

## Falkirk Community Trust

Board Meeting 29<sup>th</sup> March 2012

Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Callendar House on 29<sup>th</sup> March 2012 at 9.30am. Ian Scott (IS) chaired the meeting throughout.

**Present:** Ian Scott (IS) Chair; Cllr Adrian Mahoney (AM) Vice-Chair; Provost Pat Reid (PR) (Items 1-10); (MN); Bob Tait (BT); Ann Cowen (AC); Gayle Martin (GM); Alex McQuade (AMcQ); Cllr Alex Waddell (AW); Maureen Campbell (MC); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC) (Items 2- 3b)

**Apologies:** Cllr Linda Gow; Cllr Malcolm Nicol; Neil Brown

No.	Agenda Item	Agreement / Action	Due Date	Who
	Opening remarks	The Board noted George Craig's resignation as a Director of the Company with effect 15th February 2012 and that this had been notified to the People sub-group. The Chairman expressed his apologies for not having advised all directors sooner. The Chairman thanked George for his contribution to the work of the Board		
1	Minute of Meeting of 26.01.12	The Board approved the minute of 26 <sup>th</sup> January 2012.		
2	Matters Arising	<p><u>In relation to item 3 in the minute</u></p> <p>The Board noted that the final draft of the catering review report has been received and that an action plan has been prepared. These will be considered by the Trading Company Board at its meeting on 1<sup>st</sup> May and will subsequently be reported to the Trust Board in June.</p> <p><u>In relation to item 4 in the minute</u></p> <p>LoH updated on the work of the project team established to deal with the Callendar House feasibility report. The Board noted that the Council is supporting this work through its Design Services Manager and that the group is working towards a progress report to the Board in June.</p>		
3a)	Final Business Plan	<p>JC tabled copies of the final Business Plan 2012-2015. The Board noted that the Plan has been updated to reflect the revised funding from Falkirk Council and to set performance targets for the coming year. A risk review has been carried out and two risks have been revised downwards from Red to Amber in connection with Birkhill and Catering &amp; Retail activity and two risks have been revised downwards from Amber to Green in relation to transfer of contracts and of additional functions to the Trust.</p> <p>The Board welcomed the extra resources from the Council as a positive sign in how the Trust is being perceived by the Council as a whole.</p> <p>The Board discussed the Business Plan performance and key points included:</p> <ul style="list-style-type: none"> <li>▪ Targets are set to be challenging but more achievable where performance has been trending downwards;</li> <li>▪ Appropriate and relevant benchmarking with others will be pursued for key activities;</li> <li>▪ Knowing our customers better remains the key objective for the year ahead;</li> <li>▪ Response to target increases is through new programme development and membership category review;</li> <li>▪ Feed back to customers via the website will be developed.</li> </ul>		

