

Mull and Iona Community Trust
Minutes for the 233rd Board Meeting
An Roth Community Enterprise Centre, Craignure
Monday 9th October 2017

Meeting Started at 19:30

Present: Alexa Kershaw (AK), Emma Alecock (EA), Tom Corbett (TC), Derek Crook (DC), Chris Baker (CB), Andrew Robertson (AR), Steve Ohlsen (SO); and Rob MacManaway (RM) and Sandy Brunton (SB) both by phone.

Apologies: Caroline Wood and Ian Jones

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

1. Welcome, Apologies and AOB

➤ Any other business:

- Iona Renewables
- AGM
- New Project Manager's Post
- Ulva community buyout

2. Approve Minutes – Monday 11th September 2017

2.1 Approval of minutes of Monday 11th September 2017 & review of actions

Amendment to 7.11 – RM did not attend the steering group meeting with DC.

- There were no other corrections to the minutes.
- 1. Review of salary policy carried forward.
- 2. Strategy documents on the agenda.
- 3. Purchase order procedure is a work in progress.
- 4. Actioned.
- AK proposed and TC seconded.

2.2 Matters Arising

Steve Ohlsen was formally co-opted as a director.
Proposed by CB. Seconded by EA.

3. Declarations of Interest

SB has retired from Scottish Rural Action.

4. Finance

4.1 Finance Report

MF, SB, DS, Vanessa MacLean (VM) and CB had a teleconference last week with the auditor. It was noted that net current assets had increased to £343,260 from £315,096. The auditor explained the wording of standard paragraphs in the auditor's report.

Unrestricted funds and restricted funds were explained by MF.

AR requested a copy of the accounts and report for all directors to review.

MF summarised management letter.

Audit findings – nothing of significant concern found.

SB and the whole board expressed thanks and congratulations to VM for her hard work in dealing with the most complex set of MICT accounts so far.

Donation of £2755 from An Roth Trading Limited to MICT has been confirmed by the ARTL Board.

This is less than hoped because of changes to how trading subsidiaries are taxed. SB noted that this will have a significant effect on many charities with trading subsidiaries.

MF suggested setting up a conference call on Thursday 12 October at 4.15 p.m. to answer any questions on the accounts and then to approve them.

SB needs to sign the accounts but he is away so AR could do it as Deputy.

Hard copies distributed to those requesting.

The proposal to recruit a volunteer Finance Director to join the board was discussed. MF confirmed that the FD would provide direct support to the Finance Manager and would be asked to focus on this rather than be involved with other projects. An advert will go into November's Round and About.

The board agreed to the recruitment of a book keeper to take on providing the service to the other companies that we manage.

4.2 Membership numbers

There have been 3 new members joined since the last Board Meeting. There are currently 294 members.

**Actions from
Board Meeting**

1. Set up Finance teleconference to approve final accounts. (MF)
2. Place adverts for book-keeper and finance director in Round and About. (MF)
3. Put together summary report on Iona Renewables (MF)

5. Personnel

5.1 Staff reviews

The only review due is for VM. MF and SO are to do her appraisal.
DS is will need a 6 monthly appraisal, which will be conducted by MF and SB.

5.2 HR Review incl. Policy Approvals

No new policies to approve.

5.3 Resignation of Steve Willis

It was noted that Steve Willis has resigned from the Board as he has moved off the island.

6. Special Items

6.1 Issues List

Nothing from list to discuss tonight.

6.2 General Manager's Report

Already issued.

MF attending Scottish Parliament on 24 October to meet with Fergus Ewing (Cabinet Secretary for the Rural Economy and Connectivity) regarding GPA project.

MF to attend SURF awards dinner in Edinburgh on 7 December with Helen MacDonald and Jenny Thorne for Ulva Ferry Housing Project. TC asked about building warrant for 6 houses in Lochdon. Now going to be 14 houses. Planning not yet validated, building warrant due to be submitted end of October. It is hoped that construction on infrastructure will start in January 2018.

