

Falkirk Community Trust

Board Meeting 30th May 2019 9.30am Queen's Room, Callendar House

AGENDA

	AGENDA Part 1: Items	Purpose
1	Minute of Meetings held on 21 st March 2019	Approval
2	Matters Arising	Information
3	Notification of nominated Council Directors <i>Chief Executive</i>	Information
4	Provisional Financial Outturn 2018/19 <i>Report by Chief Finance Officer, Falkirk Council</i>	Information
5	Statement of Assurance <i>Report by Chief Executive</i>	Approval
6	Risk Update <i>Report by Policy Development Manager</i>	Information
7	Health & Safety Update <i>Report by Sport & Recreation Manager</i>	Information
8	Verbal Reports from Sub Groups	Information
9	Any Other Business	
	Date of Next Meeting : 29 th August 2019	

The following part of the meeting will be held in Private in accordance with the Trust's Protocol for Public Meetings and members of the public will be excluded.

	AGENDA Part 2: Private & Confidential Items	Purpose
10	5 Year Business Plan Update : Presentation	Discussion
11	Unapproved Minute of Audit & Performance Sub Group 16 th May 2019	Information

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 **21st March 2019** at 09.30am. David White (DW) chaired the meeting throughout.

No members of the public attended.

Present: David White (DW) Chair; Suzanne Arkinson (SA); Cllr Lorna Binnie (LB); Cllr Joan Coombes (JoC); Derek Easton (DE); Cllr Jim Flynn (JF); Cllr Cecil Meiklejohn (CM); Alan Stewart (AS).

Apologies: Cllr William Buchanan (WB); Simon Rennie (SR); Andrew Roberts (AR).

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Susie Crawford (SC); Jane Clark (JaC); Margaret Smith (MS).

No.	Agenda Item	Agreement / Action	Due Date	Who
		Agenda Part 1: Business Items		
	Welcome	DW welcomed all to the meeting and in particular AS recently appointed Director under article 19.2(ii), and Susie Crawford, Business Development Manager who recently joined the Senior Management Team. DW intimated that Colette Filippi has tendered her resignation as a co-opted director and expressed thanks on behalf of the Board for her valuable contribution.		
1	Minute of Meeting	The minute of the meeting held on 8 th November 2018 was approved.		
2	Matters Arising	The Board noted that matters arising were covered on the Agenda.		
3	Projected Financial Position 2018/19	MS presented an update on the projected financial position for the year based on actual performance for the period to end of January 2019. The Board noted the projected position is a net expenditure of £286,000 against a budgeted net expenditure of £345,000 which is an underspend of £59,000 in comparison to budget. The overall position when combined with projected use of reserves is £70,000 better than the planned position. Whilst year on year income growth and expenditure efficiencies can be seen, budget variations continue to be in under performance of income against targets offset by reduction in expenditure, particularly through vacancy management. The Board noted the impact on income of delays in project completion. The Board welcomed the revised format of the report, noted that this was helpful and asked for consistency of language across all sections of the report.		MS
4	Falkirk Council Feedback on Business Plan	MC provided a verbal update following the Council's consideration of the Business Plan in December. The following key points were noted: <ul style="list-style-type: none"> The Council support the Trust's approach to balancing income growth with service reductions; The Trust's 5 year Business Strategy is signed off; The Council agreed to invest £1.1m in Health & Fitness business growth in addition to routine capital programme allocation; An officer level collaborative group is established to develop a response to the remaining funding gap which for 2019-2020 is funded via Council reserves; A 5 year approach is planned to accommodate a £5m 		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>reduction in funding over 5 years;</p> <ul style="list-style-type: none"> • This 5 year plan will form the Trust's business plan submission in November; • The plan will aim to balance investment with reduction to mitigate impact of service reduction and will aim to achieve zero public subsidy where possible. <p>The Board welcomed the £1.1m additional investment from the Council and noted that the advisory group of directors and elected members will be consulted ahead of an update report to the May Board meeting. Further reports will be made to the August and November Board for Trust approval of the 5 year Business Plan prior to Council submission. The Board noted that the collaborative work with the Council facilitates a more strategic approach to considering implications of funding reductions across all aspects of service delivery.</p>		
5	Action Plan 2019-2020	<p>JaC presented the Annual Action Plan which reflects the updated Business Strategy and the investment and savings proposals reported to the November Board meeting. The Board noted that the Plan contains 43 high level actions including new areas of work such as a feasibility study for a new arts centre, business growth investment at the Mariner Centre and Stenhousemuir Gym, and exploratory work on the development of new growth at Grangemouth Sports Centre. The Plan also enables the Trust to continue management of the Golf Course to March 2020.</p> <p>Decision</p> <p>The Board approved the Annual Action Plan 2019-2020.</p>		
6	Mini Business Strategy Publication	<p>The Board considered a designed draft of a condensed easy read version of the Business Strategy 2019-2024 and noted that it is aimed principally at customers and staff.</p> <p>Action</p> <p>The Board requested further amendments be made to ensure text is as customer friendly as possible.</p>		SMT
7	Strategic Risk Update	<p>The Board noted the strategic risks set out in the report and risk register and that finance and assets & property are very high level risks for the Trust. The Board expressed concern about the condition of assets and the likelihood of failure in property and equipment. The Board welcomed the investment in technology that has reduced risk exposure associated with business information.</p> <p>The Board noted that Birkhill Claymine remains on the corporate register and that recent good progress has been made towards concluding the closure works.</p> <p>Decision</p> <p>The Board agreed the Strategic Risk Register.</p>		
8	Health & Safety Update	<p>The Board noted the update from PF which highlighted recent issues and action being taken in libraries. The Board expressed their thanks to the staff in Grangemouth and Denny Libraries for their response to incidents. The board welcomed that the majority of the accidents and incidents experienced in our venues are of a minor nature and minimal in number when considered against customer throughput.</p>		

