

## 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 26<sup>th</sup> January 2012 at 9.30am. Ian Scott (IS) chaired the meeting throughout.

**Present:** Ian Scott (IS) Chair; Cllr Adrian Mahoney (AM) Vice-Chair (Items 1-4); Provost Pat Reid (PR) (Items 1-5); Cllr Malcolm Nicol (MN); Bob Tait (BT); Ann Cowen (AC) (Items 1-13); Alex McQuade (AMcQ); Cllr Linda Gow (LG); Cllr Alex Waddell (AW); Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC)

**Apologies:** Gayle Martin; George Craig

No.	Agenda Item	Agreement / Action	Due Date	Who
1	Long Service Awards	Prior to the meeting being called to order the Chair presented Brian Duff FTH Technician with a 40 year long service award. It was noted that Alistair Gibbon, Leisure Attendant at Grangemouth Complex had 25 years' service.		
2	Minute of Meeting of 27.10.11	The Board approved the minute of 27 <sup>th</sup> October 2011.		
3	Matters Arising	<p><u>In relation to item 3 in the minute</u> The Board acknowledged that a recent briefing from the Helix Programme Director on the Helix project had been helpful and that the DVD had been circulated.</p> <p><u>In relation to item 4 in the minute</u> LoH provided detail on Libraries DVD purchasing and the Board noted:</p> <ul style="list-style-type: none"> <li>▪ Commercial DVD market has plummeted very suddenly in last year;</li> <li>▪ Libraries are mirroring the commercial market;</li> <li>▪ A 4-6k income loss is forecast in 2011/12;</li> <li>▪ New technology has prompted the decline;</li> <li>▪ Libraries are analysing the breakdown of stock borrowed to inform how best to invest reduced budget next year.</li> </ul> <p><u>In relation to item 10 in the minute</u> The Board noted that the Code of Conduct has been finalised and no changes have been made since the draft was presented to the last meeting.</p> <p><u>In relation to item 11 in the minute</u> The Board noted that Knight Kavanagh &amp; Page have been appointed as Advisors for the Strategy for Culture, Libraries, Sport &amp; Recreation. A representative will attend the Board development session on 1<sup>st</sup> March.</p> <p><u>In relation to item 12 in the minute</u> The Board noted that good progress is being made with the Catering and Retail review and the Advisors have reported good input from Trust staff. The 1<sup>st</sup> draft report is expected next week.</p>		

4	Callendar House Update	<p>LoH updated the Board on the findings of the draft feasibility study on improving the visitor experience in the House and talked through three options.</p> <p>Option 1: to improve the existing offer;  Option2: to develop an offer to expand visitor numbers;  Option3: to transform the existing offer.</p> <p>The Board noted that an objective is to move the Tea Shop into the House but for that to happen some reorganisation is required and priorities for what may have to shift will need to be determined. There is also capacity to 'unlock' space within the House and scope to develop the offer further.</p> <p>The Board noted the positive impetus of the new gallery spaces and the many recent examples of museums and galleries modernisation across Scotland and the UK.</p> <p>The Board noted an outcome is to realise more visits and attract c40-45,000 pa and that this is a long term project of possibly some 5-7 years. A clear plan of how to take the project forward would inform forward business planning.</p> <p>The Board discussed the options in some detail and key points included:</p> <ul style="list-style-type: none"> <li>▪ Fundraising potential exists from HLF;</li> <li>▪ The House is A listed but has a history of adaptation;</li> <li>▪ Callendar House is a strategic opportunity in the area;</li> <li>▪ Other strategic opportunities exist in parks ie at Kinneil;</li> <li>▪ The study options present an exciting and ambitious opportunity;</li> <li>▪ Potential for some elements such as large scale exhibitions to be chargeable;</li> <li>▪ The stable block is a linked element with potential for decanting some supporting activities from the House;</li> <li>▪ Time will be required for the Board to fully digest project proposals and to enable an informed decision.</li> </ul> <p><b>Decisions</b></p> <p>a) The Board resolved to explore strategic priorities further at their development meeting on 1<sup>st</sup> March. The Board agreed before March to tour the House in detail including areas not currently public facing and this would be added to the Central Tour on 13<sup>th</sup> February starting at the House at 9.30am.</p> <p>b) The Board asked Trust staff to establish 3 project teams to take project planning work forward and to provide a further detailed report for consideration later in the year and if appropriate to include in the Business Plan capital plans for 2013-16.</p>	<p>JC/LoH</p> <p>LoH/NB</p>	
5	Helix	<p>The Board discussed the 'in principle' proposal to incorporate the operation of the Helix project into its remit. The Board noted that the original plan had been to create a new charitable entity, Helix Futures, to undertake this role and that the Helix Trust has now identified Falkirk Community Trust as a suitable option. The Trust is currently supporting the delivery of a number of Helix related programmes. The detail requires to be worked through and the case fully tested.</p> <p>Further reports will be presented to all parties in March to allow a transition plan to be agreed and worked through ahead of the current capital phase completion around June</p>		