No feedback received from Council Leader meeting but the impression received by MF was that they seemed very impressed. Very positive feedback from WAT IF study visit.

6.3 Approval to place TLIP Tender on Public Contracts Scotland

Tender document has been produced by QS. Request to board for approval to advertise on PCS website. Approved. Proposed by CB. Seconded by SO.

6.4 Approval of CCTV policy

(DS) email of 4 Oct refers.

Board approved policy. Proposed by SO. Seconded by RM.

6.5 Gantry Proposal

(MF) email 27 Sept refers.

A prolonged discussion ensued, during which AR was called out on a Coastguard call and DC took over from him as Chair.

It was agreed to investigate a way to purchase the 5 containers for TLIP and to store at the gantry for 8 months. This would test the market to see if there was enough demand. Alternatively, use MICT reserves to purchase 3 containers.

Board approved proposal. Proposed by CB and seconded by SO.

6.6 MICT Strategy

There was a short discussion on the draft strategy document.

SO suggested priorities for Trust to include financial sustainability.

DS suggested drawing out 3 or 5 key priorities.

DC suggested as far as possible to be self-financing.

As not all directors had had time to review the document it was agreed that it was no longer realistic to have it ready for the AGM.

EA asked if, in future, directors could get all documents in advance, in one go, to give time to read and digest.

It was agreed that in future, documents are to be sent out by the first Monday in the month.

The Board was asked to review the draft strategy document and submit any comments for the sub-group to review.

6.7 Approval of MESS Grants

There was a brief discussion and DC explained the background to the Ross of Mull Carers Application.

The circulated recommendations for MESS grants and the £1000 recycling grant were approved.

Proposed by CB and seconded by SB.

7. Steering Group Reports

Reports received had been collated and posted to the directors' section on the website.

A new format was discussed with a brief summary of the project and a monthly update. It was also requested that the reports be collated in agenda order.

All of the Steering Group reports were discussed briefly.

- More MESS, Waste Less – There was a brief discussion about the communal recycling point in Fionnphort. SB suggested that more publicity is needed to inform individuals as well as businesses about the issues and the possibility that it will be removed. MICT posters are needed and should be laminated and posted at recycling points.
- All 4 applications to the Scottish Land Fund have been approved – Ardura Forest, Childcare Facility, Ulva Ferry houses, Ulva Ferry Pontoon shore facilities building.
SB and the board congratulated all involved in securing all four projects.

- Fionnphort to Creich Hall path – MF, DC, Martin Caldwell and Ian McDougall were involved in reviewing the 3 tenders. The contract has been awarded to Mike Hyatt, landscape architect.
- There was nothing to report from Mull or Iona Community Councils.

It was agreed to add Ardura Forest as a project. MF to be the lead. A PAWS (Plantation on Ancient Woodland Sites) report has been done. Crop measurement is to be done.

The Board sends its congratulations to Jenny McDowall on her recent good news.

8. Discussion items

None.

9. Any Other Business

9.1 Iona Renewables

We've requested legal advice from DTAS. No further development since meeting. EA suggested putting together a summary report. MF to expedite.

9.2 AGM

DS explained the expected format – the formal AGM meeting (20 minutes), followed by a presentation celebrating 20 years of MICT, followed by food and drink.

Invitations are ready to go out.

There was a discussion about possible changes to the timing of the meeting. It was agreed that on this occasion the meeting would be held in the afternoon.

SB said we need to plan a board meeting following the AGM.

SO asked about HIE visit on Tuesday 14 November. Directors are welcome at that meeting.

9.3 New Project Manager's Post

Richard Thorne (RT) is now in post. RT is working on the Gantry Project and will also focus on a proposal for a recycling/reuse centre in one of the TLIP buildings. RT will work on this to maximise income generation, working in conjunction with Mairi Greig and the MESS team.

9.4 Ulva Community Buy Out

No update since the last meeting.

Copies of accounts were handed out by MF.

Meeting closed at 10.05pm

**The next Board Meeting will be held at An Roth on Monday 13th November at 6pm.*

Signed

Name

Date