

Mull and Iona Community Trust
Minutes for the 227th Board Meeting
An Roth Community Enterprise Centre
Monday 13th March 2017

Meeting Started at 19:30

Present: Tom Corbett (TC), Ian Jones (IJ), Sandy Brunton (SB), Andrew Robertson (AR), Derek Crook (DC), Rob MacManaway (RMacM)

In Attendance: Moray Finch (MF), Vanessa MacLean (VML) and Emma Alecock (EA)

1. Welcome, Apologies and AOB

- SB welcomed everyone to the meeting and thanked them for attending.
- Apologies were received from: Carolyne Charrington, Caroline Wood, Steve Willis, Chris Baker, Alexa Kershaw and Jodi MacLeod
- Sandy Welcomed Emma along to the meeting.
- Any other business:
 - **9.1** Calgary Bay
 - **9.2** 3Yr Business Plan
 - **9.3** HIE visit with Kirsten Logue on 22nd March
 - **9.4** Rural Housing Scotland Conference Update
 - **9.5** Invitation to Brexit Event on 24th March
- Sandy formally commended all staff and those involved over the past 10 years in the Tobermory Light Industrial Project with recent confirmation of the £1.6 million Grant from the Scottish Government.

2. Approve Minutes – Monday 20th February 2017

2.1 Approval of minutes of Monday 16th January & review of actions

- There were no corrections to the minutes
- DC proposed and RMacM seconded the minutes.

2.2 Matters Arising

- Moray advised the Board that he had been in touch with Billy McClymont to confirm our agreement to assist in the setting up of an apprentice scheme on Mull.

2.3 Sign Previous Minutes

- SB signed the previous minutes.

3. Declarations of Interest

- None to declare
- Sandy suggested circulating the declarations of Interest Sheet at Board Meetings / with Board Papers for all Directors to update.

4. Finance

4.1 Finance Report & 2017-18 Budget Approval

- The final draft of the 2017-18 Budget was circulated ahead of the Board Meeting for comments.
- The Board approved the Budget version 5. Proposed RMacM and Seconded AR
- Vanessa ran a separate session on the 6th March to explain the Budget in more detail. Due to low numbers attending Moray suggested the possibility of running a further session after the year end.

4.2 Membership numbers

- The current Membership Numbers stand at 251.

5. Personnel

5.1 Staff reviews

- Richard Thornes review has now been completed.
- The following Reviews are due in March
 - Hazel Cowe – planned
 - Laura Percy – planned for 20th March although still require a Director to attend
 - Mally Gower – due March
 - Emily Wilkins – planned
- Job Descriptions will now be reviewed as part of the Staff Appraisal Procedure.

5.2 HR Review including Policy Approvals

- VML circulated the new Recruitment Policy ahead of the Board Meeting. Derek questioned the first 2 lines under the 'Statement of Purpose' and it was agreed that these would be moved to form part of the 'Recruitment Procedures'.
- Pending corrections, approved, AR Proposed and TC Seconded

5.3 Salary Review

- No corrections to the Policy circulated. Approved RMacM proposed and DC Seconded.

**Actions from
Board Meeting**

1. VML to circulate the Declaration of Interest Sheet along with other Board papers prior to each meeting.
2. VML to organise a further Budget / Finance Session with Directors after the Year End.
3. MF to contact Alexa and Jodi to sit on the Interview Panel for the DGM Interviews.
4. VML to contact Patrick at Daisy to arrange the switch over of the phones at An Roth.
5. MF to arrange a meeting with Jenny Simpson at Wylie & Bisset regarding MICTs Trading Activities.

- It was agreed that once all the new Staff Contracts detailing individual Salary Grades had gone out a hard copy of the Policy would be made available in the office for those who wanted to view it.

5.4 Deputy General Manager & Recycling Post

- MF advised that there had been 8 applicants for the DGM post of which 5 have been shortlisted.
- All 5 Applicants have accepted and will be interviewed on the 27th March.
- Caroline Wood has now had to pull out of the Interview Panel and Moray agreed to contact both Alexa and Jodi to see if either would be available to sit on the panel.
- It was agreed in the absence of a 4th panel member the interviews would go ahead with SB, MF and AR regardless.
- Moray also advised that to date there had been 2 applicants for the Recycling Post with the closing date being today.

6. Special Items

6.1. General Manager's Report

Moray circulated a report prior to the meeting and highlighted some of the major points to the Board. The Board Thanked Moray for the report and all the work that goes on behind the scenes.

6.2. Issues list

There were no issues pending for this month on the circulated list. A set of spare chains have been purchased with left over Revenue Funding for the Ulva Ferry Pontoons. Moray asked if anyone was in Oban could they please call by the yard to mark the chains 'Property of MICT'. AR agreed to check next time he was across.

