

Mull and Iona Community Trust
Minutes for the 251st Board Meeting
An Roth Community Enterprise Centre, Monday 10th December 2018

Meeting started at 7.30pm

Present: Sandy Brunton (SB), Derek Crook (DC), Caroline Wood (CW), Ian Jones (IJ), Josh Liddle (JL), Barry Whenman (BW), Chris Baker (CB)

Apologies: Alexa Kershaw (AK), Gemma Paterson (GP), Rob MacManaway (RMcM)

In Attendance: Moray Finch (MF), Dot Stewart (DS), Joe McFadden (JM)

1. Welcome, Apologies and AOB

➤ SB welcomed everyone to the meeting; apologies were received from those listed above.

➤ Any Other Business:

- It was noted that 2019 meeting dates need to be set (discussed below).

2. Approve Previous Minutes of Monday 10th October

➤ Proposed by BW and seconded by IJ.

2.1 Review actions from previous minutes

1. **DS to arrange date for Strategy meeting:** This will be covered in special items below.
2. **DC conversations with local catering and hospitality businesses:** This has been actioned by DC and there was little interest from local businesses.
3. **RMcM/SB to send letter to member regarding CRTB:** SB has verbally discussed this with the member and the issue has been closed.
4. **SB to distribute DTAS Local Democracy tool kit:** This has been actioned.
5. **DC/CW to forward new members paper to new board following AGM:** This action is ongoing.
6. **Check expenditure increase for An Roth -** This has been actioned.
7. **MG/MF to investigate and source alternative finance/loan for TLIP Phase 2 –** This action is ongoing.
8. **MG to invite prospective tenants to secure unit and place deposit –** This has been actioned.
9. **Prepare budget for 2019/20 including Deputy General Manager as Full Time Position –** This action is ongoing.
10. **MF to respond to Glasgow University regarding Iona Place Names project:** This has been actioned.

2.2 Matters Arising from previous minutes

There were no matters arising from previous minutes.

3. Declarations of Interest

- DC is no longer director of Green Energy Mull.
- BW and GP are now MICE directors.
- IJ is acting chair of Comar.

4. Election of Officers

- SB nominated to continue as convenor. Proposed by CW, seconded by JL.
- CW nominated as Vice Chair. Proposed by SB, seconded by CB.
- DC nominated as Second Vice Chair. Proposed by JL, seconded by IJ.
- CB nominated as secretary. Proposed by DC, seconded by SB.
- RMcM nominated as treasurer, proposed by CB, seconded by JL.

5. Finance

5.1 Finance Report

- No financial report due.

5.2 Membership Numbers

- No new membership numbers to report.
- MF suggested that there should now be a target of a 10% increase for membership year on year.

Actions from Board Meeting

1. DC to follow up with potential new director
2. DC and CW to circulate membership recruitment strategy
3. MF and JL to meet with Mull Community Council regarding TRO
4. SB, CW, CB, DC, JL, BW, DS, MF and other directors not in attendance including senior staff to meet regarding standing committees
5. CB to prepare paper on right to buy
6. BW and CB to prepare and submit MICT response for Mull Car Club consultation
7. Finalise decision on repayment of gantry containers

6. Personnel

6.1 Staff Reviews Update

- No staff reviews have been carried out in the past month.
- Management of staff reviews will be added into the job description of the new Deputy General Manager position.

6.2 HR Review including Policy Approvals

- IJ noted that the Sickness policy needs a different title. It was agreed to change the title from 'Sickness Policy' to 'Sickness and Absence Policy'.
- DS also noted a minor change to the 'Maternity Policy' - to change the wording to "paid to being able to take time off before telling employer pregnant".
- **Maternity Policy** - Proposed by CW, seconded by IJ.
- **Compassionate Leave Policy** - Proposed by IJ seconded by CW.
- **Disciplinary Policy** – remove word normally and add in "maximum period of 12 months". Proposed by BW, seconded by IJ.
- **Equality and Diversity Policy** – proposed by CW seconded by JL.
- **Sick Pay Policy** – proposed by JL seconded by IJ.
- **TOIL and Annual Leave Policy** – proposed by IJ seconded by BW.
- It was requested by SB that anyone who hasn't done so, to thoroughly read through and familiarise themselves with all company policies.

