

Falkirk Community Trust

Board Meeting Minute

Minutes of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Callendar House on 30th August 2012 at 9.30am. Ian Scott (IS) chaired the meeting throughout.

Present: Ian Scott (IS) Chair; Provost Pat Reid (PR); Cllr Malcolm Nicol (MN); Bob Tait (BT); Ann Cowen (AC); Alex McQuade (AMcQ); Cllr Linda Gow(LG); Gayle Martin (GM); Cllr Dennis Goldie(DG); Ruth Morrison (RM);

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Danny Cairney (DC); Alistair Mitchell (AM); Mike King (Items 13 and 14)

Apologies: Cllr Joan Paterson (JP);Jane Clark (JC)

Declarations of Interest: Item 13 - Councillor Linda Gow, Board Director of The Helix Trust

No.	Agenda Item	Agreement / Action	Due Date	Who
1	Minute of Meeting of 28.06.2012	The Board approved the minute of 28 th June 2012.		
2	Matters Arising	<p><u>In relation to item 3 in the minute</u> The meeting considered the appointment of an additional independent Director. The Board resolved to appoint under clause 19.2(i) of the Articles of Association, Ruth Morrison, who consented to the appointment as an independent Director of Falkirk Community Trust Ltd.</p> <p>The Chairman welcomed Ruth to the meeting.</p> <p><u>In relation to item 5 in the minute</u> MC provided an update that further discussion is continuing regarding Birkhill Clay Mine options.</p> <p><u>In relation to item 6 in the minute</u> The Board noted that the use of new Trust branding has commenced and is being introduced on a rolling basis.</p> <p><u>In relation to item 9 in the minute</u> MC informed the Board of Helix site tours being available for all Board members. Bus tours take place every two weeks and provide an opportunity to tour the site and learn more about the project. Dates of these tours are to be circulated to Directors.</p> <p><u>In relation to item 14 in the minute</u> The Board noted that a further report on Callendar House Options will be presented at the Board meeting in November.</p> <p><u>In relation to item 15 in the minutes</u></p>		

		MC provided an update on the continued use of Victoria Buildings in relation to finding alternative accommodation. The Board noted that the licence to occupy Victoria Buildings is being extended but that health and safety concerns with continued occupancy remain. MC highlighted that business continuity plans would allow limited continued operation should conditions at Victoria Buildings deteriorate.		
3	Public/Media Access to Board Meetings	<p>The Board noted the importance of maintaining an openness and transparency for the Trust. It was agreed that one session would be held to launch the Annual Report and another at the beginning of the year to launch the plans for the year ahead. All Board and senior staff would attend.</p> <p>Decision The Board agreed:</p> <ul style="list-style-type: none"> ▪ To hold two open sessions per year where the public and press would be invited to attend. 		
4	Approval of Accounts & Annual Report Format	<p>MC summarised the background to the requirements for approved accounts and an Annual Report:</p> <ul style="list-style-type: none"> ▪ Company and Charity law dictate that the Trust prepares financial statements for independent auditing. ▪ The Funding Agreement requires the Trust to provide an Annual Report. <p>The Board noted the following points:</p> <ul style="list-style-type: none"> ▪ Financial figures cover the 9-month period 1-Jul-2011 to 31-Mar-2012. ▪ Performance figures cover the 12-month period 1-Apr-2012 to 30-Jun-2012. ▪ Praise was given for the style and presentation of Annual Accounts and Annual Report. ▪ Annual Report will be available in various formats (print and electronic). <p>Decision The Board agreed:</p> <ul style="list-style-type: none"> ▪ Approval of publication of the Annual Report 2011/12. ▪ Approval and authorisation of the issue of the Trust's financial statements for the period to March 2012. ▪ Copies of the annual accounts to be provided to Companies House and OSCR. ▪ Any additional comments on the Annual Report to be forwarded to Jane Clark. 		
5	Financial Performance (1 st Quarter: April-June)	<p>DC provided an overview of the 1st quarter financial projection:</p> <ul style="list-style-type: none"> - Underspend due to lower than expected employee costs. - Additional planned expenditure of £150,000 being reallocated within the Trust. - Overall sports income is encouraging and is 		