9	Any Other Business	<p><u>Callendar Park</u></p> <p>PF advised that works on the play area are due to commence in June with completion expected in August.</p> <p><u>Westquarter Pavilion</u></p> <p>PF advised that tender returns have been received and works are anticipated to be complete for the new football season in August.</p> <p><u>Events</u></p> <p>Board Directors praised recent events that they had attended including Fire & Light and exhibition openings.</p>		
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Agenda Item 2**Falkirk Community Trust****Matters Arising
(Meeting 21 March 2019)****Board Meeting: 30 May 2019**

Item	Action	By Whom	Update
6	<u>Mini Business Strategy Publication</u> The Board requested further amendments be made to ensure text is as customer friendly as possible.	SMT	Publication issued on 1 st May 2019 – copy attached.

Falkirk Community Trust

Subject: Notification of Nominated Council Directors
Meeting: Falkirk Community Trust Board
Date: 30 May 2019
Author: Chief Executive

1. Introduction

- 1.1 Under article 19 of Falkirk Community Trust Articles of Association, Falkirk Council nominates a maximum of 5 Directors to be appointed to the Board of the Company.
- 1.2 At its meeting on 8th May 2019 the Council considered the position in relation to Council nominated Directors.

2. Notification of changes

- 2.1 We received notification of the resignation of Councillor Buchanan from the Board on 22nd March 2019 and this appointment has been terminated.
- 2.2 The Council wrote to us on 10th May 2019 advising that in line with article 19.2(ii) Councillors Binnie, Coleman, Coombes, Flynn and McLuckie be appointed as Directors for the upcoming two year term. It was noted that Councillor Coleman will replace Councillor Meiklejohn as an SNP Group Director and Councillor McLuckie will be the new Independent Director, replacing Councillor Buchanan.
- 2.3 Councillor Meiklejohn's appointment will be terminated from 1st June 2019.
- 2.4 Councillors Coleman and McLuckie will receive induction to the Trust in June/July and their appointments will be made on conclusion of this process to enable them to participate at the August Board meeting.

3. Recommendation

- 3.1 The Board are asked to note the changes to Council nominated Directors.**

Maureen Campbell.

Maureen Campbell
Chief Executive

Falkirk Community Trust

Subject: Provisional Financial Outturn 2018/19
Meeting: Falkirk Community Trust Board
Date: 30 May 2019
Author: Chief Finance Officer, Falkirk Council

1. Introduction

- 1.1 This report presents the provisional financial outturn of the Trust's activities for 2018/19. The final accounts process is underway and the figures reported here are subject to final audit review. Any further adjustment to these figures will be reported back to the Board.
- 1.2 Budget monitoring reports are an essential element of sound financial management, with the reports to the Board underpinned by monthly reports to managers. The main purpose is to ensure that income and expenditure continues to be managed effectively and is consistent with budget.

2. Overall Financial Projection

- 2.1 The attached statement (Appendix 1) sets out the provisional outturn for 2018/19. The provisional position is a deficit of £114,000 against a budgeted deficit of £345,000 which is an underspend of £231,000 in comparison to the budget. This is mainly as a result of identifying various one-off budget savings on third party payments, property costs, capital charges, and supplies and services. In addition to this there was reduced employee spend and property costs including repairs and utilities. These underspends were partly offset by reduced income; including the charitable donation from Trading.
- 2.2 This position is an improvement of £172,000 on the position previously reported to Board. This movement is mainly due to employee savings, reduced spend on repairs and utilities, and the charitable donation from Trading being higher than previously forecast. This is partly offset by irrecoverable VAT being higher than forecast previously, however it should be noted that the impact of this will reverse in 2019/20.
- 2.3 For the purposes of the Annual Accounts, the provisional deficit of £114,000 combined with the use of reserves of £358,000 gives a reported position of £471,000 deficit.

3. Analysis of Significant Variations

- 3.1 A detailed summary of income and expenditure for each service area is provided at Appendix 2, with the most significant variations detailed below.
- 3.2 Business Development is £156,000 under budget. This is mainly as a result of one-off savings in property costs, reduced capital costs due to asset sales and lower depreciation charges, reduced employee expenditure, and savings against the third party payments budget. These are partly offset by the irrecoverable VAT liability being higher than budgeted for. It should be noted that the impact of the higher VAT liability should reverse in 2019/20. This position is an adverse movement of £25,000 since last reported. This movement is mainly as a result of the VAT variance highlighted above, partly offset by underspends on property expenses.
- 3.3 Parks & Recreation is £72,000 under budget. This is mainly as a result of reduced employee costs, underspends on repairs and utility costs, and underspends in supplies and services. These underspends are partly offset by income being lower than budget. This position is an improvement of £139,000 since last reported. The movement is mainly as a result of underspends on property expenses, and supplies and services.

