

Mull and Iona Community Trust

Minutes for the 141st Directors Meeting

VIA Teleconference on the 13th July 2009

Meeting Started 8.30pm

1. Present: Derek Crook (DC), Sandy Brunton (SB), Crawford Morison (CM), Chris Baker (CB), Michelle Cowe (MC), Mike Story (MS), Susie Calderan (SC) & Sue Royle (SR)

In Attendance: James Hilder (JH), Vanessa Moore (VM)

Apologies: Donald MacLean (DM), Maureen Dehany (MD), Christine Gash (CG), Babs Whyte (BW)

2. Minutes of June 15th – Financial Update to be reworded slightly for ease of understanding. Proposed by Mike Story & Seconded by Susie Calderan.

3. Financial update

3.1 Management Accounts & Year End

Vanessa gave an update on the current Bank Balances, Creditors and Debtors and informed the Board that Year End was now completed & with Accountants.

The Board agreed that the current loan for Craignure is to be reviewed with particular reference to the terms and current interest rates.

Action SS & JH

3.2 Ratification of Expenditure Requests

It was noted that Tim Capper would be kitting out the shop in Buinessan, with all expenditure requests being outlined in Grant applications. Tim was successful in his application for further funding to enable him to now work full time for the next 6 months – Board offered congratulations.

4. “Meet the Team”

It was agreed that due to holiday commitments this item would reconvene in September. Tim Capper to be organised for September Board Meeting. **Action VM & JH**

Any other Business Noted

- It was noted that Mull 2030 had been omitted from the Agenda. **Action JH**
- Comments on the Elderly Consultation information sent out.
- Everyclick.
- Declaration of Interest Forms.

5. Matters Outstanding

5.1 Review Updated Strategy Day Framework – Environmental & Cultural Heritage Section

- It was agreed that the wording needed to be changed on the Framework page to reflect ‘another part time worker’ rather than ‘increase scope by 0.5ft.’ and date on Objectives page to be amended to reflect the current year. **Action JH**
- It was agreed that everyone was happy with Objective B but it was noted that we are yet to do anything about it. It was agreed that the signage in Craignure would be available in Gaelic like that of Buinessan, Derek to pass on details to Mairi. **Action DC**

5.2 Review linked External activities of Staff and Board

- It was agreed that the current document would be circulated to the Directors and carried forward to the next Board meeting. **Action VM**
- It was noted that the current Directors page on the website needs updating. **Action VM**

5.3 Establishing “Communities Work (Scotland) Ltd” – revision of Company name

- Point for Ratification – At the last Board Meeting the new company *Communities Work Ltd* was set up only to find when it was registered through Companies House the name had already been taken.
- It was a unanimous proposal to change the name to the above. The Board were informed that new paperwork would be drawn up and would need signing. **Action JH**
- The Board were informed that we were now owners to the domain name communitieswork.co.uk at a cost of £9.95 for 2 yrs. MS thanked for acting swiftly on this.

5.4 Community Investment Fund – Proposal from DC & SB

- Sandy & Derek informed the Board of a proposal to set up a Community Investment Fund where money could be invested by residents for onward investment into the Community.
- The Board were asked to look at the community shares link www.communityshares.org . **Action All**
- Sandy, Derek and James wil continue to work up ideas and report to future meetings. Any Director wishing to join group is welcome!!

6. Special Items

6.1 Progress on the Self Store Project

- After a high initial quote for the relocation of the storage containers the Board were informed that a subsequent quote for a reduced sum has since been received.
- It was noted that Mairi has been in discussion with the Forestry Commission regarding the Gantry Timber Loading site just outside Craignure as a possible relocation site for the MESS depot later in the year. There has been no definite answer at this stage.
- The Forestry Commission has given a very encouraging (yet informal) response to the Community Trust to buy both the site at Ardmore & at Craignure, which would save on rental if capital funding can be secured.
- The Board agreed that ideally moving the containers once to this site would be preferential rather than moving to Craignure castaways for the next 5 months. Advertising campaign to rent them out was agreed.

6.2 Update on Mull Butchers Ltd

- The Board were advised that there was a Mull Butchers Board meeting last week. Donald & Christine were not present to give an update.
- James agreed that there were still outstanding documents that needed approved by all parties. **Action JH**

6.3 Progress on Health & Safety Matters for Craignure and Castaways

- For the purpose of item 6.3 a CDM Co-ordinator's role is to advise the client on health & safety issues during the design & planning phases of construction work.
- It was noted that in the initial report from the CDM Co-ordinator that the distance between the main roller door and the health & safety fencing around the construction site would be only 90cm which Mairi noted would be impractical for MESS operations.
- Sian has since met with the CDM Co-ordinator and a compromise has been met to allow for more practical working operations. Notes to accompany the Board Meeting have been circulated.
- It was noted that the Roller Door at Craignure is not working - **Action MG**

7. Working Group Updates

7.1 Fundraising

- No report given from any members of the subgroup. Sue Royle to contact Christine Gash **Action SR**
- It was noted that the Community Trust have been invited by the RNLi to participate in the Lifeboat Day on 9th August at Ledaig. The Board were asked for volunteers to help set up a Smash a Plate stall.

7.2 Membership Group

- The Board were advised that the Membership Group would be meeting on Wednesday to discuss ways to increase membership.

7.3 PR/PI

- Initial Notes were circulated to the Board following June meeting.
- Initial Tidying up of the current Website is needed. **Action VM**
- All other action points to be deferred until the end of August.

7.4 Personnel – Proposals for Paternity, Maternity & Adoption Leave & Pay

- The subgroup has sought to strike a balance between rewarding loyalty, providing “better than minimum” terms and conditions, with the charity's limited ability to pay and limited liquid reserves.
- The subgroup tried to be conservative and not promise things that can not be fulfilled.
- Notes have been circulated to the board and the Board agreed unanimously. Proposed by Crawford Morison and Seconded by Susie Calderan.
- It was noted that Sick Pay would be the next topic to be updated. **Action SS,JH & SB**

8. Community Council Update

Sue Royle advised the Board that the Community Council were very interested in the Update given by the Community Trust but there were no questions to bring back to the Board.

9. Correspondence

10. Members Forum

There were no members present.

11. Any Other Business (AOB)

11.1 Mull 2030

- No business to report, the Board agreed to carry forward the item to the next meeting. **Action JH**

11.2 Elderly Care Service Consultation by Argyll & Bute Council

- It was noted that the Consultation Document that has been recently published and circulated was put together very poorly and the Board agreed that this should be taken back to the next Community Council Meeting. **Action SR**
- James to draft a letter to be signed by Sandy to circulate to Council and Councillors and send to the next Community Council Meeting. **Action JH**

11.3 Everyclick

- It seems that it is still only Derek and the office Staff who use the Everyclick search engine.
- It was agreed that we should be encouraging people to use it. **Action All**

11.4 Declaration of Interest

- Vanessa to send out new declaration of Interest Forms to all Directors to complete to update records. **Action VM**

11.5 Teleconference Future Meetings

- There was good feedback from across the Board at the completion of the meeting.
- It was agreed that it could be a good option depending on the items in the Agenda.
- Directors were asked to keep a note of call costs for future meetings.
- It was agreed that the next Board Meeting on the 10th August would be cancelled due to holiday commitments from Directors and Staff and a short Teleconference would be organised if needed.

The meeting closed at 10.15pm. Chairman thanked everyone for attending.

The next meeting will be on the 14th September at the Craignure Village Hall