		<p>2013.</p> <p><b>Decisions</b></p> <p>a) The Board agreed in principle to the Helix project coming within the scope of the work of the Trust;</p> <p>b) To the Trust Chief Executive representing the Trust in taking the proposal forward;</p> <p>c) The Board asked that the Chief Executive consider the role for the Board in the transition governance arrangements leading up to June 2013.</p>	MC	
6	Business Plan Update	<p>The Board noted the very positive signal from the Council through the reduction to £315k in savings required and additional £90k funding for specific 2012 national activities and noted these are:</p> <ul style="list-style-type: none"> <li>▪ Diamond Jubilee</li> <li>▪ Olympics</li> <li>▪ Year of Creative Scotland</li> </ul> <p>MC advised that savings reduction had benefited young people in sport &amp; leisure and leisure card swim charges and increased charges proposals are now postponed. It was noted that in future years the Board will be asked to rank any savings proposals.</p> <p><b>Decision</b></p> <p>The Board approved the savings proposals and the allocation of funding to support 2012 related events activity.</p>		
7	Appointment of Company Secretary	<p><b>Decision</b></p> <p>a) The Board accepted the resignation of Ian Mitchell of Shepherd and Wedderburn as Company Secretary and agreed to the appointment of Jane Clark, Business Development Manager for the Trust to fulfil this role.</p>	JC	
8	Falkirk Strategic Community Planning Leadership group	<p>The Board considered a paper in respect of Falkirk Strategic Community Planning Leadership group and agreed to take up a place on the group.</p> <p>IS proposed AMcQ which was seconded by AW.</p> <p><b>Decision</b></p> <p>a) The Board agreed to accept the invitation to join the Leadership Board and agreed that Alex McQuade represent Falkirk Community Trust on the group.</p>		
9a)	April – December 2011 Performance Report	<p>MC advised that the content of the report will be reported to Falkirk Council at its Best Value Forum as the Trust's first performance report to the Council. The Board noted that full scrutiny of this report will be on the agenda of the Audit and Performance Sub Group at its meeting on 16<sup>th</sup> February.</p> <p>The Board raised concerns in relation to progress in reviewing the Trust identity and asked Trust staff to progress this work timeously.</p>	Management team	
9b)	Budgetary Control Statement	<p>DC presented the financial status of Trust activities from July – November and the Board noted that net expenditure is forecast to be £51,000 below budget.</p>		
10	Library Services Opening Hours	<p>The Board noted there had been a smooth transition in the reduction of opening hours and only a small handful of complaints received. Work had been undertaken with the Trade Unions to ensure staff issues were taken into account</p>		

		and changes were fully understood.		
11	Active Schools and Sports Development integration	The Board noted that the teams are working well and now co-located at the Stadium allowing a more co-ordinated approach to promoting sport from early years through to excellence level. The Board noted that the teams will be delivering Olympic related events over the coming months.		
12	Outdoor integration	The Board noted that progress has been made in bringing together 3 teams and that full integration is anticipated over the next 2-3 months. The Board noted that discussion is on-going with staff and that the Trust is working with Falkirk Council to identify a base and storage accommodation to allow more efficient use of equipment.		
13	Staffing Appointments	MC updated the Board on all appointments and the Board noted that the last of the Team Leader appointments to be confirmed is Russell Macaloney as Team Leader Sport & Leisure.  The Board agreed that further discussion of the appointments process be included on the agenda of the People Sub Group and asked that the date of this meeting be re-arranged.	JC	
14	Minute of the Trade Union Forum	The Board noted the minute of the Trade Union Forum held on 7 <sup>th</sup> October 2011.		
15	Minute of the Audit and Performance Sub Group	The Board noted the minute of the meeting held on 1 <sup>st</sup> December 2011.		
16	Team Leader Biographies	The Board noted the inclusion of Team Leader biographies in the Board pack.		
17	AOCB	<u>Board Process</u> Concern was expressed about the amount of paper produced for meetings and the limited amount of time available for discussion of topics. The Board asked that when important items for key decisions come up, an adequate amount of time is set aside.  The Board noted that the agendas and minutes will be published on the new website.  The Board noted that it is able to invite people with specific expertise to attend meetings where their input would add value to an agenda item.	MC/JC	

Meeting Chair



Date: 9<sup>th</sup> February 2012