

Mull and Iona Community Trust
Minutes for the 238th Board Meeting
An Roth Community Enterprise Centre, Craignure
Monday 13th November 2017

Meeting Started at 18:00

Present: Emma Alecock (EA), Derek Crook (DC), Chris Baker (CB), Andrew Robertson (AR), Steve Ohlsen (SO); Rob MacManaway (RM), Sandy Brunton (SB), and Caroline Wood (CW) by phone.

Apologies: Alexa Kershaw, Ian Jones, Tom Corbett, Gemma Paterson and Alex Stevens

In Attendance: Moray Finch (MF) and Dot Stewart (DS)

1. Welcome, Apologies and AOB

- SB welcomed everyone to the meeting and reported that the afternoon AGM had been well attended including 2 couples who had travelled from Glasgow and Seonaidh Mackenzie from the BBC.
- Any other business:
 - Mull Community Council
 - Staff Contracts
 - Community transport funding news

2. Approve Previous Minutes

2.1 Approval of minutes of Monday 9th October 2017

- There were no corrections to the minutes.
- Actions and Matters Arising will be reviewed at the December board meeting
- RM proposed, and EA seconded.

2.2 Approval of minutes of Thursday 12th October 2017

- There were no corrections to the minutes.
- Actions and Matters Arising will be reviewed at the December board meeting
- SO proposed, and CB seconded.

2.3 Directors' section of website

- There was a brief discussion about the usability of the directors section of the website. It was requested that newest documents be at the top of the page. If this is possible older documents should be left on the page for now.
- It was suggested that it would also be helpful for directors to have access to policies and procedures. This could be looked at as part of a future review of the website and IT systems.

3. Declarations of Interest

- Steve Willis should be removed as he is no longer a director.
- SB has retired from Scottish Rural Action.

4. Election of Officers

Sandy Brunton as Convenor

- AR proposed, SO seconded.

Derek Crook and Andrew Robertson as Vice Convenors

- RM proposed Andrew Robertson, CW seconded.
- CB proposed Derek Crook, SB seconded.

Chris Baker as Company Secretary

- SO proposed, EA seconded.

Rob MacManaway as Treasurer

- SO proposed, CB seconded.

5. Special Items

5.1 Review Issues List

Nothing for discussion at this meeting.

5.2 Resolution to remove signatories on the MICT Santander Bank Account

- Vanessa has been working to update the signatories on this bank account they are now out of date.
- AR proposed a resolution to remove all previous signatories from the account and to add Alexander Brunton, Christopher Baker and Moray Finch as new signatories. Seconded by EA. All were in favour and the resolution was duly passed.

**Actions from
Board Meeting**

1. Update Companies House with new directors and CB as Company Secretary. (DS & MF)
2. Check if newest documents can be at top of directors' section on website. (DS)
3. Ensure TLIP Steering group report is uploaded to directors' section on website. (DS)
4. Discuss system for steering group reports with relevant staff. (DS)
5. Circulate latest A&BC Funding Alert Email (MF)
6. Send comments on PO policy to Moray by 28th Nov (ALL)
7. Put together summary report on Iona Renewables (MF)

5.3 Approval of application to Climate Challenge Fund

- The application is for a 2 year project building on the work of the current More MESS, Waste Less project and the application documents were available on the directors section of the website. There had been a few changes following feedback on the Draft Application.
- Submission was approved by CB and seconded by SO.

5.4 Tobermory Lighthouse Path – funding shortfall

- MF explained the background which has led to a shortfall in funding for the Lighthouse Path.
- Fundraising is ongoing, including the crowdfunding page, and the Co-op Local Community Fund. Matthew Reade is making a donation box to be sited on the path. The path is about to re-open and there is some drone footage to be shared on Facebook. It is hoped both these things will help raise the profile of the fundraising.
- There was a brief discussion about the Purchase Order policy, a review of which is on the agenda for the December board meeting.

Matters raised included:

- How can directors be more vigilant and what information might be required from staff to assist with this?
 - Should it be necessary for one of the directors giving approval to be on the project steering group?
 - Increased number of directors to give approval depending on amount?
 - How can we share good practise as well as learning from mistakes?
- Directors to send written comments on the PO procedure to Moray, so that they can be incorporated and the policy revised and circulated for approval at the December meeting.

5.5 VAT Advice

- MF has obtained 3 quotes for advice regarding the VAT situation on new projects, in particular the childcare facility which is not likely to be straightforward. HIE have offered a grant of 60% towards the cost of obtaining this advice.
- DC proposed accepting the HIE grant and awarding the contract to AberVAT. Seconded by AR.

5.6 Management Agreement from Scottish Natural Heritage for Calgary Machair

- The draft 5 year Management Agreement has been reviewed by MF, Alexa Kershaw and Jan Dunlop. MF gave a brief summary and as the document had not been circulated prior to the meeting CB proposed that it be circulated and approved by email. RM seconded.

6 Steering Group Reports – points for discussion

6.1 Tobermory Light Industrial Park

- AR gave a verbal update as this report had not been added to the directors' section of the website.

6.2 Fionnphort to Creich Path

- DC gave an update that since this report was submitted the architect has sent out the proposed planned route.

6.3 MESS

- The old MESS van has now been sold.

6.4 General points

- There have been a few teething difficulties with this new system of directors submitting reports in advance, however once these are overcome it should save time during the meetings and allow everyone to be better informed. EA suggested again that it would be helpful to have a brief summary/key objectives of the project at the top of each report.

7 Any Other Business

7.1 Mull Community Council

- MF plans to attend the CC meeting on Tuesday 14th Nov and hopes to recruit a new CC representative for the MICT board. There was a discussion about the important role that the CC plays and it was agreed that MF should offer the board's support to partnership working with the CC. This may be especially important given the expected council budget restrictions and cuts, and also if Mull & Iona are to take advantage of a new £6million tourism infrastructure fund to be launched early in the new year.
- The Argyll & Bute Council budget consultation has just been launched online.

7.2 Staff Contracts

- The childcare project officer contract is due to finish at end November, and the part time Office Administrator end December.
- It was agreed that it is important these contracts continue to allow the childcare project to progress and that funds should be allocated, if necessary from reserves, to enable this.

7.3 Funding Opportunities

- There was a discussion regarding how the board might be able to look more into funding options and how best to make use of them. It was decided to allow time at the December board meeting for further discussion regarding this and other possibilities for income generation. MF will circulate the latest Argyll & Bute Council Funding Alert email to the board.

7.4 Community Transport funding news

- Cally Fleming has submitted a successful application to the Crerar Hotels Trust for 1 year of match funding for the Ulva Ferry minibus. This means the minibus is now fully funded for the next 2 financial years.

Meeting closed at 19:45

*The next Board Meeting will be held at An Roth on Monday 11th December at 7.30pm.

Signed

Name

Date