- 3.4 Libraries is £96,000 under budget. This is mainly as a result of lower employee costs, and supplies and services expenditure. This is partly offset by higher utility costs. This position is an adverse movement of £8,000 since last reported. This movement is mainly due to utility costs being higher than previously forecast.
- 3.5 Arts is £2,000 over budget which is an improvement of £25,000 since the last reported position. The main reason for this movement is savings against property expenses and travel costs.
- 3.6 Heritage is £34,000 under budget and this is an improvement of £31,000 since the last reported position. This is mainly as a result of savings on repair costs and utilities, partly offset by an overspend on supplies and services.
- 3.7 Sports and Fitness is £237,000 over budget. This is mainly as a result of income being significantly lower than budgeted for; partly offset by reduced employee expenditure. This position is an improvement of £31,000 since the last reported. This is mainly as a result of staffing costs being lower than forecast, partly offset by supplies and services expenditure being higher.
- 3.8 A summary of 2018/19 income is detailed at Appendix 3.
- 3.9 As detailed in Appendix 5, use of reserves totalled £358,000 in 2018/19. This comprised £394,000 project expenditure, £15,000 contribution to the cost of the 2018/19 fireworks display, £22,000 voluntary severance funding, £12,000 Great Places funding, less £85,000 transfer into Helix asset management plan. There was also £135,000 allocated towards IT expenditure which was funded by an additional management fee contribution.

4. Trading Company

- 4.1 The Trading Company's provisional surplus is £350,000 for 2018/19 which is £39,000 lower than the budgeted surplus of £388,000 (2017/18 surplus - £360,951). This was mainly as a result of the delayed opening of investment projects at the Mariner and Callendar House. This position however, is an improvement of £32,000 in comparison to the position previously reported to the Board. This movement was largely due to investment spend being lower than budgeted for and some improved income; primarily at the Helix.

5. Balance Sheet

- 5.1 Appendix 4 details the provisional Trust Balance Sheet. As at 31 March 2019 the bank balance was £2.1m and the net assets were £1.8m. £0.8m of the debtors figure of £1.2m represents income due from Falkirk Council to the Trust. The creditors balance of £2.0m is mainly the amount owed to Falkirk Council for the payment of salaries and expenses paid on behalf of the Trust.
- 5.2 The provisional position at 31 March 2019 shows net assets of £1.8m, representing £0.2m of restricted funds and £1.6m of unrestricted funds.

6. Reserves

- 6.1 Taking into account the provisional financial outturn for 2018/19, the reserves position is shown in Appendix 5. The Board agreed that it would maintain an unrestricted reserve of 2% calculated on the basis of the Service Payment received from Falkirk Council and the total budgeted expenditure. This gives a range of between £218,000 and £358,000. The provisional balance for unrestricted funds is £775,000.

7. Recommendations

7.1 The Board is invited to note the provisional year-end financial position for 2018/19.

A handwritten signature in black ink, appearing to read "Bryan Smil", written over a horizontal line.

Chief Finance Officer

Appendix 1
**FALKIRK COMMUNITY TRUST - 2018/19
BUDGETARY CONTROL STATEMENT**
Falkirk Community Trust
Period ended 31st March 2019
Chief Executive : Maureen Campbell

	Annual Budget £'000	Actual to Date £'000	Provisional Outturn £'000	Variance (Fav)/Unfav £'000	Previous Variance £'000
Business Development	1,905	1,749	1,749	(156)	(181)
Parks & Recreation	1,361	1,288	1,288	(72)	67
Libraries	2,470	2,374	2,374	(96)	(104)
Arts	1,104	1,106	1,106	2	27
Heritage	569	535	535	(34)	(3)
Sports & Fitness	3,328	3,565	3,565	237	268
Helix	720	651	651	(70)	(158)
Restricted Funds	143	141	141	(2)	23
Projects	569	499	499	(71)	(100)
Net Expenditure	12,169	11,908	11,908	(262)	(161)
Financed by:-					-
Management Fee	(10,952)	(10,952)	(10,952)	-	-
Other Council Income	(135)	(135)	(135)	-	(46)
Charitable Donation	(388)	(350)	(350)	39	75
Earmarked Reserves	(350)	(358)	(358)	(8)	74
Net Income	(11,825)	(11,794)	(11,794)	31	103
(Surplus)/Deficit	345	114	114	(231)	(59)
Add: (Surplus) as at 1 April 2018			(2,015)		
Transfer (to)/from Reserves			358		
(Surplus) as 31 March 2019			(1,544)		

