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 **27th May 2015** at 2.00pm. Ian Scott (IS) chaired the meeting throughout.

- Present: Ian Scott (IS) Chairman; Cllr Billy Buchanan (BB); Cllr Dennis Goldie (DG) items 1-5; Cllr Linda Gow (LG) items 1-5; Alex McQuade (AMcQ); Ruth Morrison (RMor); Cllr Pat Reid (PR).
- Apologies: Ann Cowen (AC); Simon Rennie (SR); Cllr Robert Spears (RS); Bob Tait (BT).
- In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC); Lee Kelso (LK) item 5; Claire Mennim (CM) item 7; Jenny Simpson (JS) item 9.

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	The Chairman advised that due notification had been received from the Council regards the appointment of Baillie William Buchanan and Councillor Robert Spears as Council nominated Directors in line with Article 19.2(i). The Chairman welcomed BB to the meeting and noted that induction of the new Directors had begun.		
		It was noted that Richard Murphy's term of office as Employee Director had ended and that the People Sub Group had recommended that this position is not reappointed to at this time.		
		The Chairman intimated that a member of staff, Andrew Christie, Venue Assistant at the Hippodrome, had died recently and the Board expressed their sympathy to his family, friends and colleagues.		
1	Minute of Meeting	The Minute of the meeting on 19.02.15 was approved.		
2	Matters Arising	The Board noted the following:		
		<u>Council Budget Setting</u> – a budget planning session for the Board is scheduled for 25.06.15 and the Council's Chief Finance Officer has agreed to attend to provide the budget context. (This session will now be rearranged as a number of Directors are not available).		
		<u>Succession Planning</u> – the People Sub Group are unlikely to appoint an Independent Director in the short term and that AC has agreed to continue until the recruitment process is concluded. The People Sub Group is pursuing the appointment of a young person as a Co-opted Director which the Board supported.		МС
		<u>FTH / Council HQ Project</u> – MC updated on the option that has arisen to explore the potential to incorporate an arts facility within the new Forth Valley College Campus in Falkirk. This is at an exploratory stage and no decision has been taken. MC will keep the Board updated of progress.		МС
3	Budgetary Control Statement	DC presented on the projected outturn of the financial year to March 2015 and advised that figures presented are subject to final audit review. The projected surplus on charitable activities is £464,000 which is as expected and mainly due to the changes to the opening date of the Visitor Centre at the Helix which is now projected for autumn 2015 and the reserves position was noted which takes account of the Visitor Centre delay.		
		There are variations to income and expenditure where savings in employee costs are offsetting a lower than expected return in income. The Trading deficit has been compensated for by good performance at the Helix.		

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		The Board discussed the underlying issues affecting income and noted that the April figures for 2015 are showing significant recovery. The Board discussed the infrastructure challenges being experienced at the Helix and noted the arrangements being made for car parking and toilets.		
4	Consultative Draft Library Development Plan	 LoH presented on the content of the consultative draft and the plans for consultation over the summer months. The Board welcomed the vision, objectives and direction of the Plan to develop Libraries as Community Hubs with a transformational agenda. Points raised in discussion included: The value gap – those who value Libraries but do not use them. How to involve the community and potential for volunteering to enhance services. 		
		 The pace of digital change and disconnect with budget for digital development. The mix of Library buildings and layouts some of which are staff intensive. National Strategy flags need for investment but funding not expected to flow from it. The important role of the Council Portfolio Holder to influence through CoSLA. The Plan will introduce the public to the issues that face Libraries. Engagement with Elected Members on any key decisions that may be required to implement the Plan. 		
		Decision The Board: Approved the consultative draft Library Development Plan; and Agreed the consultative process as outlined in the appendix to the report.		LoH
5	Draft Physical Activity & Wellbeing Plan	 The Board received a report on the feedback from consultation that took place during March and April and noted that there had broadly been agreement on the focus, vision and themes of the Plan. Four key themes had emerged through the consultation: Health inequalities Greenspace and outdoors Partnership actions and expectations 		
		• Wellbeing The Board noted that the Plan had been updated wherever possible to take account of feedback and that following approval of the Plan the next step will be to develop the Action Plan further with partners.		
		The Board discussed how exercise and being outdoors can have a preventative effect on mental as well as physical health issues and the role for working with partners such as FDAMH to integrate activity into social prescribing.		
		Decision		
		The Board: Approved the Physical Activity & Wellbeing Plan; and Agreed that the Plan be remitted to Falkirk Council and the Strategic Community Planning Leadership Group.		JC
6	Outdoor Activity Facilities	The Board received an update on the work to identify suitable premises to relocate Outdoor Activities from Victoria Buildings as requested by the Council. The Board noted that to date		

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		only one property has been identified and that considerable refurbishment costs would be involved in order to relocate to it; and noted further potential may exist to identify a property through the Councils planned rationalisation of its depot facilities which NB is discussing with the Council.		
		Decision		
		The Board: Agreed that an application is made to the Council by the due date in June for £143,000 as part of its capital programme for 2016/17 whilst work continues to seek an alternative property.		NB
7	Draft Muiravonside Management Plan	CM presented on the Management Plan for Muiravonside Country Park and the Board welcomed the enthusiastic presentation and the turnaround that is evident at Muiravonside.		
		The Board noted the purpose of the Plan to enhance both conservation and public enjoyment and that it considers management and maintenance of the asset and how people engage with it. The Plan has benefitted from a high degree of engagement and involvement of Park users and interest groups and a Friends Group has recently been established. A parallel bid to the HLF has yielded funding to enable projects to commence to deliver the Plan.		
		Decision		
		The Board: Approved the Muiravonside Country Park Management Plan.		
8	Falkirk Council's Review of the Trust	MC advised the Board that she and the Chairman had earlier today received further details of the Councils Policy Development Panel to review the Trust. The Trust has been asked that Board Directors attend a round table discussion as part of the review.		
		The Board agreed that if available 4 Independent Directors including the Chairman would attend the Panel. MC will provide further briefing to Directors as required ahead of the panel.		МС
9	Pension Discretions Policy	JS advised of changes to the LGPS from April 2015 and that all scheme employers require to prepare a written statement of how they intend to exercise discretionary powers.		
		Decision		
		The Board: Approved the Discretions Policy for immediate implementation		
	Information Items	The Board welcomed the many excellent good news stories contained within the information items.		
	Next Meeting	The next Board meeting will take place on 27 th August at 9.30am.		