

**Mull and Iona Community Trust**  
**Minutes for the 216<sup>th</sup> Board Meeting**  
**An Roth Community Enterprise Centre, on Monday 21<sup>st</sup> March 2016**

**Meeting Started at 19:30**

**Present:** Sandy Brunton (SB), Andrew Robertson (AR), Rob MacManaway (RMcM), Derek Crook (DC), Chris Baker (CB), Carolyne Charington (CC), Caroline Wood (CW).

**In Attendance:** Moray Finch (MF), Vanessa Maclean (VML) & Steve Willis (SW)

**1. Welcome, Apologies and AOB**

- Chair, SB welcomed everyone to the meeting and thanked everyone for coming.
- Apologies were received from: Neal Goldsmith (NG), Maureen Dehany (MD), Alexa Kershaw (AK), Babs Whyte (BW), Jodi MacLeod (JM)
- Any other business:
  - Hustings Event
  - Sustainability Manager
  - 20 Year Anniversary Celebration Ideas
  - Fisheries Local Action group (FLAG) - Expression of Interest
  - Accredited Living Wage
  - Staff Compassionate Leave Procedure – Specific case
  - Community Land Scotland
- Sandy welcomed Steve Willis onto the Board as representative of Mull Community Council. Proposed by AR and Seconded by CB.

**2. Approve Minutes of 8<sup>th</sup> February 2016**

- 2.1 Moray discussed the differences in An Roth / Core Figures and was satisfied with Vanessa's explanation.
- 2.2 Caroline Wood gave a brief update on Childcare, including her recent visit to Campbeltown Meadows and the Little Learners Nursery in Dunstaffnage with Mairi Greig. Future plans are being made to visit an outdoors nursery next time.
- 2.3 Correction of previous minutes: no corrections.
- 2.4 Approval of previous minutes: AR proposed, RMcM seconded.
- 2.5 Vanessa agreed to circulate the Minutes from the 9<sup>th</sup> March Teleconference for approval at the April Board Meeting.

**3. Declarations of Interest**

- Moray, Caroline & Carolyne declared their involvement in MILAG – Mull & Iona Libraries Action Group

**4. Finance Update**

4.1 Finance report – Vanessa circulated the 2016/17 Budget second draft prior to the meeting and talked the Board through the next financial year. Vanessa highlighted that it was going to be a tight year but when you look at the overall financial picture the trust will be supporting 6 Salaried Staff in various capacities in 2016/17 which is a huge step in the right direction to eventually becoming self-sustaining. Vanessa agreed to update the figures with the changes and circulate version 3 to the Board prior to the April Meeting. **Action VML**

4.2 The Budget will now be approved until the April Meeting.

4.3 Membership Number is 321

- New members: Jonathan and Alexia Quin (lifetime Members) & Geoff Small (5yr membership)

**5. Personnel**

5.1 Staff reviews – 1 staff review for Laura Percy was carried out in March.

- Andrew agreed to help with staff reviews. Moray agreed to send Andrew the information. **Action MF**
- Neal & Vanessa are due to meet up to go through the HR Review which is long overdue. **Action VML & NG**

5.2 A confidential discussion was held about Personnel Contracts

- Vanessa detailed the difference between the HMRC Minimum Wage, the Scottish Living Wage and the Scottish Accredited Living Wage. The Board agreed based on this discussion and a paper circulated prior to the Meeting to adopt the Scottish Accredited Living Wage which would increase our Minimum Salary to £8.25 per hour. Vanessa agreed to discuss with Laura about MICT becoming a member and publicising the fact. **Action Laura Percy.**
- 5 Contracts were discussed all of which were approved and seconded.
- The Board discussed the lack of a Company Policy for Compassionate Leave. Moray agreed to speak with the DTAS HR Department and Vanessa agreed to look into SAGE Payroll's HR Policies. **Action VML & MF**