**Divisional Forecast & Movement Report
2018/19**

Appendix 2

-----From Period 1 to 12----->						
2017/2018 Actual	Annual Budget	Actuals for Period	Forecast	Variance to Budget	Variance at Period 11	Movement
<u>Business Development</u>						
937,802 10 - Employee Expenses	972,170	946,179	946,180	(25,990)	(16,860)	(9,130)
76,644 20 - Property Expenses	149,150	2,437	2,450	(146,700)	(68,770)	(77,930)
1,257 30 - Transport Expenses	11,440	1,470	1,460	(9,980)	0	(9,980)
341,621 40 - Supplies & Services	557,400	753,116	753,140	195,740	40,000	155,740
3,907 50 - Third Party Payments	103,080	41	40	(103,040)	(96,390)	(6,650)
89,740 65 - Support Services	89,740	89,740	89,740	0	0	0
50,493 68 - Capital Costs	93,690	35,481	35,480	(58,210)	(39,000)	(19,210)
1,501,463 Gross Expenditure	1,976,670	1,828,464	1,828,490	(148,180)	(181,020)	32,840
(32,003) 70 - Income	(71,800)	(79,717)	(79,720)	(7,917)	0	(7,917)
1,469,460 Net Expenditure	1,904,870	1,748,747	1,748,770	(156,097)	(181,020)	24,923
<u>Parks & Recreation</u>						
925,754 10 - Employee Expenses	983,910	934,978	934,990	(48,920)	(21,100)	(27,820)
268,577 20 - Property Expenses	325,130	247,151	247,160	(77,970)	(1,000)	(76,970)
141,935 30 - Transport Expenses	121,470	133,206	133,200	11,730	0	11,730
246,639 40 - Supplies & Services	234,010	180,360	180,340	(53,670)	(1,000)	(52,670)
(245) 50 - Third Party Payments	0	(1,931)	(1,930)	(1,930)	0	(1,930)
114,320 65 - Support Services	114,320	114,320	114,320	0	0	0
1,696,980 Gross Expenditure	1,778,840	1,608,083	1,608,080	(170,760)	(23,100)	(147,660)
(303,792) 70 - Income	(418,220)	(319,782)	(319,800)	98,420	90,000	8,420
1,393,188 Net Expenditure	1,360,620	1,288,301	1,288,280	(72,340)	66,900	(139,240)
<u>Libraries</u>						
1,532,137 10 - Employee Expenses	1,637,960	1,553,580	1,553,590	(84,370)	(76,700)	(7,670)
277,696 20 - Property Expenses	252,800	270,181	270,200	17,400	0	17,400
8,326 30 - Transport Expenses	7,290	8,741	8,730	1,440	0	1,440
483,112 40 - Supplies & Services	515,150	478,410	478,380	(36,770)	(33,530)	(3,240)
152,420 65 - Support Services	152,420	152,420	152,420	0	0	0
2,453,691 Gross Expenditure	2,565,620	2,463,332	2,463,320	(102,300)	(110,230)	7,930
(105,141) 70 - Income	(95,670)	(88,916)	(88,930)	6,740	6,000	740
2,348,550 Net Expenditure	2,469,950	2,374,416	2,374,390	(95,560)	(104,230)	8,670
<u>Arts</u>						
984,781 10 - Employee Expenses	1,064,130	1,040,867	1,040,870	(23,260)	(11,100)	(12,160)
109,890 20 - Property Expenses	112,800	101,451	101,450	(11,350)	0	(11,350)
0 30 - Transport Expenses	230	0	0	(230)	0	(230)
418,313 40 - Supplies & Services	381,700	411,541	411,510	29,810	18,000	11,810
(9,869) 50 - Third Party Payments	5,830	0	0	(5,830)	0	(5,830)
53,350 65 - Support Services	53,350	53,350	53,350	0	0	0
1,556,465 Gross Expenditure	1,618,040	1,607,209	1,607,180	(10,860)	6,900	(17,760)
(420,098) 70 - Income	(514,280)	(501,401)	(501,380)	12,879	20,000	(7,121)
1,136,368 Net Expenditure	1,103,760	1,105,808	1,105,800	2,019	26,900	(24,881)
<u>Heritage</u>						
235,041 10 - Employee Expenses	242,830	230,479	230,480	(12,350)	(12,230)	(120)
226,960 20 - Property Expenses	236,610	186,601	186,630	(49,980)	0	(49,980)
0 30 - Transport Expenses	530	0	0	(530)	0	(530)
114,337 40 - Supplies & Services	103,910	124,235	124,220	20,310	0	20,310
53,350 65 - Support Services	53,350	53,350	53,350	0	0	0
629,687 Gross Expenditure	637,230	594,666	594,680	(42,550)	(12,230)	(30,320)
(70,327) 70 - Income	(67,820)	(59,706)	(59,720)	8,100	9,200	(1,100)
559,360 Net Expenditure	569,410	534,960	534,960	(34,450)	(3,030)	(31,420)

