

**Mull and Iona Community Trust**  
**Minutes for the 246<sup>th</sup> Board Meeting**  
**An Roth Community Enterprise Centre, Monday 18th June 2018**

*Meeting started at 7:30pm*

**Present:** Sandy Brunton (SB), Chris Baker (CB), Derek Crook (DC), Alexa Kershaw (AK), Gemma Paterson (GP), Barry Whenman (BW), Josh Liddle (JL). Via Skype: Caroline Wood (CW) and Rob MacManaway (RM)

**Apologies:** Ian Jones (IJ)

**In Attendance:** Moray Finch (MF), Dot Stewart (DS), Vanessa MacLean (VML), Liz Gibson (LG),

**1. Welcome, Apologies and AOB**

- SB welcomed everyone to the meeting; SB introduced all members to those present and apologies were received from those listed above.
- Any Other Business
  - BW was formally co-opted on to the board. This was proposed by RM and seconded by CB.
  - The board also formally welcomed JL on to the board as the Mull Community Council Representative.

**2. Approve Previous Minutes of Thursday 10<sup>th</sup> May**

- No corrections were made to previous minutes. Proposed by RM and seconded by DC.

**2.1 Review actions from previous minutes**

- 1. Meeting between MF & GP about MICE** – MF explained that the meeting has been delayed and rescheduled for Monday 2 July.
- 2. DS to arrange Strategy Meeting to finish review** – DS to continue to arrange Strategy meeting with IJ, CW & SB. Findings will be presented at the next AGM.
- 3. MF to send Staff review details to Alexa and brief** - This is complete and will be discussed at agenda item 5.
- 4. DS & VML to arrange a meeting to discuss MICT Policies & their Review dates** - New policies have come out this month. The meeting has therefore been delayed and the list is still being produced.
- 5. DS to put a section up on the MICT Website about Director Recruitment** - This item has been carried over to next month.
- 6. DS to arrange PO's for the final spend for the Intergenerational Project** – This is in hand.

**2.2 Matters Arising from previous minutes**

- There were no matters outstanding from previous minutes.

**3. Declarations of Interest**

- Alexa disclosed that she is now a director for the Hebridean Whale and Dolphin Trust.

**4. Finance**

**4.1 Finance Report**

- No financial report due this month.
- Vanessa is working through year-end accounts.
- No deviations from budget to report.

**4.2 Membership Numbers**

- There are no new members to report this month.
- Membership forms have been updated to account for the new GDPR legislation.

**5. Personnel**

**5.1 Staff Reviews**

- AK reported that there are 11 staff due for their annual review
- Due to recent changes on the board, the list of directors assigned to assist with reviews was updated.

**Actions from Board Meeting**

1. Dot to arrange Strategy meeting with Iain, Caroline & Sandy.
2. Moray to draft a letter joint with Community Council regarding Craignure pier.
3. Countersign service to be promoted in summer newsletter.
4. Moray to query parliamentary review.
5. Moray to raise issue with DTAS regarding funding for maternity and sickness pay and lobby MSP.
6. Dot to contact Argyll Social Enterprise Network.
7. Dot to write a section for the MICT Website regarding Director Recruitment.
8. Alexa to get in touch with all line managers to arrange staff reviews.

- Due to the high number of MESS staff, it may be helpful to have another director on the MESS steering group in future.
- It was discussed that a director(s) is required on the Tobermory Light Industrial Park steering group - CB will join this steering group, and SB asked to be copied into correspondence.

## **5.2 HR Review including Policy Approvals**

- VML has completed the schedule with the timetable to carry out the reviews pending.
- Data Protection Policy, Data Protection Policy for Employees and Volunteers and Privacy Notice documents were submitted for approval. Proposed by CW and seconded by SB.

## **6. Special Items**

### **6.1 Issues List**

- Landlord registration has been renewed.
- The five year Electrical Condition Survey has been completed and certification provided.

### **6.2 General Manager's Report**

- General queries were made by those in attendance and answered by MF.

### **6.3 MICT Strategy**

- This issue was dealt with above.

### **6.4 Cattle Pens**

- The request that MICT be willing to take on a lease if the situation arose where small business rates exemptions are withdrawn, but discretionary relief for a charity is available, was discussed.
- Proposed by CB and seconded by AK.

### **6.5 Tobermory Water Fountain**

- The fountain has been refurbished and was functioning again – it has since been switched off for environmental health reasons.
- MICT has been approached for assistance in creating a wishing well with contactless card payment machine, making the proceeds available to community causes.
- The project would require a recipient for cash and to disperse to community causes.
- It was suggested that a local business could potentially sponsor and cover monthly rental costs, whereas, MICT could assist in other areas such as administration
- Concerns were raised from the board regarding the resources this may take up
- It was agreed to review this at a later date.

