trust to develop successfully. • Awareness of the expanding older population and their needs of services provided by the Trust is key. • Current IT systems are restrictive in providing detailed information on customer behaviour, with separate systems across the Trust being incompatible with each other. • The strength of the Trust brand is a key area for development. • Importance of the integration of the Marketing Strategy across all team leader areas of work. <p>Concern was raised regarding the continued high visibility of Council branding at flagship Trust facilities. NB commented that a branding protocol is being developed with the Council for the future branding of Trust facilities. MC added that to date the Board decision has been to rebrand only at time of signage replacement, focussing spending on service delivery and development instead.</p>		

		<p>Decision</p> <p>The Board approved the Marketing Strategy 2014-2017 and noted that this will be regularly reviewed and updated.</p>		
7	Budgetary Control Statement	<p>The Board considered the Budgetary Control Statement for the period April to June 2013.</p> <p>DC reported that at this early stage expenditure is expected to be within budget, with lower staffing costs and increased income helping to offset higher costs for repairs and maintenance. Income continues to exceed budget for the reported period.</p> <p>The Board welcomed the positive increases in income across Trust functions with particularly improved performance within the Grangemouth Stadium and Circuit Clubs, reflecting the impact of initiatives within the fitness centres.</p> <p>In answer to a question from BT, DC advised that there may be a rebate on some utilities charges and that once adjustments are made the final position may be improved.</p> <p>The Board highlighted the importance of improved monitoring of costs for repairs and maintenance. DC advised that better management information processes were being put in place.</p> <p>The Board noted the projected subsidy for the Trading company is currently anticipated at £52k against a budgetary subsidy of £71k due to lower employee costs.</p> <p>Decision</p> <p>The Board noted the financial statement to the end of June 2013.</p>		
8	A Heritage Delivery Plan for Falkirk 2013-2018	<p>LoH introduced the Heritage Delivery Plan to the Board. The following points were made:</p> <ul style="list-style-type: none"> • The Plan has been produced in support of <i>Inspiring Active Lives</i>, and covers the 5 year period to 2018. • This is intended to be shared and is wider than a Trust document, highlighting the Trust's key lead role in the development of heritage in the area. • Important opportunity for greater collaboration with other organisations to promote the area's heritage. • Managing expectations against a forecast of complex and changing circumstances is a key theme of the Plan. <p>Decision</p> <p>The Board approved the Heritage Delivery Plan for submission to Falkirk Council Executive for their consideration and approval.</p> <p>The Board noted that a further report outlining a leadership role for the Trust will be presented to the Board in early 2014.</p>		
9	AOCB	<p><u>Muiravonside Country Park</u></p> <p>MN reported concerns to the Board following a report received by him from Avonbridge and Standburn Community Council.</p> <p>NB advised the Board that investigations had begun and a copy of a response will be distributed to the Board.</p> <p><u>Helix Site Tour</u></p> <p>MC extended an invitation to Board members for a walking tour of the Helix site prior to Helix Day on 14th September. MC will arrange a date for this.</p>		<p>NB</p> <p>MC</p>

10	Information Items	The Board agreed that the information items were very helpful and noted that recognition of Trust staff's efforts in producing the collection of information items must be made. IS advised he will contact item authors to pass on complements and feedback.		IS
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