		The Board approved the Business Plan and the revisions to the Risk Register.		
3b)	Budgetary Control Statement	<p>DC presented the financial status of the Trust for the period July 2011 – January 2012 and tabled Appendix 1 of the report.</p> <p>The Board noted a projected underspend which is due to lower than expected employee costs and consequent lower operational expenditure on supplies and services. The Board noted that expenditure priorities are continuing and that any balances will be carried forward into general reserves. The Board also noted that OSCR recommends that charitable companies have a reserves policy and this would be an opportunity to establish one.</p> <p><b>Action</b> The Trust Management Team and Financial Advisor to develop a reserves policy.</p>	April 2013	MC / DC
4	Brand Identity	<p>The Chairman commented that the website launch and associated advertising had worked well. The Board discussed the application of the current brand in some detail and welcomed the Easter programme design, the use of colour and the emerging development of the existing brand. The directors present each provided a completed feedback form, and noted that a combined summary of director feedback will be appended to the creative brief.</p> <p><b>Decision</b> The Board:</p> <p>a) approved the creative brief for design of a new brand; b) supported the inclusion of the existing brand identity within the consultation exercise; and c) agreed that an open invitation be extended to all directors to attend a presentation from the design team at the end of April.</p>		
5	Helix update	MC advised that a number of areas of work still require to be concluded particularly around legal and staffing issues and service specification. The Board noted the update report that had been provided to Falkirk Council; that MC has made contact with Shepherd & Wedderburn in respect of legal advice as to whether an amendment to the Trust's charitable objects is required; and that although there is a volume of work to be dealt with there are no significant issues identified at this stage.		
6	Culture Libraries Sport & Recreation Strategy update	<p>The Board noted the progress in developing the Strategy and that the Council will be part of the consultation process as well as ultimately ratifying the Strategy. BT advised that Falkirk &amp; District Arts &amp; Civic Council (FDACC) had not yet been contacted by the consultants.</p> <p><b>Action</b> JC to ensure that FDACC are included in the stakeholder consultation.</p>	ASAP	JC
7	Election update	MC advised that the Council has written to the Trust to ask that the Trust complies with the regulations governing elections and that she has agreed to this and made all Team Leaders aware. The Board Directors noted that compliance extends to the role of Directors.		
8	Denny Library	<p>The Board discussed the report and noted that the work has been on-going for some time prior to the formation of the Trust to secure a replacement library for Denny. Key points included:</p> <ul style="list-style-type: none"> <li>▪ a planning application is being made soon;</li> <li>▪ no new resources are required to operate the library;</li> <li>▪ public consultation has taken place;</li> </ul>		

		<ul style="list-style-type: none"> <li>▪ there has been a significant technological change since last new library build;</li> <li>▪ challenge is to balance traditional and digital services.</li> </ul> <p>The Board welcomed the efforts that are being made by Trust staff to seek a better decant solution than a portacabin.</p>		
9	Procurement update	The Board noted 9 contracts placed during the period October 2011 to 16 <sup>th</sup> March 2012 to a total value of £91,185. The Board noted that all were secured by competitive quotation and that Trust managers scrutinise the contract process.		
10	Sport Initiative for Young People	<p>The Board welcomed the additional funding of £135,000 from Falkirk Council for this initiative and strongly supported the work to engage harder to reach young people as a priority initiative.</p> <p><b>Action</b> The Board requested future updates on the performance of this initiative.</p>	January 13	<b>PF</b>
11	Olympic Torch Relay	The Board noted that the Trust is lead on behalf of the Council in facilitating the local community to be able to welcome the torch to the area and support local young people and athletes who may be torch bearers; that a very positive response has been received from the schools and a programme of activities at 2 sites are being planned; that torch bearer information is being released incrementally; that planning is a significant logistical exercise being led by the police service.		
12	Board Development feedback	<p>The Board discussed the development session held on 1<sup>st</sup> March and agreed that it had been useful. The Board noted that further exploration particularly on the Trust's income generating potential and mapping funding opportunities to priorities is required to begin to develop a portfolio of small through to large projects.</p> <p><b>Action</b> A funding opportunities paper is to be drafted for information for the next Board meeting.</p>	June 12	<b>JC</b>
13	Sub group minutes	<p>The Board noted the minutes of the Audit and Performance Sub Group held on 16<sup>th</sup> February 2012 and the People Sub Group held on 28<sup>th</sup> February 2012.</p> <p>The Board noted that key items of business by the Sub Groups had been consideration of implementing the Living Wage for which additional funding from the Council is anticipated in due course, and consideration of the Asset Management Plan work which is integral to the Board's work on priorities.</p> <p>The Board noted that dependent on applications coming forward, the People Sub Group intends to meet on 19<sup>th</sup> April 2012 to deal with Board Director interviews; and that a Board Director skills audit will be completed by October 2012.</p>		
14	AOCB	<p>The Chairman applauded the activities and events of recent months and asked that thanks are fed back to staff.</p> <p>In respect of the forthcoming elections the Vice-Chairman expressed on behalf of the Council Directors, their hopes that the Trust will continue to go from strength to strength.</p>		<b>MC/ NB</b>

*Jan Scott*

Meeting Chairman

Date: 22 May 2012