		<p>just short of target – if this trend continues it will result in an overall improvement in the projection.</p> <ul style="list-style-type: none"> - Improved accuracy of targets in future will allow impact of initiatives to be clearly observed and measured. <p>Decision The Board noted the report.</p>		
6	Museums and Libraries Policies	<p>The Board discussed the documentation relating to the Trust's Museums and Libraries Policies.</p> <p>The Board noted that these policies will ensure closer working between libraries and museums in future to improve access to archived materials.</p> <p>Decision The Board agreed:</p> <ul style="list-style-type: none"> a) To approve the Access, Documentation and Collections Care Policy Statements, and the Libraries Collections Policy. b) The Collections Development Plan is to be passed to Falkirk Council for approval. 		
7	Health & Fitness Review and Investment Proposal	<p>NB provided a background and current performance information of the Trust's health & fitness provision, and introduced a proposal to invest £150,000 from surpluses generated in 2011/12:</p> <ul style="list-style-type: none"> ▪ Circuit Health & Fitness Clubs are located in the 3 main sports centres (Mariner Centre, Grangemouth Complex, Bo'ness Recreation Centre). ▪ Rates of pay for fitness class instructors have not kept pace with competitor rates. ▪ The range of fitness classes offered is limited to traditional types of class, with only the recent introduction of kettlercise helping to increase usage and income. ▪ There are relatively few competing health and fitness providers in the Falkirk area. ▪ Figures indicate that Circuit Clubs are significantly underachieving in terms of number of members per piece of equipment (a standard industry measure). ▪ A significant increase in income could be generated through investment in the Circuit Clubs and related class provision. <p>Decision The Board agreed:</p> <ul style="list-style-type: none"> a) To allocate £150,000 from surplus funds for improving the Circuit Club and related class provision with the objective of generating additional income. b) Decisions and judgement on allocation of funds to be left with the management team. 		

8	Summer Holiday Programme Performance	<p>PF provided a report on the various activities and programmes that were offered to children and young people during the school summer holiday period:</p> <ul style="list-style-type: none"> ▪ Activities were deemed a success in terms of income generated and number of participants. ▪ In general activities for younger ages were most popular with teenagers remaining the challenging target group. ▪ Much has been learned for future programmes. ▪ The challenge of filling free classes was highlighted. <p>LG highlighted the importance of non-formal activities in addition to the structured activities and classes offered by the Trust.</p>		
9	Procurement Update	<p>The Board noted the details of the contracts outlined in the report.</p> <p>Point include:</p> <ul style="list-style-type: none"> ▪ Scotland Excel contract for library and text books extended until 31st July 2013, with a value in the region of £320,000 per annum. 		
10	Business Plan Project Plan	<p>The Board was provided with an overview of the Business Plan process.</p> <p>Key activities of the Business Plan process involve discussion at:</p> <ul style="list-style-type: none"> ▪ Board Development Day – 27-Aug-2012 ▪ Audit & Performance Sub Group – 20-Sep-2012 ▪ Audit & Performance Sub Group – 18-Oct-2012 ▪ Board Meeting – 1-Nov-2012 ▪ Discussion with Council – 15-Nov-2012 to Jan-2013. ▪ Approval of Business Plan 2013/14 – Feb-2013. 		
11	Reflections from Board Development Day	<p>The Board acknowledged that the development day had been a useful session to develop ideas and plans for the future, a number of which had been picked up through today's agenda.</p>		
12	Review of Board Meetings	<p>The Board reviewed and discussed the format and content of Board Meetings over the past 12 months.</p> <p>Key points:</p> <ul style="list-style-type: none"> ▪ Agendas will be kept concise by removing items which are for information only. ▪ An AOB will be added to the agenda, but items for AOB must be indicated in advance and will be at the discretion of the Chair. ▪ Site visits were highlighted as having been of importance to date. ▪ MC advised that Board members have an open invitation to visit and meet with Team Leaders. 		

13	Helix – Governance and Monitoring	<p>The Board discussed the progress since 28th June's update associated with the transfer of responsibilities from the Helix Trust (HT) to the project partners and the transfer of operational activity from Falkirk Council to Falkirk Community Trust (FCT).</p> <p>Points noted included:</p> <ul style="list-style-type: none"> ▪ Transfer of 2 members of HT staff to FCT has been put back to 1st October 2012. ▪ Helix Board will be wound up on 30th September 2012. <p>MC introduced a proposal for the appointment of a co-opted director for a six-month period, to ensure continuity of strategic direction in progressing the project to the operational phase and beyond.</p> <p>Decision The Board agreed:</p> <ol style="list-style-type: none"> a) That the Chairman invite a Director from the Helix Trust to be a co-opted Director of FCT for 6 months initially. 		
14	Helix (presentation by Mike King)	MK provided an update on progress with the Helix project, specifically developments in the Central Park area.		
15	Summary of PAHA Awards	The Board noted the recent Trust success in the Scottish Physical Activity and Health Alliance (PAHA) Awards, and were provided with additional details of specific initiatives which have proven successful to date.		
16	Kinneil Museum – 4 Star Grade	The Board noted the recent success of Kinneil Museum in achieving VisitScotland 4 Star status. This is excellent news for the facility.		

Ian Scott
Meeting Chair