

**Mull and Iona Community Trust**  
**Minutes for the 232nd Board Meeting**  
**An Roth Community Enterprise Centre, Craignure**  
**Monday 11<sup>th</sup> September 2017**

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**Meeting Started at 19:30**

**Present:** Emma Alecock (EA), Tom Corbett (TC), Caroline Wood (CW), Steve Willis (SW), Derek Crook (DC), Chris Baker (CB), Ian Jones (IJ), Sandy Brunton (SB), Andrew Robertson (AR), and Rob MacManaway (RM) and Alexa Kershaw (AK) both by phone

**In Attendance:** Moray Finch (MF), Dot Stewart (DS), Steve Ohlsen (SO) and Sheila Rodgers (SR)

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**1. Welcome, Apologies and AOB**

SO was welcomed as a potential new director by SB.

- There were no apologies.
- Any other business:
  - AGM
  - Development Trusts Association Scotland Conference
  - Domain names
  - Ulva community buyout

**2. Approve Minutes – Monday 14th August 2017**

**2.1 Approval of minutes of Monday 14th August 2017 & review of actions**

**6.10 MICT Strategy** DS pointed out that the draft document had already been circulated but that there had been no time to discuss it.

- There were no other corrections to the minutes.
- SW proposed and DC and CW seconded.

**2.2 Matters Arising**

**6.4 Iona Renewables Group, guarantor for District Heating Loan** The due diligence report has been received. Several members of the board remain concerned about the risk to MICT if the project were to fail. It was agreed that MF would set up a meeting with the Energy Savings Trust and Iona Renewables to discuss these concerns.

SB – on Friday 15 Sept there will be a pre-meeting to prepare a list of questions and concerns. (11a.m. in Staffa room).

**3. Declarations of Interest**

Mull and Iona Libraries Action Group has been wound up so needs to be removed from the list.

**4. Finance**

**4.1 Finance Report**

Not due this month

**4.2 Membership numbers** – nothing to report

**5. Personnel**

**5.1 Staff reviews**

It was agreed to leave the coordination of staff reviews with Andrew Robertson.

**5.2 Appraisal Policy**

SB and MF noted that the policy looks really good and thanked the sub-group for preparing it and for the feedback received from staff which has largely been incorporated into the policy. The policy was approved proposed CB, seconded IJ.

SB suggested that after the first two appraisals are completed with the new system, training to be given to all board members and line managers.

DS raised a couple of issues which arose from the consultation with staff:

- How frequent/formal do 1:1 meetings need to be? It was agreed that these be arranged for every 4-6 weeks (but could be less frequent for part time staff, as appropriate); not too formal (15-20 mins).
- Salary reviews – cost of living increase and progression within pay grades – there currently isn't a formal process for this. Timing for this process needs to reflect that the Living Wage Foundation announce the rate in Nov to be implemented by April.  
MF suggested Salary Review group to incorporate this into the salary policy. **MF, SB and CW**

**6. Special Items**

**6.1 Issues List**

Nothing from list to discuss tonight.

**Actions from  
Board Meeting**

1. Review salary policy to include annual review. (SB/CW/MF)

2. Circulate strategy documents and reconvene sub group (DS)

3. Amend purchase order procedure (MF)

4. Board directors to send monthly summary of their projects to Laura 1 week before board mtg. (ALL)

## 6.2 Approval of SLF applications for Ulva Ferry Housing, Phase 2 pontoon, Childcare Facility and Ardura Forest.

All are Stage 1 requests. Copies of the applications have already been issued to Steering Groups.

Ulva Ferry Housing – board approved application. Proposed by CB. Seconded by AR.

Pontoon Phase 2 - board approved application. Proposed by SW. Seconded by EA.

Childcare facility - board approved application. Proposed by AR. Seconded by CW.

Ardura Forest - board approved application. Proposed by TC. Seconded by CB.

## 6.3 Approval of Ulva Ferry Housing application to Rural Housing Fund

Board approved application. Proposed by RM. Seconded by AK.

## 6.4 Resources of Core Staff

MF and DS noted concerns about pressure on core staff, particularly finance and HR, arising from increasing range of projects and from increasing number of organisations for which we are providing book keeping and accounting services. Examples of the complexity were discussed including reporting requirements to HMRC associated with the fuel system. It is intended to increase resource to address this overload either from existing part-time staff or from external sources. In addition, options to buy in additional modules from Sage to streamline the work are being investigated. The board were asked to take account of the implications on core staff when considering new projects.

Purchase Orders are to be amended to include a field specifying if the expense is Capital or Revenue. When board approval is required this will be requested by the initiator of the purchase order not by the Finance Manager.

It was also agreed that when approval is required by 2 board members, directors need not respond to the email once 2 directors have given approval.

## 6.5 Gantry Proposal

Planning permission has been approved for 5 more containers, increasing the number from 17 to 22. The board discussed options for financing the purchase of the containers and MF will prepare a paper to detail this along with payback period and funding options. It was noted that there is a waiting list.

MF also noted that the ditch adjacent to the gantry site needs to be cleared of mud and debris and this will be done by hiring a digger.

