

Mull and Iona Community Trust
Minutes for the 222nd Board Meeting
An Roth Community Enterprise Centre
Monday 24th October 2016

Meeting Started at 19:30

- **Present:** Sandy Brunton (SB), Steve Willis (SW), Jodi MacLeod (JML), Caroline Wood (CW), Andrew Robertson (AR), Derek Crook (DC), Rob MacManaway (RM) (via telephone)
 - **In Attendance:** Moray Finch (MF), Vanessa Maclean (VML)
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1. Welcome, Apologies and AOB

- Chair, SB welcomed everyone to the meeting and thanked them for attending.
- Apologies were received from: Maureen Dehany, Babs Whyte, Alexa Kershaw, Carolyne Charrington & Chris Baker
- Maureen Dehany advised prior to the meeting her intentions to stand down at the AGM on the 14th November.
- Any other business:
 - **9.1** – Mull & Iona GP Recruitment film
 - **9.2** – Free Evaluation Training Day 15th November
 - **9.3** – 3 Weekly Refuse Collection evaluation
 - **9.4** – Update on DTAS Oil Buying Scheme
 - **9.5** – HIE Meeting Thursday 27th October

2. Correction, Approval & Actions of minutes from Monday 12th September 2016

- Sandy asked if abbreviations on the minutes could be lengthened.
- The incorrect version of the minutes had been circulated. Vanessa to look into & recirculate prior to November's Board Meeting.

2.2 Approval of minutes of 12th September 2016:

- AR proposed and JML seconded.

2.3 Actions from minutes:

- 1. MF sent invitations to all Staff, Directors and Volunteers about the Strategy Day.
- 2. MF to prepare amendment of the MICT Articles
- 3. Due to time restraints the Christmas Party was not discussed.

3. Declarations of Interest

- Sandy advised that he had stepped down from the Scottish Island Federation.

4. Finance

4.1 Finance Report

- Vanessa circulated the Draft Annual accounts prior to the Board Meeting for review.
- Jodi's spelling to be corrected on the Directors list.
- Moray discussed the Reserves Policy in the accounts and advised that he would speak with the Auditors with a view to adapting for next year.
- Vanessa highlighted the strength of the accounts for the financial year.
- There were no other corrections to be made to the accounts.
- Sandy Thanked all the staff, volunteers and the Board for making the organisation financially stable.
- The date for signing the Annual Accounts would be noted as Friday 28th October 2016 for the record.

4.2 Membership numbers

- No new members to report but a lot of renewals have come in.

5. Personnel

5.1. Staff reviews

- No new staff Reviews to report for the month.

5.2. HR & Staff Salaries Review

- Vanessa circulated 3 policies prior to the meeting to staff and directors for feedback. Feedback was received from staff members and the policies were amended to reflect the changes.
- Vanessa & Caroline agreed to look at redundancy affordability as part of the review.

POLICY 1 - Equality & Diversity Policy

- There was a lot of discussion about this policy.

**Actions from
Board Meeting**

1. VML to recirculate the correct version of September's Board Minutes.
2. MF to Prepare amendment of the MICT Articles of Association
3. MF to speak with Jenny Simpson regarding the Reserves Policy in the Accounts
4. Vanessa to speak with Hazel regarding a duplication of the equality & Diversity Policy.
5. Moray to progress the planning application for the gantry site ready for February 2017.
6. Helen to submit the Annual Accounts to the Quaker Housing Trust.
7. Vanessa & Caroline to include redundancy affordability as part of the HR review.
8. MF to speak with Sandra MacAskill regarding final costings for the strategy day.

- There were concerns raised that if the policy was adopted then as an organisation we should provide the training to make sure the policy is understood by all. It needs to be understandable and deliverable.
- It was agreed that the 'Implementation' part of the policy should form part of the Staff & Volunteer Induction process.
- The policy was not approved pending further discussions with Hazel regarding the existence of a separate policy for volunteers. Vanessa to speak with Hazel and make amendments as appropriate.