**6. Special Items**

- 6.1 **Issues List** – MESS Percentage Needs to be reviewed **Action VML**
- 6.2 **Ulva Ferry Pontoon Project** – Moray updated on progress to date including the new contracts which are in the process of being issued. Construction is due to commence in April. Moray was hoping that Cally would be back to help with the Community Engagement side of things. AR asked if Moray had replied to MacKay's Garage as yet. The Board viewed the response on the screen and Moray agreed to work on the draft this week by correspondence with the Board. **Action MF**
- 6.3 **Ulva Housing Project** – Moray summarised the revenue Model. To satisfy the Rural Housing Fund and Mortgage Application there must be Board Support which includes the revised revenue Model. It was agreed that the Board would look at the Reserves Policy of the Trust to include Maintenance Capital for the Houses. The Board approved the submission of the Rural Housing Fund Application and the Tridos Mortgage Application.
- 6.4 **Community Enterprise Account Management by HIE** – The Board agreed to take on the Account Management by HIE even if there were small amounts of additional Management Accounts work that needed to be done. Proposed by AR & Seconded by CW

- 6.5 **Future Management of Board Responsibilities** – Moray circulated the project review document ahead of the meeting and suggested using the document on reviewing the next project that comes in. SB, AR & CW agreed to be involved in further discussion on the document.
- 6.6 **MICT attendance at Community Land Scotland Conference** – CC, CW and Helen MacDonald expressed an interest in attending the conference on the 27<sup>th</sup> & 28<sup>th</sup> May. Moray advised that he was unable to attend.
- 6.7 **Managers' Report** – The report was discussed in some detail
- The Pontoon Managers recruitment would be handled by CW, AR and VML
  - Moray discussed the Health Partnership Review Meeting on the 7<sup>th</sup> March which he attended along with all blue light services.

## 7. Steering Group Reports

- 7.1 **Mull Community Development Plan** – In final stages of Project with final reports being written.
- 7.2 **MESS** – John Weir is now officially able to PAT test electrical goods. The Bunessan Shop is on summer opening hours and the Book Shed has now been refurbished.
- 7.3 **Ulva Ferry LDO** – previously discussed.
- 7.4 **Ulva Ferry Housing** - previously discussed.
- 7.5 **Ulva Ferry Pontoon** – previously discussed.
- 7.6 **Ranger Service** – previously discussed.
- 7.7 **Sea Eagle partnership** – There will be 2 hides this season, neither of which is on Forestry Ground. The Forestry is supportive but not enough to provide a vehicle for the Seasonal Ranger for the whole season. A vehicle will be provided until the end of June then there is the possibility that the electric Berlingo will be used.
- 7.8 **Long distance path and viewpoint project** – no update
- 7.9 **SMI** – Further discussion were had on the Sustainability position and looking to cast the net wider.
- 7.10 **Mull Musical Minds** – Vanessa updated the Board with this year's fundraising walk ideas to raise money for Alzheimer's Scotland.
- 7.11 **Light Industrial Park Tobermory** – Moray discussed the tight timescales involved and the necessity to have the site deer fenced within 6 months.
- 7.12 **ACCESS Project** – previously discussed in Managers Report
- 7.13 **MIST** – This project is now coming to a close with final reports being done. The Board made special Thanks to the Team for all their hard work throughout the project. Sandy made special Thank you to the Directors who have supported the project from start to finish.

## 8. Discussion Items

- 8.1 None discussed.

## 9. Any Other Business

- 9.1 **MAFA** – Moray submitted and Expression of Interest on behalf of MAFA to get a 3 year funded paid post.
- 9.2 **Hustings** – 14<sup>th</sup> April at the Craignure Village Hall. This will be a joint Mull Community Council and Community Trust venture. SW to arrange a chair for the hustings & invite delegates and Laura to do posters. **Action SW & LP**
- 9.3 **Community Oil Buying** – Nothing to report
- 9.4 **Sustainability Manager** – Further discussions with David Pollard need to be had to decide on how to progress to post.
- 9.5 **Ulva Housing** – If the Rural Housing Application is successful the gap will be very close. Pledges will need to be completed to make up the contingency gap which the application will not cover.
- 9.6 **20<sup>th</sup> Year Anniversary (February)** – It was agreed that an email thread should be started to source ideas. **Action LP**
- 9.7 **Purchase Orders for Approval** – AR highlighted again that a PO only requires 2 Directors to approve so once it has been approved there is NO need for any more approvals to be emailed through.

## 10. Members Forum

No members present

Meeting closed at 22:00

The next Board Meeting will be held on Iona Monday 11<sup>th</sup> April 2016

Signed

Name

Date