## 6.6 General Manager's Report

- After discussion with DTAS at the conference the articles will need to be amended. MF to prepare changes for adoption at the AGM. MF proposes that we increase the number of Member Directors to 14.  
SB – need to work out quorum if there are higher numbers.
- Highland and Islands Enterprise (HIE) have offered funding for redeploying the broadband project manager. Suggestions for projects include income generation; community development projects; renewable energy.  
Approved by SB and DC.  
EA suggested that the review of the Strategy document should inform these decisions.
- Aileen Morton, Council Leader and Pippa Milne, Executive Director of Development and Infrastructure visiting to discuss TLIP, Hydro and ACCESS. Various directors attending the meeting at 1.15p.m. (12/9/17)
- On Wednesday 13 Sept Wanlockhead Community Trust are coming for a study visit. MF explained how it came about.
- DS going to Scottish Learning Festival as part of the childcare project (September 20<sup>th</sup>/21<sup>st</sup>).

## 6.7 MICT Strategy

DS to re-circulate documents and convene further meeting.

## 6.8 MESS Consortium Approach Update

See email 26<sup>th</sup> August. Previously approved by email. Proposer AR. Seconded by DC.

## 6.9 Approval of Draft Application to Climate Challenge Fund

2 years funding beginning April 2018. £238,000 for follow on work from current *More MESS, Waste Less* project. Proposer IJ. Seconded CW.

## 6.10 Director Recruitment

Potential new director – Steve Ohlsen. 3 or 4 other suggestions have been put forward. SW's replacement to be discussed tomorrow at Community Council. It is felt very important to have strong links with both community councils, and SW said he had enjoyed his time as a MICT director. SW was thanked for all he had contributed,

## 7. Steering Group Reports

It was suggested that in future, to save time at meetings, the Directors of steering groups should produce a couple of paragraphs summarising their progress updates since the last meeting and send them to Laura Percy (LP) one week before the meeting. They need to be in by the first Monday in the month. All were in favour. EA suggested that for projects with a project officer, the report would be requested from them by the director. MF noted that this was a good way of maintaining contact between the directors and staff on each project

### 7.1 Recycling Project

- Progressing well with outreach work at shows, and looking into distributing compost bins.

### 7.2 Childcare Project

- There has been a meeting with the director and deputy director for Children and Families from the Scottish Government, who came to find out about the project and went away very enthusiastic about third sector groups being involved.

### 7.3 Tobermory Lighthouse Path

- AK noted that the contractors are making good progress despite the weather. Have cleared over 200 tonnes from landslide. Haven't needed to buy any more stone. Bases will be made for signposts, benches etc. Interim payment has been received. A BT MyDonate page has been set up but not yet launched. The work crew have been very good and are still smiling!

### 7.4 Eagle Partnership

- Nothing to report.

### 7.5 Intergenerational Project, Together Young and Old

- Two very successful concerts were held on 17<sup>th</sup> & 18<sup>th</sup> August in Tobermory and Buessan. SB and CW said well done.

### 7.6 Light Industrial Park Tobermory

- Planning application has been validated. Still awaiting SEPA response. MG working on getting utilities connected. It was asked could we re-apply for Lottery Funding a second time? Thomson Bethune have been chosen appointed to prepare the Design and Build tender documents.
- SB congratulated Mairi Greig on the progress to date. AR suggested that additional staff resources might be required as the project develops.

### 7.7 MESS

- DC reported that Buessan sales are up; Craignure sales are up; Tobermory sales are slightly down.

### 7.8 to 7.9 Ulva Ferry Projects

- The pontoon has been quiet in common with other pontoons due to the bad weather. Fuel sales are steady.

### 7.10 Ranger Service

- MF reported on progress at Calgary. Licence need to be converted to lease. Sheep are now back on the machair until April 2018. A definite improvement has been noticed. Interpretive signage is planned. The council need to replace their sign and they need to do something about the toilets.

### 7.11 Fionnphort to Creich Hall Path

- DC attended the steering group meeting last week. Need to appoint a designer/landscape architect. Tenders due 20<sup>th</sup> Sept from landscape architect.

### 7.12 Mull and Iona Community Councils

- Iona Community Council – Update on Iona Renewables group was discussed earlier in 2.2. RM had nothing to add.
- Mull Community Council – there has been no CC meeting since last MICT meeting. Glen Iosal and camper vans are expected to be on the next agenda.

## 9. Any Other Business

### 9.1. AGM

There will be a celebration of our 20<sup>th</sup> Birthday after the formal business. It will be held on 13 November 2017.

MF has invited Claire McMurchy from HIE to attend.

### 9.2 Domain Names

It was decided that there was no need to purchase more domain names at this point.

### 9.3 Development Trusts Association Scotland Conference

DS, MF and SB attended this conference. DS reported it was good and very useful to make new contacts. 230 attended including some representatives from Scottish Government.

### 9.4 Ulva Community Buy Out

The Community Right To Buy had been withdrawn due to technical issues with the application. The application was resubmitted with the technical issues resolved.

## 10. Members Forum

No members present

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*Meeting closed at 10.00pm*

*\*The next Board Meeting will be held at An Roth on Monday 9th October.*

**Signed**

**Name**

**Date**