



**Fife Cultural Trust
Fife Cultural Services Trading Ltd Meeting
28th August 2018, 4 PM, MR3**

Present: Brian Lawrie (Chair), Sarah Scarlett, Frank Quinault

Attending: Kirsty Keay, James Marshall, Diane White (Minutes)

Apologies: John Kilgour Heather Stuart, Michelle Sweeney, Julie Aitchison

1. Welcome

BL welcomed everyone to the meeting and explained that Drew Shedden had resigned from the Trading Subsidiary. BL had thanked him for his work on the Board and his contribution was acknowledged the other members present.

2. Apologies

The apologies were noted above.

3. Declarations of interest

There were no declarations of interest.

4. Minutes of the Last Meeting

KK confirmed that Katie Stevenson would be starting with the Trust on 10th September as an Accounting Technician. It was hoped that Xero would go live on 1st October which ties in nicely with VAT timings. KK explained the Staffing difficulties within the Finance Team and confirmed that the 2017/18 accounts are not yet complete. It was hoped that this would be rectified in the next few weeks. The second interview for an interim Head of Finance had taken place today, and it was hoped to appoint shortly.

The Minutes were accepted as an accurate record of the meeting.

5. Action log

The Action log was completed except the possibility of a change to the Trading name. KK explained that the Finance Team were finding the current name difficult in generating invoices etc. due to its similarity to the charity name. After a meeting with Pamela Stevenson of Fife Council Corporate Services it was suggested that the trading name could be more streamlined. The name would not be changed legally but to be decided operationally and communicated to both the Trading Subsidiary and FCT Board. KK to update the group by email before the next meeting.

SS gave feedback on the Fife Family History Fair. Rothes Halls staff were thanked by the organising group for all their help on the day. More signposting may be needed at some events as it was not always clear which way to go to the event and the lifts etc.

Action – KK to update the Group by Email on any change in trading name.

6. 2017/18 Outturn

KK circulated the 2017/18 Outturn paper. It was felt to be quite positive. Previously, adhoc feedback from Fife Council had suggested that the latter half of the year would be more profitable for catering. This had not proven to be the case this year due to factors associated with the transfer of business from the Council. It was anticipated the current year would see a significant trading improvement.

There was some discussion around retail and KK explained that the DCLG shop originally had library staff supporting it but this had not been sustainable. Agency staff had been brought in to cover these posts, but the costs of this should come down in future. The spend per head figure was not quite hitting target but it has improved considerably. It was agreed that facility hire figures need to be improved.

KK explained that the admin charges are made to the Council for Library staff providing Tier 1 services for Fife Council and offset by an allocation of the management fee.

7. EPOS Now Demonstration

JM gave an overview of some of the reports available through EPOS Now and how these are helping with the trading element. At the moment, the system doesn't cover events, it was thought that this could be added in the future? JM confirmed that EPOS Now is a very good system which allows information "live" at his fingertips and he can now make confident decisions to how to staff venues or purchase items.

JM reported that once staff had been trained they were happier and more confident with the system and there had been no real negative feedback from staff on Epos. It was agreed that by the time Xero went live then the trading company will be in a much better position. BL asked that a half year report be sent to the trading subgroup by email at end Sept.

Action – KK to send a half year trading report to the Subgroup by email at the end of September.

8. Trading Subsidiary Future Direction

KK explained that she had looked at the previous 18 months trading and the direction needed to create a business plan etc. for the future.

KK ran through the changes over the last year and showed the current structure. Her presentation included a SWOT analysis on current delivery model, potential areas for growth, SWOT on current operations, proposed delivery model, Business Development Manager, and Dunfermline Development Post. The group felt that the presentation gave confidence as it builds on existing structures, gives resilience and was very positive.

The Carnegie anniversary needs to be pushed, this should be brought to the Board.

9. Recruitment of new Committee Members

KK explained that 3 new members of the Trading Subsidiary were needed. BL confirmed that he had spoken to HS regarding this and she had some suggested names of people to approach. It was suggested that the Chamber of Commerce may be useful in finding interested people as they had an interest in boosting Fife's economy. BL advised that in future the preferred structure was three FCT Board members and three external.

KK explained the partnership with HR box, it was felt that this could be useful for board recruitment.

There was some discussion around the need for a Fife Cultural Trust Business Card for Board Members. This to be brought to the September Board Meeting.

Action – HS and KK to approach suggested people with a view to them joining the Trading Subsidiary Board

Action – The idea of a FCT Business Card for Board Members to be brought to the September Board Meeting.

10. AOCB

There was some discussion around retail items such as the On Fife book rubber and why they should be available in as many places as possible. The possibility of developing an ONFife Travel Mug was also discussed.

KK and JM agreed to look into reordering Pilgrim Badges as the opening of the Fife Pilgrim Way would impact this.

Action – KK/JM to look into reordering Pilgrim Badges

11. DONM

Tuesday 11th December