**Divisional Forecast & Movement Report
2018/19**

Appendix 2

<-----From Period 1 to 12----->							
2017/2018		Annual	Actuals for	Forecast	Variance to	Variance at	Movement
Actual		Budget	Period		Budget	Period 11	
Sports & Fitness							
5,025,047	10 - Employee Expenses	5,458,070	5,140,262	5,140,130	(317,940)	(254,840)	(63,100)
1,020,951	20 - Property Expenses	1,031,050	1,007,060	1,007,040	(24,010)	(25,000)	990
14,560	30 - Transport Expenses	22,340	17,976	17,980	(4,360)	0	(4,360)
944,913	40 - Supplies & Services	923,120	962,657	962,580	39,460	2,000	37,460
0	50 - Third Party Payments	2,500	15,000	15,000	12,500	0	12,500
342,960	65 - Support Services	342,960	342,960	342,960	0	0	0
7,348,431	Gross Expenditure	7,780,040	7,485,915	7,485,690	(294,350)	(277,840)	(16,510)
(3,654,311)	70 - Income	(4,452,100)	(3,921,035)	(3,921,020)	531,065	545,700	(14,635)
3,694,120	Net Expenditure	3,327,940	3,564,881	3,564,670	236,715	267,860	(31,145)
Helix							
646,559	10 - Employee Expenses	694,300	682,801	682,800	(11,500)	(12,250)	750
123,536	20 - Property Expenses	136,990	123,191	123,200	(13,790)	(99,910)	86,120
23,447	30 - Transport Expenses	17,940	15,660	15,660	(2,280)	0	(2,280)
469,328	40 - Supplies & Services	160,540	250,800	250,800	90,260	61,950	28,310
(34,000)	50 - Third Party Payments	0	(3,500)	(3,500)	(3,500)	0	(3,500)
1,228,869	Gross Expenditure	1,009,770	1,068,952	1,068,960	59,190	(50,210)	109,400
(646,939)	70 - Income	(289,500)	(418,266)	(418,260)	(128,766)	(108,000)	(20,766)
581,930	Net Expenditure	720,270	650,686	650,700	(69,576)	(158,210)	88,634
Restricted Funds							
430,180	10 - Employee Expenses	495,840	487,764	487,770	(8,070)	0	(8,070)
1,177	20 - Property Expenses	0	0	0	0	0	0
1,011	30 - Transport Expenses	1,050	451	450	(600)	0	(600)
467,956	40 - Supplies & Services	387,530	469,382	469,380	81,850	23,300	58,550
(5,961)	50 - Third Party Payments	43,750	86,789	86,790	43,040	0	43,040
894,363	Gross Expenditure	928,170	1,044,386	1,044,390	116,220	23,300	92,920
(777,059)	70 - Income	(785,190)	(903,113)	(903,120)	(117,923)	0	(117,923)
117,304	Net Expenditure	142,980	141,274	141,270	(1,703)	23,300	(25,003)
Projects - Including Reserve Transfers							
349	10 - Employee Expenses	0	332	330	330	0	330
144	20 - Property Expenses	0	0	0	0	0	0
165,005	40 - Supplies & Services	569,400	504,890	504,910	(64,490)	(99,600)	35,110
132	50 - Third Party Payments	0	0	0	0	0	0
165,630	Gross Expenditure	569,400	505,223	505,240	(64,160)	(99,600)	35,440
(104,605)	70 - Income	(484,490)	(499,758)	(499,760)	(15,268)	27,900	(43,168)
61,024	Net Expenditure	84,910	5,465	5,480	(79,428)	(71,700)	(7,728)
Management Fee							
(11,433,220)	70 - Income	(10,951,480)	(10,951,480)	(10,951,480)	0	0	0
(11,433,220)	Net Expenditure	(10,951,480)	(10,951,480)	(10,951,480)	0	0	0
Charitable Donations							
(121,581)	70 - Income	(388,230)	(349,521)	(349,520)	38,710	74,880	(36,170)
(121,581)	Net Expenditure	(388,230)	(349,521)	(349,520)	38,710	74,880	(36,170)
(193,497)	CHARITY TOTAL	345,000	113,535	113,320	(231,709)	(58,350)	(173,359)

FALKIRK COMMUNITY TRUST - SUMMARY OF INCOME								
Facility	Current v Previous Year				Budget v Actual			
	April to Mar 18 £000	April to Mar-19 £000	Increase/ (Decrease) £000	Increase/ (Decrease) %	Annual Budget £000	Actual £000	Increase/ (Decrease) £000	Increase/ (Decrease) %
Business Development								
Other Income	32	80	48	150%	72	80	8	11%
Total: Business Development	32	80	48	150%	72	80	8	11%
Parks & Recreation								
Grangemouth Golf Course	159	157	(2)	-1%	238	157	(81)	-34%
Parks	35	34	(1)	-3%	78	34	(44)	-56%
Outdoor Activities	53	71	18	34%	51	71	20	39%
Other Town Halls	57	57	-	0%	51	57	6	12%
Total: Parks & Recreation	304	319	15	0	418	319	(99)	-24%
Libraries	105	77	(28)	-27%	96	77	(19)	-20%
Arts								
Falkirk Town Hall	203	276	73	36%	303	276	(27)	-9%
Falkirk Town Hall - Advance Shows	2	-	(2)	-100%	-	-	-	-
Hippodrome	137	153	16	12%	153	153	(0)	0%
Other Arts Income	77	72	(5)	-6%	58	72	14	25%
Total: Arts	419	501	82	(1)	514	501	(13)	-3%
Heritage	70	60	(10)	-14%	68	60	(8)	-12%
Sport & Fitness								
Grangemouth Complex	541	591	50	9%	767	591	(176)	-23%
Mariner Centre	395	514	119	30%	766	514	(252)	-33%
Boness Recreation Centre	191	181	(10)	-5%	253	181	(72)	-28%
Grangemouth Health & Fitness	548	568	20	4%	558	568	10	2%
Mariner Health & Fitness	242	234	(8)	-3%	250	234	(16)	-6%
Boness Health & Fitness	175	193	18	10%	179	193	14	8%
Stenhousemuir Health & Fitness	393	451	58	15%	426	451	25	6%
Grangemouth Stadium	156	155	(1)	-1%	168	155	(13)	-8%
Schools - Community Use	328	392	64	20%	445	392	(53)	-12%
Neighbourhood Centres	247	200	(47)	-19%	261	200	(61)	-23%
Outdoor Amenities	36	35	(1)	-3%	70	35	(35)	-50%
Ski Slope	102	119	17	17%	113	119	7	6%
Sports Development	176	142	(34)	-19%	120	142	23	19%
Active Forth	124	146	22	18%	78	146	68	87%
Total: Sports & Fitness	3,654	3,921	267	1	4,452	3,921	(531)	-12%
Helix	647	418	(229)	-35%	290	418	128	44%
Restricted Funds (Grants)	777	903	126	16%	785	903	118	15%
Projects (Incl Reserve Transfers)	105	500	395	376%	484	500	16	3%
Management Fee	11,433	10,952	(481)	-4%	10,952	10,952	-	0%
Charitable Donation	122	350	228	187%	388	350	(38)	-10%
Total	17,668	18,081	413	2%	18,519	18,081	(438)	-2%

Appendix 4

FALKIRK COMMUNITY TRUST - 2018/19 BUDGETARY CONTROL STATEMENT
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Falkirk Community Trust - Balance Sheet
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Period ended 31st March 2019

