

Mull and Iona Community Trust
Minutes for the 228th Board Meeting
An Roth Community Enterprise Centre
Monday 10th April 2017

Meeting Started at 19:30

Present: Sandy Brunton (SB), Andrew Robertson (AR), Derek Crook (DC), Rob MacManaway (RMcM) via telephone, Alexa Kershaw (AK) via Skype, Caroline Wood (CW) via Skype, Carolyne Charington (CC) and Steve Willis (SW).

In Attendance: Moray Finch (MF), Laura Percy (LP), Dot Stewart (DS), Emma Alecock (EA).

1. Welcome, Apologies and AOB

- SB welcomed everyone to the meeting and thanked them for attending.
- Apologies were received from: Chris Baker, Vanessa MacLean, Ian Jones and Tom Corbett.
- Sandy welcomed Dot Stewart (DS), our newly appointed Deputy General Manager, along to the meeting.
- The Board formally co-opted Emma Alecock (EA) onto the MICT Board – AR proposed and SW seconded.
- Jodi MacLeod formally resigned from the MICT Board. Everyone thanked Jodi for her time on the Board, particularly her invaluable expertise on the Housing project.
- Any other business:
 - 10.1 Tobermory Light Industrial (email from Mairi Greig) (added to Agenda – steering group report)
 - 10.2 Dark Sky Project (CC)
 - 10.3 Hustings (SW)

2. Approve Minutes – Monday 13th March 2017

2.1 Approval of minutes of Monday 13th March & review of actions

- There were no corrections to the minutes.
- EA proposed and AR seconded.

2.2 Matters Arising

- MF has placed an order for the new telephony system, hoping for it to be in place soon.
- MF has written to Billy McClymont regarding the apprenticeship scheme. SW to follow it up with Billy tomorrow at the Mull Community Council meeting.

2.3 Sign Previous Minutes

- SB signed the previous minutes.

3. Declarations of Interest

- None to declare. MF explained the purpose of the Declaration of Interest to DS.
- SW asked LP to clarify if the DOI included that he was a Trustee of The Waterfall Fund as of August 2016. LP to check and update accordingly.

4. Finance

5.1 Finance Report Year End Draft 2016/17

- VML circulated a finance paper to the Board prior to the Board meeting.
- SB suggested that RMcM meets with VML to review the finances.
- The Board requested further clarification regarding point 2 on VML's notes paper.
- EA suggested VML could include a bit more explanation in her notes for people unfamiliar with accounting terms.
- SB thanked to VML and LP for their work on MICT's finances.
- MF suggested we need a part time administrator to back fill LP's role for the work she will no longer have time to complete in her new role on the childcare project. The Board discussed recruiting a school leaver or graduate for the position. **MF to look into this with VML and LP and present a paper to the board, having considered the finances.**

5.2 Membership numbers

- The current Membership Numbers stand at 252 + about 10 extra new free members still to be entered to the database.

**Actions from
Board Meeting**

1. VML, MF and LP to draft a paper and job description for the next Board meeting for a 3 day per week administrator role.

2. MF to discuss the 20th Birthday celebration plans with the staff.

3. MF to arrange a meeting with Jenny from Wylie and Bissett re MICT/ARTL trading activities and VAT.

5. Personnel

6.1 Staff reviews

- All up to date on all appraisals.

6.2 HR Review including Policy Approvals – Appraisal Policy

- EA asked about the appraisal process, in the Appraisal policy under purposes there was no specific mention of employee strengths. EA to capture what's missing in a sentence and email it to VML to add to the document.
- EA also asked about '360 feedback' from other staff members re teamwork and communication.
- EA to arrange a meeting with VML and CW to look at ways we can improve the appraisal policy.
- Approval deferred.

6.3 Confidential Item

- Staff present in the room left whilst the board had a discussion. The Board approved a pay increase for one staff member, proposed by CC and seconded by AR.

7. Special Items

7.1 General Manager's Report

- MF circulated a report prior to the meeting and highlighted some of the major points to the Board. The Board thanked MF for the report and all the work that goes on behind the scenes.
- AR asked MF for an update on the Broadband project. MF confirmed that there are some big decisions to be made in the next few weeks. SB suggested that GigaPlus Argyll could increase their social media presence and give more regular updates and photographs of progress on the website, to reassure the community of the project.
- MF gave an update on the Inner Islands Gathering he attended on Mull which he said was a great networking opportunity.
- The Board discussed bringing self-catering properties into the private rental market, bringing even just a few houses into the private market and allowing more families to live on the island could make a really big difference to a community. MF to chat to potential landlords who may be willing and interested.
- MF gave an update on the Aros Park walled garden which has recently been cleared. There is opportunity for an acquisition of the land from Forestry Commission Scotland.

