

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 **30th May 2013** at 9.30am. Ian Scott (IS) chaired the meeting throughout.

Present: Ian Scott (IS) Chairman; Cllr Malcolm Nicol (MN); Bob Tait (BT); Ann Cowen (AC); Alex McQuade (AMcQ); Cllr Linda Gow (LG); Ruth Morrison (RM); Cllr Joan Paterson (JP); Simon Rennie (SR); Provost Pat Reid (PR); Richard Murphy (RM)

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC) items 6-8;

Apologies: Cllr Dennis Goldie (DG)

No.	Agenda Item	Agreement / Action	Due Date	Who
1	Appointment of Employee Director	The meeting considered the appointment of an Employee Director. The Board resolved to appoint under clause 19.2(iii) of the Articles of Association, Richard Murphy, who consented to the appointment as a Director of Falkirk Community Trust Ltd. The Chairman and Board welcomed Richard to the meeting.		
2	Re-appointment of Independent Directors	The meeting considered the re-appointment of independent Directors to serve a 2 nd term. The Board resolved to re-appoint under clause 21.1 of the Articles of Association, the following Directors to serve a 2 nd two year term: <ul style="list-style-type: none"> • A Cowen • A McQuade • I Scott • R Tait The above named Directors consented to re-appointment from 1 st July 2013 – 30 th June 2015. <u>Council Director Appointments</u> The Board noted that the Chief Executive had written to the Council Chief Executive with regard to Councillors Gow, Nicol and Reid.		MC
3	Minute of meetings	The minute of meetings held on 21.02.13, 14.03.13 and 21.03.13 were approved.		
4	Matters Arising from 21.02.13	<u>In relation to item 2 in the minute</u> The Board noted that the consultative draft Culture and Sport Strategy will be reported to the Council Executive Committee in the near future. <u>In relation to item 4 in the minute</u> MC advised that the Trust's expectation of Council funding has been revised and is now anticipated to be a reduction of £1.9m over 3 years (6% per annum). The Board discussed the importance of implementing the Fundraising Strategy and will discuss further at the Board Development meeting.		MC/JC

5	Asset Management Plan	<p>NB outlined the Asset Management Plan. The Board noted:</p> <ul style="list-style-type: none"> • The Plan provides a position statement • The quality of facilities has implications for the Trust's Income Strategy • There is an estimated minimum £6.8m of backlog maintenance across properties and sports pitches • The above figure does not take account of property improvement work • Current economic climate constraints on achieving significant investment levels • Income generation success despite quality of facilities will come to a point when growth is not sustainable • Clarification on what the Council's aspirations are regards spread is important • A longer term perspective on priorities, options and rationalisation needs to be worked through • Partnership options exist such as commercial partner investment • Work is being progressed through the Council's Corporate Asset Strategy. <p>The Board welcomed the Plan as a comprehensive position statement and discussed the issues. The following key points were made:</p> <ul style="list-style-type: none"> • It is a universal problem and one which the Council is working on at a high level with public sector partners • It will involve hard decisions especially for Councils • Appetite for rationalisation is the nub of the issue • Engaging customers to think differently – that we are worth investing in • The facilities most in need of investment are those that generate income • Disconnect with what external funders will pay for and what our needs are • Options are not mutually exclusive and various proposals can be considered – need to explore as many as possible • How investment choices are perceived by the public – the Helix was cited as an example • Considering the impact of poverty on decision making regards locating facilities • Investment in our assets can support a big vision for the area. <p>Action The Board noted that regular progress updates will be provided to the Audit & Performance Sub Group and asked that any tangible proposals that emerge are brought to the Board timeously.</p> <p>Decision The Board agreed to the further development of the Plan.</p>		NB
6	Business Continuity Policy	<p>The Board noted that this policy provides a framework for ongoing Business Continuity Planning and discussed the role for Directors in ensuring that the Trust has robust management frameworks in place.</p> <p>Decision The Board approved the Business Continuity Policy for the Trust.</p>		
7	Statement of Assurance	<p>Decision The Board approved the Statement of Assurance to the Council for year to March 2013.</p>		

8	Budgetary Control Statement	<p>The Board considered the Budgetary Control Statement for the year 2013/14 and noted that the process to finalise the accounts is currently underway.</p> <p>DC reported that there had been a swing since the projected underspends reported in February, and that there was now a projected deficit of circa £95k which equates to 0.5% of budget with consequent impact on the Trust's reserves. The reasons include repairs and maintenance costs, unexpectedly high year end utilities costs including changes to Scottish Water charges that had not been anticipated.</p> <p>NB advised that repairs and maintenance processes including billing will be subject to an internal audit review at the Trust's behest.</p> <p>DC advised that there may be a rebate on some utilities charges and that once adjustments are made the final position is likely to be improved.</p> <p>The Board expressed concern about the anticipated outturn and discussed issues around control mechanisms and potential options that may be available going forward.</p> <p>The Board noted that the net deficit position for each building was being reviewed by the Audit & Performance Sub Group.</p> <p>The Board welcomed the positive increases in income across the Trust functions and notably so at Grangemouth Stadium, Circuit Clubs and Hippodrome. A significant improvement in the trading position particularly within arts and heritage venues was also welcomed.</p> <p>Following external audit the final accounts will be presented to the August meeting.</p> <p>Decision The Board noted the financial statement to the end of March 2013.</p>		
	Information Items	<p><u>Public Open Session 22nd April 2013</u> The Board felt this meeting had been worthwhile and noted the next is scheduled for 26th September and will be held in the evening.</p> <p><u>Callendar House Development</u> The Board noted that subsequent to the bid to the Heritage Lottery Fund (HLF), HLF had asked for a meeting which had been positive and helpful. The Board noted that MC will discuss how the Council is engaged with the project with the Council Chief Executive.</p> <p><u>Helix Operating Plan</u> Concern was expressed that a play area had not been secured as part of the capital phase. The Board noted that had been due to budget pressures and the rationale that a play area could be attractive to funders. The Board noted that the Trust will be enabling visitors to experience the internal of a Kelpie and the project partners still have an ambition to secure funding to fit out a Kelpie interior. The Board noted that the Café, Visitor Centre, visitor experience to the Kelpie internal and water sports will all be income generating.</p>		MC

	Poverty Strategy and Social Welfare Reform	Following the meeting a number of Directors heard a presentation from Linda Gilliland of the Councils Corporate Policy Unit. The presentation was insightful and demonstrated the potential impact of poverty and the welfare reforms on the Falkirk area.		
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