	Mar 2018 £'000	Projected Mar 2019 £'000
Fixed Assets		
Tangible Assets	216	262
Current Assets		
Stocks	90	108
Debtors	345	1,241
Bank	3,664	2,131
	<u>4,099</u>	<u>3,480</u>
Current Liabilities		
Creditors	<u>2,139</u>	<u>1,957</u>
Net Current Liabilities	1,960	1,524
Net Assets	<u><u>2,176</u></u>	<u><u>1,786</u></u>
Unrestricted Funds		
Unrestricted Fund	861	775
Voluntary Severance	227	206
Helix AMP	147	177
Approved Projects	780	386
	<u>2,015</u>	<u>1,544</u>
Restricted Funds		
Grant Funding	161	242
Helix Funding	-	-
	<u>161</u>	<u>242</u>
Total Funds	<u><u>2,176</u></u>	<u><u>1,786</u></u>

Appendix 5

FALKIRK COMMUNITY TRUST 2018/19 MOVEMENT IN FUNDS
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Reserves	April 2018	Surplus / (Deficit)	Transfers In	Transfers Out	Projected March 2019
	£'000	£'000	£'000	£'000	£'000
<u>Unrestricted Funds</u>					
Unrestricted Reserve	916	(471)	416	(85)	775
Voluntary Severance	227			(22)	206
Helix - AMP	92		85		177
Income Growth Projects	780			(394)	386
Total Unrestricted Funds	2,015	(471)	501	(501)	1,544
<u>Restricted Funds</u>					
Grant Reserve	161	81			242
Helix	-		-	-	-
Total Restricted Funds	161	81	-	-	242
Total Funds	2,176	(390)	501	(501)	1,786

See Note

Note

Surplus / (Deficit) calculation:

Per Report at Appendix 1	(114)
Remove: Transfer to Grant Reserve	81
Remove: Reserves Funding	(358)
Projected Surplus / (Deficit) for the year	<u>(390)</u>

Falkirk Community Trust

Subject: Council Request for Statement of Assurance for year to March 2019
Meeting: Falkirk Community Trust Board
Date: 30 May 2019
Author: Chief Executive

1. Introduction

- 1.1 Each year the Council seeks a Statement of Assurance from the Board. This is to demonstrate that we operate within a framework of control in respect of governance, risk management and financial controls.
- 1.2 This Statement of Assurance feeds into the Annual Governance Statement included within the Council's Annual Accounts.

2. Background

- 2.1 The relationship between the Trust and the Council is governed by the Funding Agreement. It requires us to submit our Business Plan to the Council annually for approval and to ensure effective stewardship of the funds provided by the Council as well as income generated by our customers and partners.
- 2.2 In line with previous years, the areas that are to be addressed include:
 - achievement of objectives and compliance with legislation, strategies, policies and procedures;
 - robust and evidenced management of risk;
 - economic, efficient, effective and safe use of resources and assets;
 - proper financial stewardship, management and control; and
 - the relevance, reliability, and integrity of financial and other management information.

3. 2018/19 Response

Achievement of objectives and compliance with legislation, strategies, policies and procedures proper financial stewardship, management and control

The same process of developing the Business Plan was followed as in previous years. Recognising the service financial pressures the Trust is now dealing with, the revised Business Plan Approach 2017-2020 that the Board developed last year continues to provide the direction for the Business Plan. We welcomed a number of new Directors to the Board and took time to brief them on our operating context, policies and strategic direction. A new Five Year Strategy for 2019-2024 was approved by the Board and the Council. The strategy is set in the context of the Council's medium term financial plan that includes as a 50% reduction in the service payment over the next five years.

Robust and evidenced management of risk

The revised format for the reporting and ownership of risk is working well. The Board considered the updated Strategic Risk Register at their meeting in March 2019. It is worth noting that all of the high risk items relate to support from the Council moving forward, particularly in finance, asset management and IT support. We introduced a

risk briefing report at quarterly Board meetings in 2017 and this has been carried through 2018 and appears to be working well.

Day to day management of risk is vested in the management team and they review risk at all levels on a regular basis.

Economic, efficient, effective and safe use of resources and assets

The Trust continues to operate the assets at its disposal. However, the challenge of the continued deterioration of older facilities is becoming more acute. Major sites have significant backlog maintenance issues affecting daily operation. This is monitored closely. The Council are aware of and sympathetic to the issues, however funding constraints limit action. The new facilities are performing well, exceeding many of their targets. Our capital allocation is directed to essential plant and equipment investment to keep facilities operating. A new soft play facility along with a new café and entrance area at the Mariner have been well received by the community. The Council has approved funding for investment in the Mariner and Stenhousemuir Gym to improve health and fitness provision.

Proper financial stewardship and control

The Trust continues to rely heavily on the Council systems for the processing and management of income and expenditure. The external auditors completed their assessment and audit for 2017/18 during the year and provided another unqualified opinion. The annual submissions to OSCR, Companies House and HMRC were all made on time. The Annual Report for 2017/18 was published in September 2018.

Relevance, reliability, and integrity of financial and other management information

The Trust uses the same data collection systems as was in use in the Council. Monthly budget statements are produced to monitor income and expenditure. Performance data is collected from the centre based management information systems including Scuba and Sirsi Dynix Symphony Workflows. The data is analysed and reports are presented to both management and Board for review and approval. There have been no major variances identified.

Staff training and awareness raising

We continue to offer staff workshops in a range of issues relevant to their work. The induction programme for new staff covers all of the key systems and processes relevant to our work.

