

Mull and Iona Community Trust
Minutes for the 220th Board Meeting
An Roth Community Enterprise Centre on Monday 11th July 2016

Meeting Started at 19:30

- **Present:** Sandy Brunton (SB), Derek Crook (DC), Chris Baker (CB), Steve Willis (SW), Andrew Robertson (AR) and Rob MacManaway (RMcM) via teleconference
 - **In Attendance:** Moray Finch (MF), Laura Percy (LP), Vanessa MacLean (VML) & Steve Littlewood (Wild Mull)
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1. Welcome, Apologies and AOB

- Chair, SB welcomed everyone to the meeting and thanked them for attending.
- Apologies were received from: Babs Whyte, Carolyne Charington, Caroline Wood, Alexa Kershaw, Maureen Dehany & Jodi MacLeod.
- Any other business:
 - **9.1** – Broadband in An Roth
 - **9.2** – MIST car and van
 - **9.3** – DTAS conference
 - **9.4** – Sian as ARTL Director
 - **9.5** – Louise Glen
 - **9.6** – Community choices
 - **9.7** – MESS grants

2. Correction, Approval & Actions of minutes from Monday 13th June

2.1 Correction of minutes Monday 13th June :

- Babs Whyte was not present at the meeting.
- Editing of finance report wording re Facebook page
- Editing to wording about NHS letter.

2.2 Approval of previous minutes:

- DC proposed and AR seconded.

2.3 Actions from minutes:

- Sandy Brunton to write a letter from the Board thanking Neal Goldsmith for his time as a Director
 - **SB confirmed he has sent a letter to Neal**
- Laura to circulate Scottish Living Wage signature template to staff for their emails
 - **LP confirmed she has circulated the logo to staff.**
- Vanessa MacLean's appraisal needs to be arranged
 - **MF apologies that this wasn't complete, MD & MF to fix a date with VML.**
- Sandy Brunton to write letter of congratulations to South West Mull & Iona Development (SWMID) re Tiroran.
 - **SB confirmed that he has sent a letter to Colin MacDonald and received a reply, in which SWMID thanked MICT for their support.**
- Rob MacManaway and Vanessa MacLean to monitor the GEM payment of the developer fee
 - **Ongoing**
- Laura to send out reminder to staff, members and directors about using Easy Fundraising to raise donations for MICT.
 - **LP confirmed she has advertised our Easy Fundraising page on the MICT Facebook page.**
- MESS steering group to look at the application form for MESS funds and make changes for future funding rounds. RMW to help.
 - **To be discussed as an AOB**
- Maureen to summarise recommendations of the MESS steering group and forward decisions to rest of Board by email.
 - **SB confirmed this is now complete.**
- Moray to prompt/retrieve proposal from Hazel and Brik re sustainability post.
 - **To be discussed on the agenda.**
- Moray to reply to Wild Mull.
 - **Steve Littlewood in attendance at tonight's meeting to discuss.**
- Education Scotland report to be circulated to staff.
 - **MF confirmed the report had been circulated to staff.**
- Moray to reply to Iona Community Council (ICC) letter re SAS
 - **MF confirmed he has replied to the letter from the ICC.**

**Actions from
Board Meeting**

1. LP and VML to get in touch with Wylie and Bisset accountants to enquire about them coming to Mull to deliver a SORP update course.
2. Find out from Mull and Iona Food Trail if they are still interested in the electric van and if ROMICTS are still interested in the LEAF.
3. Final adoption of compassionate leave policy following staff input.
4. Board to think about who will form the HR steering group.
6. Christmas party steering group to meet, developing plans for September board meeting.
7. LP to contact Anna Watkiss about hosting the Argyll Islands Taskforce, Island Connections event on Mull.
8. DC and CB to collaborate and draft a letter to local MSP and MEP

3. Declarations of Interest

- No new declarations of interest

4. Finance

4.1 Finance Report

- VML circulated a financial report ahead of the board meeting, having now passed on the financial year end paperwork to the accountants.
- Wylie and Bisset have arranged an audit meeting for 2nd September in Oban. MF asked for a few Directors to be present, SB, CB and RMcM offered to attend.
- VML advised the Board of the change of Statement of Recommended Practices (SORP). MICT need to choose whether to go with the new one or stay with the old one, VML thought it made more sense to go with the new one. The main difference that concerns the Directors is the change to the Trustees report layout, which needs to be much more detailed. VML has asked for a template from Wylie and Bisset. If MICT go with the new SORP, the accountants will have to redo last year's accounts so that they have a comparison, this will cost about £1.5k for both MICT and ARTL. The new SORP will have more details on risks, plans for the future and the structure of the charity.
- VML and LP to invite Wylie and Bisset to Mull to deliver a presentation to the MICT Directors, and any other island charity Directors who were interested.
- LP is going on a SAGE training course in Edinburgh from Monday 18th July for 1 week with Pitmans Training.

4.2 Membership numbers

- LP updated the Board on the current membership number which is 305 with no renewals.
 - **New member: Maria Kluczynski, Torloisk - 1 year membership**
- LP informed the board that she will be sending out renewal letters to the membership in the next week or so as several members have now lapsed.

5. Personnel

5.1. Staff reviews

- Completed appraisals - Mike Hogan, Anna Hogan and Sarah Palmer.

5.2 Ratify Compassionate Leave Policy

- Adopted with provision of awaiting staff input, final adoption at future board meeting. SB thanks VML for her hard work.

5.3 HR Review

- 17th August meeting arranged for VML and CW. VML advised that a HR steering group needs to be reformed. VML would like 2-3 Board Directors to take part and feels that it is very important.

5.4 Review of Staff Salaries

- Ongoing.