POLICY 2 – Lone Working Policy

- No further amendments to be made. Proposed: Andrew Robertson & Seconded: Rob MacManaway

POLICY 3 – Sick Pay Policy

- The Board asked to put a review date for each policy.
- Proposed: Andrew Robertson & seconded: Steve Willis

5.3. Sustainability Manager Post

- The outcome from the September meeting was to look for additional resource to progress.
- The Board suggested waiting for the Strategy Day to see if the direction / pathway of the post became clearer. The topic was deferred until after the Strategy Day.

6. Special Items

6.1. General Manager's Report

- Moray took the Board through his report.

6.2. Issues list

- The Board asked that the issues List now form part of the Board papers each month.
- Moray to take action to put together the new planning consent for the Gantry site which is due in February 2017.
- The Annual Budget review was changed from September to December.
- Helen to submit the MICT annual accounts as part of the Quaker Housing Trust agreement.

6.3. Proposed amendments to Articles of Association

- Moray advised the Board that he has had advice from Jackie McQueen from DTAS about the implications of the latest land reform act and community empowerment act.
- The recommendation was to adopt the new articles rather than trying to amend our existing articles.

6.4. Plans for AGM

- Sandy volunteered to speak with Maureen ahead of the AGM pending her decision to step down from the Board in the hope that she would still like to help with Mull Musical Minds and MESS.
- Moray asked if numbers of attendees & proxy votes could be monitored ahead of the AGM.
- The Board discussed possibilities of Board Directors going forward with a view to filling absences over the winter months.
- It was decided that the MICT Board would convene after the AGM to discuss any outstanding matters.

6.5 Strategy Review Day proposal and preparation

- Moray circulated the proposal prior to the Board meeting and it was agreed that there needed to be something tangible at the end of the day; a document.
- The information gathered at the end of the day will be collated and presented as a Strategy Document.
- DTAS have agreed to cover the cost of facilitating the day but any additional prep work & travel expenses by Sandra will need to be covered by MICT.
- Caroline suggested setting a budget for the day as a negotiating tool. Moray agreed to go back to Sandra to discuss final costs.

6.6. Plans for Christmas events

- Due to time restraints this item was not discussed.

7. Steering Group Reports – due to time restraints there were no steering group reports

- 7.1 **Sea Eagle Partnership** – no update
- 7.2 **Intergenerational Project, Together Young and Old** – no update
- 7.3 **Light Industrial Park Tobermory** – no update
- 7.4 **MESS** – Derek briefly updated the board.
- 7.5 **Ranger Service** – no update
- 7.6 **Ulva Ferry LDO** – no update
- 7.7 **Ulva Ferry Housing Partnership** – no update
- 7.8 **Ulva Ferry Pontoon** – no update
- 7.9 **Long distance path and viewpoint project** – no update
- 7.10 **SMI** – no update
- 7.11 **Mull Musical Minds** - no update
- 7.12 **ACCESS Project** – no update

8. Discussion Items

- 8.1 None

9. Any Other Business

9.1 Mull & Iona GP Recruitment film

- The Board agreed for Moray to take part

9.2 Free Evaluation Training Day 15th November

- Rob expressed interest in attending and to contact Terry directly.
- The Ross of Mull Community Transport Group has some funding to pilot a car share scheme and have requested permission to use the Nissan leaf to take part in the scheme. The Board gave their approval for the Leaf to be used on the condition that the current Insurance covered the pilot. Approved by Andrew Robertson and Seconded by Caroline Wood.

9.3 Weekly Refuse Collection evaluation

- Steve Willis asked opinions from across the Board regarding the new 3 weekly refuse collections.

9.4 Update on DTAS Oil Buying Scheme – no update

9.5 HIE Meeting Thursday 27th October

- On Site discussions in the morning in Tobermory at Ardmore, Andrew, Moray and Mairi to attend.
- At An Roth in the afternoon with Cally, Helen, Jodi and Moray.

10. Members Forum - No members present

Meeting closed at 22:15

The next Board Meeting will be held at An Roth on Monday 14th November 2016 after the AGM.

Signed

Name

Date