

This statement sets out the functions carried out by Falkirk Community Trust that are within the Trust's public task under the Re-use of Public Sector Information Regulations 2015.

The Trust operates under the charitable objects and organisational framework as set out by our Memorandum and Articles of Association and by our obligations as a charity registered in Scotland; and may be found in our Business Plan, Annual Report, and similar documents published on the "About Us" section of [www.falkirkcommunitytrust.org](http://www.falkirkcommunitytrust.org)

The Trust's public task comprises all the functions, duties and responsibilities set out in the description of the Trust published on our website, <http://www.falkirkcommunitytrust.org/about/>.

The Public Task of our Archives and Museums comprises the functions described in our Collections Development Policy and other related policies published on our website <http://www.falkirkcommunitytrust.org/heritage/museums/policies.aspx>

Our Archives and Museums collect, hold, use and disseminate information within the context of the charitable objects of the Trust and the Codes of Ethics of the Museums Association and the Archives & Records Association for the following purposes within our public task:

- Preserving, conserving, and developing our collections;
- making our collections accessible;
- exhibiting and interpreting our collections in our own and other venues; and
- working in partnership with colleagues in Falkirk Community Trust, with other organisations and the wider community to enable access and learning;

The Guide to Information which we produce in compliance with the Freedom of Information (Scotland) Act 2003 lists the main types of information under the Trust's public task which is available for re-use (see Classes 1 - 7 in this document).

This can be found on our website <https://www.falkirkcommunitytrust.org/media/3241/trust-guide-to-information-july-2019.pdf>

This statement is regularly reviewed and is due to be considered again no later than 2020. If you have any queries on this public task statement, you can submit them using the contact us form

<http://www.falkirkcommunitytrust.org/about/contact.aspx>.

If you have a complaint about the Trust under the Re-use Regulations, you can submit it using our general complaints handling process.

<http://www.falkirkcommunitytrust.org/about/complaint/>