4. Summary

- 4.1 Both the Council and the Trust continue to face significant financial challenges. The control of programme, the setting of key priorities and ensuring that all resources are effectively developing is a key focus for the Board. Good dialogue and communication means that both parties are aware of the issues and likely impacts.
- 4.2 The controls in place to monitor and review the work of the Trust are working appropriately and there are no major concerns to report.

5. Recommendation

- 5.1 **The Board is asked to approve the Statement of Assurance outlined above.**

Maureen Campbell.

Maureen Campbell
Chief Executive

Falkirk Community Trust

Subject: Risk Update
Meeting: Falkirk Community Trust Board
Date: 30 May 2019
Author: Policy Development Manager

1. Introduction

- 1.1 This report provides a summary statement on strategic risks affecting the Trust. Strategic risks typically affect the whole organisation and can potentially pose significant hazards and the Board are asked to consider the current position.

2. Risk Position

- 2.1 The Senior Management Team regularly review the risks facing the Trust and have identified the following risk areas as being particularly pertinent at this time.

Risk	Risk Level	Mitigation
Finance There are delays in identifying options for service reductions that will address the core funding gap of £875,000	High	Work is ongoing with the Council and broad agreement with officers on methodology and approach is established. Pace requires to be maintained over the summer months.
Health & Safety The busy summer holiday period brings increased risk of accidents in our venues and parks.	Medium	Staff are reminded of the need for added vigilance and the message is cascaded throughout the organisation from a senior level.

3. Recommendation

- 3.1 **The Board is asked to note the risk outlined in this report.**

Jane Clark

Jane Clark
 Policy Development Manager

Falkirk Community Trust

Subject: Health, Safety & Risk Update
Meeting: Falkirk Community Trust Board
Date: 30 May 2019
Author: Sport & Recreation Manager

1. Introduction

- 1.1 The purpose of this report is to inform and update Board Members of the current status regarding our ongoing Health, Safety & Risk (HS&R) record, and management process across all Trust locations and staff. This is an update report following the report submitted to the Board in March 2019.

2. Operational Issues and Developments

Operational Update:

- Unfortunately we have been the subject of another break and entry at the Plaza café recently. This is the third time in 12 months that this has happened. In consultation with the Police we have taken some additional security measures to try and prevent this from happening again. No money or goods were stolen and this episode seems like it was done for maliciousness rather than financial gain.
- Comprehensive Fixed Wire testing is currently underway in all of our main venues. This is a cyclical process with some venues requiring testing on a more regular basis than others. Development services will provide us with reports from each venue to identify where, if required, any additional remedial or upgrading works are required. We have requested that this now happens annually in our swimming pool venues as advised recently by the H.S.E.
- Following discussion and feedback at our Health, Safety and Risk Forum meeting we have agreed that 'incident training' takes place for Library staff to better equip them in handling emergency type incidents. Sports & Leisure trained staff will undertake this for library staff as soon as possible.
- A number of staff have been enrolled on the Fire Risk Assessors course run by Falkirk Council. This is a full 2 day course and will allow staff to be competent in compiling Fire Risk Assessments for the venues they work in.
- Over 60 staff have put their name forward for Insurance Claim training with the Council's Insurance team and our external Claims Handlers. There will be 4 individual half day sessions organised which all line managers will also attend. This will give staff an insight into the type and volume of information required for any subsequent public liability insurance claims being made against FCT.

3. The Health, Safety & Risk Group – A meeting of the group took place on 22nd March in the Stadium Offices. The usual comprehensive agenda included the following items:

- Continued review of Business Continuity Plans
- Lone working arrangements and call outs
- Fire Risk Assessment Training
- Incident handling and reactions
- Asbestos Policy and identification
- Site Health & Safety Manual review

Healthy discussion took place on these and other tabled items on the day.

4. **Vibration Music Festival Callendar Park** – a large scale ‘Music Festival’ will take place at Callendar Park on Saturday 25th May. This is an external event in the Park, and we have worked in partnership with the organisers to ensure all event safety and security measures are in place. FCT staff will be on site during this event to provide support to the organisers with all event manuals and preparation being agreed in advance and as required by FCT, FC and the Blue Light Services.
5. **Staff Training & Education** – Discussion was held at our recent HS&R forum meeting on the best way to record and store staff training and education records. It was evident from discussion around the table that there was a variety of methods currently being used. We have agreed to explore a consistent and accurate way to do this, potentially electronically via the ‘My View’ system. In the interim period all staff were reminded of the importance of logging all staff training, whether formal or informal, so that record keeping is practiced and maintained across all sites and venues.
6. **Managing Asbestos** – Michael Durrington (Council H&S Advisor) is currently preparing an updated version of the ‘Managing Asbestos’ Policy which the Trust will adopt once it has been amended to suit the Trust’s needs. Unfortunately we still encounter asbestos issues within our older venues when repairs and maintenance work is carried out. A recent incident of vandalism to ceiling tiles at Bo’ness Recreation Centre disturbed asbestos tiles and cladding and required intervention from external asbestos removal contractors. This work cost approx. £8,000, with additional work expected in the near future.
7. **Noise Abatement** – Due to a recent complaint from residents adjacent to Bo’ness Recreation Centre work has been identified as necessary to reduce the noise level of the Gas Ventilation Flue on the roof of the Centre. We are currently working with our colleagues in the Council to have this work completed and to avoid any potential environmental sanctions.