7.2 Issues list

- MF explained the Issues List to Dot Stewart.
- The Board suggested updating the list monthly and dating it.
- The Board went through the list and took items off the list that are no longer relevant.

7.3 Approval of acceptance of HIE Capacity Building Funding for Tobermory Light Industrial

- The Board resolved to accept. AR proposed, SW seconded.

7.4 Approval of Terms of Reference document with WHHA

- The Board resolved to accept. CC proposed, SW seconded.

➤

7.5 20th Birthday Celebration update

- MF gave an update to the Board on the current situation. No one really has sufficient time to take it forward. Tapestry needs external funding. Ceilidh could be self-financing but still needs organising and taking forwards
- The Board discussed ideas about a photo montage/tessellated image
- To give more focus, this could be something that DS takes forward in her new role, which would give a good opportunity to learn about the history of MICT.
- MF to discuss next steps with the staff.

7.6 Update on review of MICT/ARTL trading activities and VAT. Proposal to establish a new standalone CIC for training and consultancy

- Action carried forward for MF to arrange virtual or face to face meeting with Jenny Simpson from Wylie and Bissett.

7.7 Update on application to FCS regarding Ardura Forest. Approval of seed corn funding

- The funding will be used for a joint valuation of Ardura Forest. Report being prepared by Tilhill Forestry.
- The board discussed the Tilhill Forestry situation and insecticides on Mull.
- Approval from Board to accept offer – CC proposed DC seconded. All were in favour.

8. Steering Group Reports

8.1 Childcare Report – MF gave an update on the policies and procedures which are currently being drafted for the Care Inspectorate application. MF updated the Board on both aspects of the project. MF requested rapid approval of the completed policies and procedures once circulated.

8.2 Lighthouse Path – AK updated the Board on the steering group meeting. Contract has now been received from SNH. There is a steering group meeting this week.

8.3 Eagle Partnership – Mull Eagle Watch hides open tomorrow, the seasonal ranger and RSPB ranger are both in place.

8.4 Intergenerational Project – The recent community events were successful and well attended.

8.5 Light Industrial Park – Email from Mairi Greig regarding the extra costs involved because of various surveys requested by SEPA, MF suggested that the MICT Reserves could be used to fund this section of work. Proposed by AR and seconded by SW. All in favour.

8.6 MESS – Steering group meeting well over due. DC concerned about a lack of updates. Board suggested that the MESS steering group have a virtual meeting if they cannot arrange a face to face meeting.

8.7 Ulva Ferry Bus – Still looking to increase usage. Board suggested making more specific adverts about hospital appointments and putting them in the community hospital.

8.8 Ulva Ferry Housing Partnership – The houses are nearing completion. On May 19th 4-8pm there will be an opening event. 8 applications for houses – proves hidden demand for housing in Ulva Ferry. Applications being looked into next week and scored against the allocations policy. Potentially there will be new children in Ulva Ferry Primary School for the new school term.

8.9 Ulva Ferry Pontoon – The first yacht of the season visited the pontoon yesterday and bought fuel.

8.10 Ranger Service – No update.

8.11 Fionnphort to Creich Hall Path – Discussions regarding visual impact. MF to speak with Sian Scott for an update.

8.12 SMI – David Pollard and Ted Dowling will be on the steering group for the Recycling Project.

8.13 ACCESS – AR asked if any VCharge equipment had arrived at An Roth.

8.14 Mull and Iona Community Council – Tilhill attending meeting tomorrow, the Board were concerned that interested members of the community were not invited or even aware of the meeting with Tillhill. Discussion regarding tree screening at the new West Coast Motors yard. Discussions regarding the closure of Knock Bridge.

8.15 Iona Community Council – No update.

9. Discussion Items

- There were no discussion items.

10. Any Other Business

10.1 Dark Skies – CC is proposing to apply for dark skies status for Mull and Iona. Needs community support. A lot of the other neighbouring islands have status following negotiations with Argyll and Bute council. Marketing Mull and Iona involved.

10.2 Hustings – SW and MF to discuss Hustings at Craignure Village Hall.

11. Members Forum

No members present

Meeting closed at 22.00

**The next Board Meeting will be held at An Roth on Monday 8th May 2017.*

Signed

Name

Date