6.3. Telephony at An Roth

Moray circulated a paper ahead of the meeting detailing the new Voice Over IP (VOIP) telephony system and the annual costs associated with it. Ian questioned if we were going to keep a standalone line in the event of a system failure? Moray assured the Board that we would still have redundancy with the 2 lines (1 for VOIP and 1 for Broadband) if there was to be a system failure. The new system works out slightly more expensive per annum but the positive points far outweigh the negative reasons of not changing over. AR Proposed and RMacM Seconded the switch over.

6.4. 20th Birthday Celebration Update

Moray advised that he had set up a meeting with Helen MacDonald and Lee Hendrick to discuss the 20th Birthday Tapestry. There has been no other progress made on any other aspects of the Birthday year. Moray also agreed to discuss the Ceilidh Fundraiser Event with Helen as well.

6.5 Memorandum of Association

The EGM has now been rescheduled for the 10th April. Moray asked those who would not be able to make it to complete a Proxy form and hand into the office.

6.6 Update on Trading Activities & VAT

Moray summarised the Trading Activities of the Trust and the Trading Subsidiary An Roth Trading Ltd (ARTL). Jenny Simpson from Wylie & Bisset has advised that the fee for carrying out the work is dependent on the complexity of the case. Moray suggested that he arrange a meeting with Jenny to detail the complexity of the case to ensure that we would not be paying for advice that was not required. Moray then went on to discuss the 20% VAT burden that ARTL currently has that makes its consultancy bids less competitive. Moray also advised that he would discuss the prospect of setting up a standalone Community Interest Company (CIC) with Jenny as well.

6.7 Submit Gantry Planning Application

The application has not yet been submitted. Moray is going to make enquiries about getting permanent planning consent.

6.8 FCS Ardura Forest Application

This is ongoing and awaiting quotes for the report from the independent forestry advisor.

6.9 Approval of Childcare Grants

Formal approval of acceptance of the Investing in Ideas Grant from the Big Lottery and the Argyll & Bute Council Early Years Grant for the Childcare Project. Proposal AR and Seconded by RMacM

7. Steering Group Reports

7.1 Tobermory Lighthouse Path

The Grant offer letter is now being processed and should be with us this week for signing.

7.2 Eagle Partnership

Moray advised that the recruitment process for the Seasonal Ranger had been problematic with no Director present. With the recruitment Policy now approved future situations like this will be avoided. Confirmation has now been received that the Berlingo van will be used by the Seasonal Ranger.

7.3 Intergenerational Project– No Update

7.4 Light Industrial Park

Moray displayed an image of the site to explain to those present the detail involved in the project. The total Capital cost will be £2.7 million. A contract will need to be awarded by the end of December 2017 which means that we will need to have the complete funding package in place. Moray explained that should the funding package run short we would need to reduce the scope to allow us to still proceed within budget.

7.5 MESS – No Update until after the Steering Group meet next week.

7.6 Ulva Ferry LDO

Funding has now been secured through to March 2018.

7.7 Ulva Ferry Housing Partnership

Completion of the new houses is expected to be the end of April with the closing dates for Tenants on the 24th March.

7.8 Ulva Ferry Pontoon

Moray advised he has been working with Mark to get the commissioning of the fuel system finalised.

7.9 Ranger Service – No Update

7.10 Long Distance Path – No Update

7.11 SMI – No Update

7.12 ACCESS - No Update

7.13 Mull Community Council Update

Moray advised that he would be attending the March Meeting to brief the Community Council about the recent developments in the Childcare, Tobermory Light Industrial and Ardura Forest Projects.

7.14 Iona Community Council Update

Rob gave a brief update highlighting that vehicle permits to the Island are being tightened up.

8. Discussion Items

No discussion items tonight.

9. Any Other Business

9.1 Calgary Bay

Jan is supporting Friends of Calgary Bay who are keen to preserve the machair which is in distress due to over grazing. The favoured solution of putting up a fence has been discussed and agreed with the grazier who is supportive. The machair is owned by the council but they cannot fund the cost of the fence. For MICT or FoCB to fundraise we would need security of tenure so Jan has submitted an Expression of Interest to the council for an Asset Transfer Request to lease the machair.

9.2 3Yr Business Plan

Moray advised that he has been working through the 3yr Business plan updating & reshaping it. Once input has been received from both Mairi and Vanessa Moray agreed to circulate it to the Board.

9.3 HIE Meeting with Kirsten Logue on 22nd March

Moray advised that Kirsten would be coming across to talk to us about MICT's Business Plan, Tobermory Light Industrial and Childcare.

9.5 Invitation to Brexit Event on 24th March

The Invitation was from HIE. The Board agreed for Moray to attend.

10. Members Forum

No members present

Meeting closed at 22.00

**The next Board Meeting will be the EGM held at An Roth on Monday 10th April 2017*

Signed

Name

Date