8. Performance

8.1 Accident Performance Management

We continue to closely monitor our performance in respect of accidents within our venues. Current statistics are as follows:

Staff Accidents

- From Feb ’19 – April ’19 (incl) there have been a total of 2 accidents involving staff reported for these months. All were of a minor nature and did not involve any loss of time at work. This equates to 0.5% of the workforce who have been involved in an accident at work during February, March and April. ’19.

Customer Accidents

From Feb – April 2019 (incl.) there have been a total of 123 reported accidents to customers across all sites. This equates to approx. 1 in every 7682 approx. customers (0.013%) who have had a reported accident when using our services in Feb, March and April (944,882). The majority of these accidents occur at our busy Sport & Recreation facilities as well as the Outdoor venues such as Helix and our other Parks.

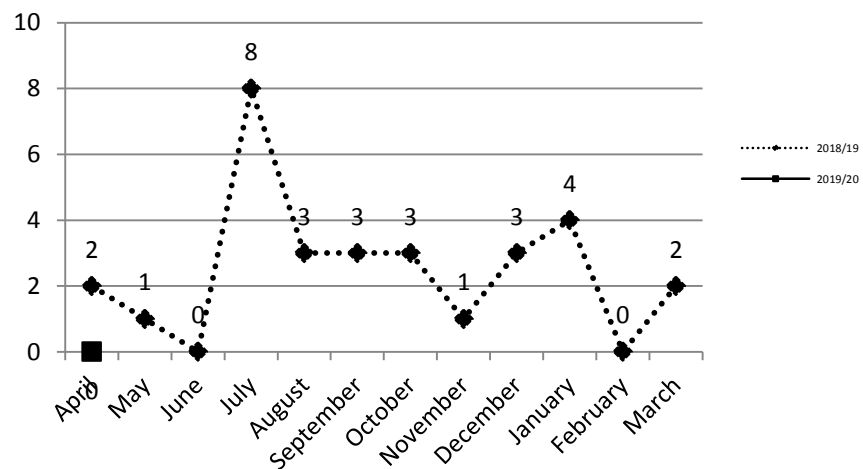
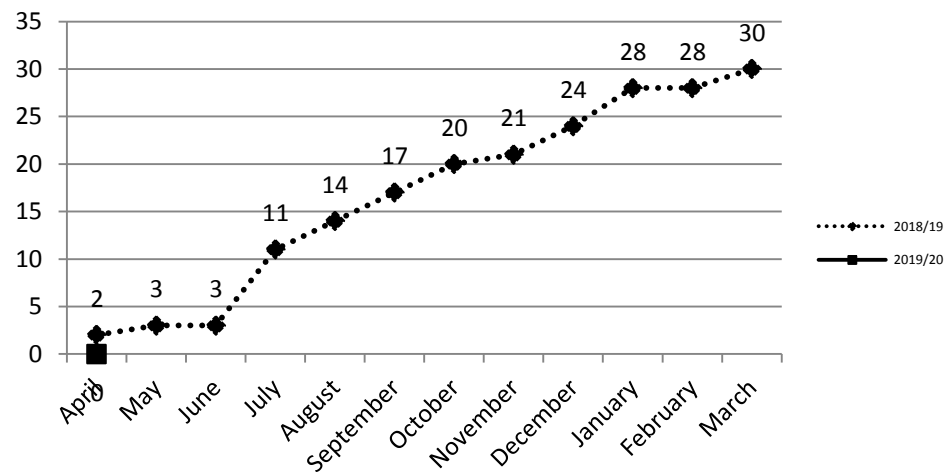
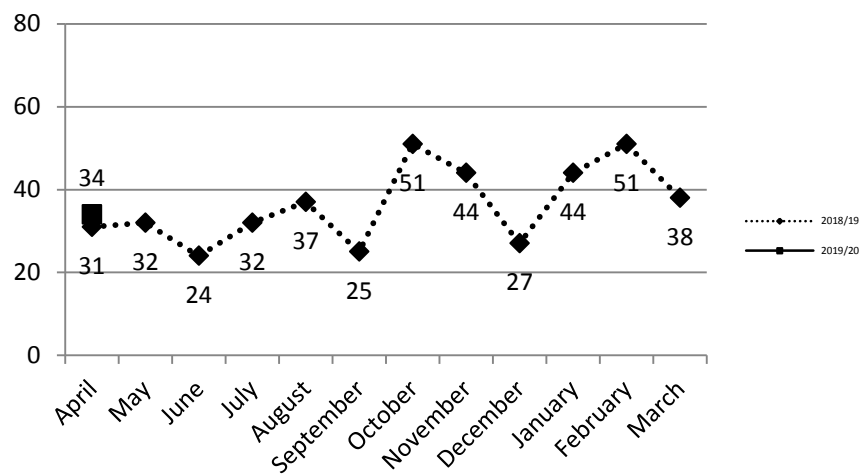
See Appendix 1 for breakdown.

9. Conclusion

- 9.1 The Board will be pleased to note that there have been no reported major accidents or incidents during this period. All other accidents and incidents were of a minor nature and continue to be dealt with in an effective and efficient manner by our trained staff.
- 9.2 We have written to the staff involved in the major incident at Grangemouth Library to thank and commend them for the prompt and life-sustaining actions they took on the day in question. We will continue to be vigilant and to invest in essential training for our front line staff. This is raised at all team meetings and regularly reinforced where appropriate and necessary.



Paul Finnie
Sport & Recreation Manager

Accidents involving members of Staff**Cumulative Accidents involving members of Staff****Accidents involving Customers****Cumulative Accidents involving Customers**