

Mull and Iona Community Trust
Minutes for the 215th Board Meeting
An Roth Community Enterprise Centre, on Monday 8th February 2016

Meeting Started at 19:30

Present: Sandy Brunton (SB), Andrew Robertson (AR), Neal Goldsmith (NG), Rob MacManaway (RMcM), Derek Crook (DC), Chris Baker (CB), Carolyne Charington (CC), Caroline Wood (CW) and Jodi MacLeod (JM).

In Attendance: Moray Finch (MF) and Laura Percy (LP)

1. Welcome, Apologies and AOB

- Chair, SB welcomed everyone to the meeting and thanked everyone for coming.
- Apologies were received from: Maureen Dehany (MD), Alexa Kershaw (AK), Babs Whyte (BW).
- Any other business: Proposers and seconders of board meeting minutes. DC suggested that we might want to start formally proposing and seconding all of the important points on the minutes. All decisions to have a vote with a recorded proposer and seconder. CB proposed and DC seconded.

2. Approve Minutes of January 11th 2016

2.1 Review actions from previous minutes: (1) MD, JM & CW Christmas party plans – ongoing/carried forward, SB suggested it was put on the issues list, MF suggested it was finalised by September. (2) Sustainability manager post – MF will discuss in his manager's report.

Action MF

- 2.2** Matters arising: covered in meeting.
- 2.3** Correction of previous minutes: no corrections.
- 2.4** Approval of previous minutes: JM proposed, CC seconded.

3. Declarations of Interest

- No new declarations of interest.

4. Finance Update

4.1 Finance report – Vanessa MacLean emailed through a finance report prior to the meeting and noted the Trusts' finances at the end of quarter 3 of this financial year and the overall picture still looks sound and will allow us to bank our annual reserves of £19.5k again this year.

AR asked about Island Castaways report which MF apologised for not circulating. MF said that Hazel Cowe reported that the main decline was in furniture donations but the clothes and bric-a-brac were about the same, if anything the quality of the items was slightly less now. Hazel will continue to advertise on Buy and Sell that we still need donations to give out community funding.

NG had some questions on Ulva Ferry figures which MF answered. Vanessa's report is of financial commitment. AR asked about pontoon figures and when monies needed to be paid, MF confirmed that Coastal Communities Fund will bank roll capital payments.

NG asked about An Roth core figures. MF will clarify with Vanessa. **Action MF/VM**

SB thanked LP for her work with the storage containers and generating income and asked about whether further containers were needed.

NG commented and congratulated Hazel and the Castaways team on the MESS figures – which maintained the budgeted profit even though sales are down slightly. **Action MF**

Membership Number is 319

- New members: Jeanette Cutlack (5 year – volunteer) and Juliet Vines (1 year membership).

5. Personnel

5.1 Staff reviews – NG offered MF help with keeping up to date with the staff appraisals. Need to have a handle on it by next board meeting. MF will help as best he can, NG will create spreadsheet with VML to keep track of where staff are. **Action NG**

5.2 Confidential Discussion about Office Administrator Position – LP left the room whilst a discussion took place.

6. Special Items

6.1 **Managers Report** – The report was discussed in some detail with the following actions and decision arising:

- Childcare – MF and CW will seek ways to accelerate the preferred outcome of providing wraparound care to allow parents to get back to work and make the most of available benefits and incentives for child care cost. **Action CW/MF**
- LDO funding - unofficial confirmation of 50% funding. MF proposed that existing staff member be appointed to vacant LDO post. NG asked confirmation that HIE support this, specifically without the need to advertise the post. MF confirmed this is agreed with HIE. The board agreed to this proposal. CB proposed, RMCM seconded.
- ACCESS – project is very busy. The impact on the office is more than anticipated. MF express thanks to LP, RT and VM who take brunt of calls.
- Housing project – the board agreed to hold a separate meeting to discuss new fund raising ideas – Thursday 11 Feb at 1400. **Action MF/SB/CB/CC/CW/ RMcM /DC**
- Defibrillators and Community First Responders – MF requested board support for the significant time he is spending on expanding the network of public access defibrillators and assisting the community first responders. The Board agreed to support this. DC proposed, CC seconded.
- MAFA and Marine Scotland – If funding can be secured, MICT may employ a project officer to help MAFA support the fishing sector. SB asked for board support. CC proposed, AR seconded. AR would like to be involved.

6.2 **Review Issues List** – Budget 16/17 needs to be set, **Action MF/VML/RMCM.**

6.3 **Education Scotland Review Feedback** – SB thanked LP for coordination. Feedback was very positive. We need to plan to celebrate our 20 year anniversary. Need to plan the future of MICT's strategy and staffing pressures. **Action ALL**

6.4 **Budget for 2016/17** – previously discussed.

6.5 **Applications to CarPlus and Climate Challenge Fund** – Nancy Winfield is preparing 2 applications to organisations and MF asked for pre-approval, CB proposed and JM seconded. Funding to support establishment of car club.

- 6.6 **HR and Finance Sub Committee Report. Clarify Living Wage position** – MF reported that there was a ambiguity between the government website and the National Living Wage accreditation website. £7.20 is the legal living wage. NG will work on HR with VML. NG asked if any changes need to come to the board first. The board agreed that that the sub-committee had delegated authority.
- 6.7 **Gleaner Oils** – Approached MICT to suggest they would donate £1 per order, this money would go to Ulva Ferry Housing. Claire from DTAS looking into it, more to follow. Gleaner will come back to MF with a proposal shortly.
- 6.8 **Room Bookings and Use of Facilities** – It was noted that for all aspects of our operations, careful consideration is needed to ensure we avoid accidental competition with local businesses.
- 6.9 **Future Management of Board Responsibilities for projects, review steering group composition** – MF presented Project Review Document, work in progress – not to be applied retrospectively but a tool for the future. CC asked about terms of reference. MF will circulate for comment. AR, CW, JM and SB to be involved.
- 6.10 **Paper on shortage of skilled trades men – RMcM** has spoken to Morven Gibson – SWMID will consider it in the future. To be taken off agenda. Board would like to be updated on progress.

7. Steering Group Reports

- 7.1 Mull Community Development Plan – Sense check meetings taking place this week.
- 7.2 MESS – previously discussed. Removal of Dervaig clothing bank – looking into alternative location.
- 7.3 Ulva Ferry – previously discussed.
- 7.4 Ranger service - previously discussed.
- 7.5 Sea Eagle partnership – no update
- 7.6 Long distance path and viewpoint project – no update
- 7.7 SMI – MF shared concerns.
- 7.8 Mull Musical Minds – no update
- 7.9 Light Industrial Park Tobermory – meeting coming up on 18th Feb.
- 7.10 ACCESS Project – previously discussed.
- 7.11 MIST – previously discussed.

8. Discussion Items

8.1 None discussed.

9. Any Other Business

9.1

10. Members Forum

No members present

Meeting closed at 22:00

The next Board Meeting will be held at An Roth on Monday March 2016

Signed

Name

Date