5.5 Sustainability Manager Post

- AR, CC, DC, MD to carry on with this, meeting on 23rd August. Develop idea that Hazel and Brik have brainstormed. How is this going to be resourced and structured. Mairi Greig and Hazel Cowe also involved.

6. Special Items

6.1 Wild Mull Discussion

- Steve Littlewood (SL), chairman of Wild Mull delivered a brief presentation on the history of Wild Mull and their proposal to work more closely with Mull and Iona Community Trust. They recognise the work that has already been done, and wish to add to that. They would like to form an association/partnership with MICT.
- SL recognised that island issues were 'community' issues and not the responsibility of one partnership.
- MF had several questions about the relationships that Wild Mull has with other organisations doing similar work currently.
- The board gave conditional support to Wild Mull and will continue with talks to further the relationship.

6.2 Review Issues List

- Developing plans for Christmas party plans by September CW, MD and JML need to get together.

6.3 Approve application to Regeneration Capital Grant Fund for Tobermory Light Industrial

- The Board resolved to approve. AR proposed, CB seconded. All in agreement.

6.4 Ranger Service Van

- FCS are changing how they fund the Ranger Service and want to extricate the FCS van from MICT ranger. The Board discussed an option that was previously circulated via email. The board commented that it doesn't expose MICT to any financial commitments like a lease and thought it the best way forward. The Board resolved to accept the offer. DC proposed, CB seconded. All in agreement.

6.5 Plans for summer shows

- MF booked a trade stand with Salen and Richard booking stand with Bunessan for Gigaplus Argyll. Help on the day is required. All directors were asked to be at a show and help out where they can.

6.6 Argyll Islands Taskforce, Island Connections event

- MF has registered interest with MICT. LP to contact Anna Watkiss about hosting the event at An Roth.

6.7 Participatory budget funding opportunity

- The Board discussed the pros and cons of participatory budgeting. The applications would be a joint bid between MCC and MICT. The Board felt that MICT should be leading from the front and that it was a stepping stone in right direction. MF can't do it this week as he's going on holiday so someone else will have to fill out the application form. MF asked SW to ask Billy McClymont to come into the office to talk about a MICT and MCC participatory budgeting partnership.

6.8 Cycle to Work scheme

- The Board discussed VML and LP's proposal to introduce a cycle to work scheme to staff at MICT, The Board were all in agreement - RMcM approved, CB seconded.

6.9 Implications of EU referendum and lobbying alternative UK grant funding for projects

- The Board discussed the uncertainty of the future in the Scottish Third Sector follow Brexit. It was agreed that MICT should write to MSP's and MEP's to request that funding for the Scottish third sector remained the same. DC and CB to write in collaboration.

6.10 Strategy Review

- CW sent through a strategy suggestion involving a questionnaire to staff, directors & volunteers. Followed by a strategy day. Funding might be available for the celebration of achievement/20th Birthday event. MF asked for the Board to support the concept which they did. Builds on discussion at MF's appraisal. LP and VML to look into funding for celebration of achievement.

6.11 Funding alerts and newsletter

- SB asked the Board to sign up to funding alerts and read more newsletters re third sector. CB asked for list. SB to circulate list.

6.12 Recruitment of Directors

- The Board discussed that they would like to recruit a young male Director from Tobermory, to offer a new and unique perspective to the Board.

6.13 General Manager's report

- MF did not have time to write a GM report this month.

7. Steering Group Reports

7.1 Sea Eagle Partnership – status of community funds

- MF updated the Board that there would be no sea eagle money going forward. VML said that the reserved money from last year will go back into the community, but as long as the Sea Eagles were nesting on land that did not belong to the Forestry Commission, there would be no money to distribute to community groups in the way there has been previously.

7.2 Intergenerational Project, Together Young and Old

- Sian Scott preparing project review document.

7.3 Light Industrial Park Tobermory

- No update

7.4 Mull Community Development Plan

- Ready to publish
- Congratulations to those involved.

7.5 MESS

- Bunessan – continues to make progress.

7.6 Ulva Ferry LDO

- No update.

7.7 Ulva Ferry Housing Partnership

- The contract has been signed.

7.8 Ulva Ferry pontoon

- Progressing well.

7.9 Ranger Service

- No update

7.10 Long distance path and viewpoint project

- Sian Scott has been making quiet progress on this. Local landowners support the scheme. The steering group needs a MICT Board representative.

7.11 SMI

- No update

7.12 Mull Musical Minds

- No update

7.13 ACCESS Project

- Progressing

8. Discussion Items

8.1 None

9. Any Other Business

9.1 – Broadband in An Roth – MF updated the board that on Wednesday 13th, BT will be installing fibre broadband in An Roth.

9.2 – MIST car and van – The ranger service no longer need the electric van because Forestry Commission Scotland agreed to keep the Seasonal Ranger in their van. The electric car and van are currently unemployed. VML informed the

board that the insurance for both vehicles needs to be renewed in September & November. Waiting to hear back from Food trail. Need to follow up previous leads. AR and CB to follow up.

9.3 – DTAS conference – MF and CW expressed an interest in attending.

9.4 – Sian Scott to be approved as an ARTL Director by the MICT Board. Approved by CB and seconded by SW

9.5 – Louise Glen – wants to help MICT by publishing more MICT articles in Mull Lines, it was agreed this was good PR for MICT and a gradual approach should be taken.

9.6 – Community Choices – deferred until next meeting.

9.7 – MESS grant application – deferred until next meeting

10. Members Forum - No members present

Meeting closed at 22:05

The next Board Meeting will be held at An Roth on Monday 8th August 2016

Signed

Name

Date