### **6.6. Community Asset Transfer Request for Calgary Bay**

- MF explained that there is a specific clause that needs to be removed in order to move forward with the asset transfer. The clause states that "The lease will be subject to any conditions, burdens and/or rights contained within the Council's title"
- Proposed by SB, seconded by RM (on condition of the clause mentioned being removed).

### **6.7. IT apprentice**

- Skills Development Scotland is not able to support this as the employee would be based remotely from employer.
- MICT would therefore be required to make a contribution of £3,000 per year which we are not currently in a position to commit to.

### **6.8. Tender for Fionnphort to Pottie Path**

- Tender report is being finalised, subject to final negotiations.
- It is likely that within a month a contractor will be appointed, subject to funding approval.
- Approval to award contract (subject to funding approval) Proposed by DC seconded by RM

### **6.9. Discussion of revenue generation ideas (DC)**

- Item removed from agenda.

### **6.10. Tobermory Light Industrial Park Steering Group**

- Note written by Mairi Greig to the board regarding electrical connection costs - The cost from SSE is budgeted and included in contract value attempts have been made to reduce costs, including pressure from Michael Russell. SSE is unable to lower costs due to OFGEM regulations.
- Resolution on spend proposed by CB and seconded by RM.

## **7 Steering Group Reports**

Reports received ahead of the Meeting were acknowledged and only new questions noted. Verbal reports given on all other projects with points highlighted below.

### **7.1 Ardura**

- MF reported that plans are being made for an island-wide ballot to demonstrate support for the buyout.

### **7.2 ReThink MESS**

- DS noted that Sian is making good progress on the first stages of project. The board discussed concerns that funders do not see statutory costs such as maternity and long term sickness pay as ineligible. MF to raise the issue with DTAS.

### **7.3 Childcare Project**

- DS updated that the recent meeting with the architects went well and there is already a second meeting arranged for next week for further discussions.

#### **7.4 Tobermory Lighthouse Path**

- AK reported that the first bench on the lighthouse path has been installed; others are scheduled to be installed soon.
- The project is on track to clear liabilities and break even.

#### **7.5 Eagle Partnership**

- It was reported that the eagle nests at Craignure and Tironan have both failed this season.
- Mull Eagle Watch is meeting soon to decide on how to move forward for the rest of the season.
- It was noted that the Craignure site recently received 5 star visit Scotland award and the board congratulated the staff involved in a fantastic achievement for such a new facility.

#### **7.6 Intergenerational Project, Together Young and Old**

- Nothing to report

#### **7.7 Light Industrial Park Tobermory**

- The board noted that Mairi is working on an application to LEADER for phase 2 and that she is also investigating loan finance to provide match funding.
- Mairi will forward details to board once available for review.

#### **7.7 MESS**

DC – Recent staffing issues in MESS have been resolved.

#### **7.9 Ulva Ferry Housing**

- Report submitted by Helen – no questions or points raised.

#### **7.10 Ulva Ferry Pontoon**

- Report submitted by CB – no questions or points raised.

#### **7.11 Ranger Service**

- Report submitted by Jan and Emily – no questions or points raised.

#### **7.12 Fionnphort to Creich Hall Path**

- This point has been dealt with above.

#### **7.13 Mull & Iona Community Councils**

- Report submitted by Rob
- JL noted that there have been issues with the public toilets at Ulva Ferry which were closed due to health and safety. The council have agreed to fix the toilets but will take at least 2 weeks to begin work – Josh will update on this issue at the next meeting.

#### **7.13 Ulva ferry Community Transport**

- Helen and MF have taken over the management of this service, which the board thanked them for. There has been a significant increase in the use of the service and they are working towards streamlining the management. Goals include improving marketing with a new website and increased social media presence.

#### **8. Discussion items**

- No discussion items.

#### **9. Any Other Business**

- Thursday 21<sup>st</sup> June marks the completion of the Ulva buyout. MF has been invited to the celebration event and will report back.
- Argyll & Bute Social Enterprise Network are working on an action plan. No-one from MICT was able to attend an event on 18<sup>th</sup> June, but DS will make contact to be kept informed.

*Meeting closed at 10pm*

*\*The next Board Meeting will be held at An Roth on Monday 9<sup>th</sup> July 2018 at 7.30pm.*

**Signed**

**Name**

**Date**

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