

Mull and Iona Community Trust
Minutes for the 252nd Board Meeting
An Roth Community Enterprise Centre, Monday 14th January 2019

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

Apologies: Ian Jones (IJ)

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

1. Welcome, Apologies and AOB

- SB welcomed everyone to the meeting; apologies were received from those listed above.
- An announcement was made by MF that AK is stepping down as director following this meeting.
- The board thanked AK for her 4 years' service as a director.

- Any Other Business:
 - There was no other business to discuss.

2. Approve Previous Minutes of Monday 10th December

- The previous minutes were approved, subject to minor changes.

2.1 Review actions from previous minutes

1. **DC to follow up with potential new director:** This has been actioned.
2. **DC and CW to circulate membership recruitment strategy:** This is ongoing and has been deferred until the board meeting in February.
3. **MF and JL to meet with the Mull Community Council regarding TRO:** A meeting has been scheduled and this action is ongoing.
4. **SB, CW, CB, JL, BW, DS, MF and other directors not in attendance including senior staff to meet regarding standing committees:** This has been actioned and will be discussed below.
5. **CB to prepare paper on Right to Buy:** This action is in progress.
6. **BW and CB to prepare and submit MICT response for Mull Car Club consultation:** This has been actioned.
7. **Finalise decision on repayment of loan for gantry containers:** This has been actioned.

2.2 Matters Arising from previous minutes

- Following the meeting regarding standing committees between directors and senior MICT staff, it was agreed that there will be 3 standing committees. Each will have its own regular agenda in order to discuss and review relevant issues on a regular basis.
- There will be standing committees for Human Resources, Finance and Strategy.
- A provisional meeting cycle for these standing committee groups has been set, with each group meeting 3-4 times per year. The groups will also meet on a more regular basis when required.
- There will also be a chairperson for each standing committee.
- An overview of each standing committee was provided by MF and all directors present were asked which committees they would consider joining, taking into account their interest and experience:
 - HR** – CW, JL, DC, IJ, GP
 - Finance** – IJ, CB, RMcM, SB, GP
 - Strategy** – CB, BW, JL, SB

3. Declarations of Interest

- As AK is stepping down as a director she will be removed from the Declaration of Interest.

4. Finance

4.1 Finance Report (VM)

- A detailed finance report was provided to attendees to review beforehand.
- An overview of the report was provided by VM to which any comments were made and discussed by those present. Any questions or concerns were answered by VM.

Actions from Board Meeting

1. DC and CW to circulate membership recruitment strategy
2. MF and JL to meet with Mull Community Council regarding TRO
3. CB to prepare paper on Right to Buy
4. JM to inform standing order members to cancel payments
5. Email to be circulated amongst board directors regarding response to consultation on Common Good Property
6. DS, MF, VM, JL and GP and CW to create proposal with plan to distribute Intergenerational CDs

4.2 Membership numbers

- Membership numbers have remained at similar levels to previous months. This is due to there not being a push for new members or an update on the membership recruitment strategy after annual membership subscriptions were amended to lifetime memberships.
- JM to inform members that currently pay by standing order to cancel their payments.

5. Personnel

5.1 Staff Reviews

There were no staff reviews completed in the previous month.

5.2 HR Review including policy approvals

There were no HR reviews or policy approvals.

6. Special Items

6.1 Issues List

- Issue 10 on the issues list is due to be updated.

6.2 GM report

- A general manager's report was provided to attendees prior to the meeting for review. An overview was provided by MF, specifically on updates to the Childcare Project and Ardura Project. Any points were discussed amongst the board and questions were answered by MF.

6.3 Staff recruitment update

- **Deputy General Manager** – The closing date for applications was at 5pm on 14th January and a meeting has been scheduled to review all of the applications received.
- **Finance Manager** – The job advert and description have been advertised and the closing date for this position is on 28th January.

6.4 MICT IT system

- MF - The contractor is visiting the MICT office on Saturday 19th January to begin work on upgrading the IT system and initial equipment has been purchased.

6.5 A&BC consultation on Common Good Property

- It was agreed that MICT should send a response to the Argyll and Bute Council consultation on Common Good Property. The email from A&BC will be circulated amongst board members for them to suggest additional assets that maybe should be reported as Common Good Property.

6.6 Cost of living salary review

- DS provided some background information for consideration by the board.
- It was agreed to amend the issues list and salaries policy for action in February each year.

7. Steering Group Reports

- Steering Group reports were provided prior to the meeting and were acknowledged and only new questions noted. Verbal reports were given on all other projects with points highlighted below.
- DS highlighted that steering group reports have been inconsistent and that staff are regularly being asked to produce them.
- In order to have more consistent reports it was agreed that steering group reports now become a staff member's responsibility.
- MF noted that directors should keep in regular contact with project staff in order to show support and stay informed of any updates.

7.1 Ardura (CB/CW/SB)

- No points raised.

7.2 Rethink MESS

- No points raised.

7.3 Childcare Project (CW)

- No points raised.

7.4 Tobermory Lighthouse Path (AK/CB)

- AK – The Co-op funding has now been paid and the project is in credit.

7.5 Eagle Partnership (CB) (MF/VML)

- No points raised.

7.6 Intergenerational Project, Together Young and Old (CW)

- DS – MICT have yet to start distributing the CDs.
- DS, MF, VM, JL and GP and CW to create proposal with a plan to distribute the intergenerational CDs.

7.7 TLIP

- No points raised.

7.8 MESS (DC)

- No points raised.

7.9 Ulva Ferry Housing (CB).

- No points raised.

7.10 Ulva Ferry Pontoon (SB/CB)

- No points raised.

7.11 Ulva Ferry Community Transport (CW)

- No points raised.

7.12 Ranger Service (AK)

- No points raised.

7.13 Fionnphort to Creich Hall Path (RMcM/DC)

- No points raised.

7.14 Aros Park Walled Garden

- No points raised

7.15 Mull & Iona Community Councils (JL & RM)

- No points raised.

8. Discussion items

- There were no discussion items

9. Any Other Business

- There was no other business to discuss.

Meeting closed at 10pm

The next scheduled board meeting will be held at An Roth on Monday 11th February 2019 at 7.30pm.

Signed

Name

Date