7. Special Items

7.1 Issues List

- **Item 19 - Review current year's budget and set forecast for next year:** This is in progress and it was noted that if there were any issues with the forecast for the rest of the year it would have been made apparent in the last financial report submitted.
- **Issue 21 - Review loan repayment for gantry storage:** Increase directors loan to purchase 4 extra containers. Currently repaying interest only, not capital. To be discussed at next board meeting on decision for loan.

7.2 SJ Noble Trust/Kilfinan Trust event Thursday

- Both trusts have annual conference in February which clashes with rural housing Scotland event. CW and SB offered to attend as it is great networking potential for MICT.

7.3 Approval of SLF application for Ardura

- Proposed by DC, seconded by JL.

7.4 Staff recruitment

- Staff recruitment process for deputy general manager and finance manager – Job descriptions have been drafted and will be sent out for approval shortly. To be finalised by 14th December and the posts will be advertised thereafter.

7.5 MICE Meeting

- There are now two new trustees on the board – Gemma Paterson and Barry Whenman.

7.6 MICT IT System

- MF gave an update on the IT system review which included a cost for the contract for the IT system changeover.
- The new system will include Microsoft 365, cloud to cloud backup storage and the option for ongoing support from Matrix Computers.
- Proposal approved subject to review by CB. Proposed by IJ and seconded by JL. (*Post meeting note – CB approved the proposal*)

7.7 GM report

- Report was provided prior to meeting.
- Item 7 – it was noted that MF currently has to spend a lot of time dealing with TRO which has an effect on project work.
- Item 4 – HIE board recently visited Mull and Iona Community trust and sent their thanks. They commented that the breadth of projects that MICT and the other groups on Mull are delivering is inspiring.
- General comments were made by those in attendance in regards to the General Manager's Report and questions answered by MF.

7.8 Request from Craignure community for support

- The board approved request from local residents for MF to chair a meeting with local Craignure residents and businesses regarding STAG proposal response on Wednesday 12th December.

7.9 Standing Committees

- SB invited comments and questions relating to the Standing Committees document provided.
- RMcM had sent in thoughts on this prior to the meeting, which have been noted.
- It was noted that Finance, HR and Remuneration and Strategy committees will be further reviewed at a later date.
- A meeting was arranged for 2pm on Friday 11th January 2019 (MF, SB, DS, DC, BW, CB, CW and JL).

8 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.

8.1 Ardura (CB/CW/SB)

- No points raised.

8.2 Light Industrial Park, Tobermory (SB/CB)

- No points raised

8.3 Childcare Project (CW)

- It was noted that unfortunately, progress is slow at the moment. This is mainly due to delayed response from council.

8.4 Tobermory Lighthouse Path (AK/CB)

- No points raised

8.5 Eagle Partnership (CB) (MF/VML)

- Nothing to report

8.6 Intergenerational Project, Together Young and Old (CW)

- No points raised.

8.7 TLIP

- The quantity surveyor advises that we continue the requirement of performance bond for contractor insurance and the board confirmed that we should secure the performance bond from the contractor.
- An update on the timescale of the project has been requested by RMcM.

8.8 MESS (DC)

- No points raised.

8.9 Ulva Ferry Housing (CB).

- A long term fixed rate for mortgage has now been agreed. The rate agreed is cheaper than what was proposed initially.

8.10 Ulva Ferry Pontoon (SB/CB)

- Nothing to report.

8.11 Ulva Ferry Community Transport (CW)

- A mechanical fault with the wheelchair lift is due to be fixed early in the New Year.

8.12 Ranger Service (AK)

- No points raised.

8.13 Fionnphort to Creich Hall Path (RMcM/DC)

- No points raised.

8.14 Mull & Iona Community Councils (JL & RM)

- No points raised.

9. Discussion items

- There were no discussion items

10. Any Other Business

- **Fundraising** – Community right to buy - CB to prepare a paper on this.
- **Mull Car Club** - Have requested that we publicise and send out a MICT response. BW and CB to prepare response.

Meeting closed at 10pm

The next scheduled board meeting will be held at An Roth on Monday 14th January 2018 at 7.30pm.

Signed

Name

Date
