

Mull and Iona Community Trust
Minutes for the 224th Board Meeting
An Roth Community Enterprise Centre
Monday 12th December 2016

Meeting Started at 19:30

Present: Carolyne Charington (CC), Caroline Wood (CW), Rob MacManaway (RMcM), Sandy Brunton – by telephone (SB), Andrew Robertson (AR), Steve Willis (SW) and Jodi MacLeod (JML).

In Attendance: Moray Finch (MF)

1. Welcome, Apologies and AOB

- AR welcomed everyone to the meeting and thanked them for attending.
- Apologies were received from: Chris Baker, Steve Willis, Alexa Kershaw & Derek Crook
- Any other business:
 - **9.1** Dates for 2017 Board meetings

2. Approve Minutes – Monday 14th November 2016

- 2.1** Approval of minutes of Monday 14th November 2016 & review of Actions
- RMcM proposed and CC seconded.
 - Actions reviewed with 4 actions to be carried forward to January
- 2.2** Matters Arising
- No matters arising.
- 2.3** Sign Previous Minutes
- Minutes could not be signed as SB attended remotely by telephone

3. Declarations of Interest

- Jodi is no longer working with Rural Housing Scotland and has taken up a new post with West Property.

4. Finance

4.1 Finance Report – circulated by Vanessa prior to the meeting

MESS Finance Report

- Very strong forecast for the whole of MESS
- A view to finishing £5.27k ahead of the Annual Budget set which is approximately 39% higher than 2015/16
- Both Tobermory, Bunessan and MESS Core all forecasting to finish ahead of their budgets that have been set
- Craignure ever so slightly down against the overall annual budget set. The budget may have been too ambitious with the level of income set to achieve for the year and the continuation of Buy and Sell Mull may still be having impacts on the quality and quantity of donations coming in.

MICT Finance Report

1. The major difference between this and the first quarter report is for that of An Roth / Core which is forecasting an £8k variance to the budget that was set this time last year. This is quite high and although I don't have enough time today to go through it with a fine tooth comb I will look at it more closely over the next few weeks. This could be due to the following:
 - The incorrect apportionment of the salary costs they are very high and in some cases well over the budget set so I need to have a look as to why this is. Suspect at a glance that things like the ACCESS project where I had allocated a certain amount of Moray's time to, has not come into fruition so all of Moray's time has gone against core instead which can account for some.
 - There have been less external room bookings and also less internal use of rooms with the projects this is very noticeable.
 - There have been less training courses
 - There have been more room bookings with no cost recovery which is disappointing as I had hoped this year we might try and narrow this margin.
2. The other major difference which is affecting our overall bottom line figure is the Gantry site is forecasting a £3k variance to the budget. We have had a number of the long term container rentals drop out this year and have picked up short term rentals but not enough. We still currently have containers empty.
3. Sandy said he was anxious about the decrease in room bookings and questioned who would act on it and what MICT could do to increase the usage of the building and storage containers.

**Actions from
Board Meeting**

1. MF to carry forward action re Reserves Policy. VMcL to calculate reserves value based on new policy
2. MF/JML to carry forward action re Gantry planning.
3. MF, CW & DC to arrange a meeting re Sustainability Manager post.
4. Strategy day steering group - CW, SB, CC, DC to meet once document has been produced and take actions forward.
5. Laura to send out an advertising e card to all businesses on & off island advertising our services.
6. MF to email VML and LP to ask them for paper on how MICT promotes its twentieth birthday year free membership.
7. MF is to distribute Sandra MacAskill's feedback notes from the Strategy Day event.

4. Moray explained that some Mull groups and projects are using rooms in An Roth but there was not always budget to pay for the usage. Andrew commented that this was part of the service provided by MICT.
5. CC suggested that MICT send a season's greetings ecard/email out to businesses on and off-island that could also advertise An Roth services. [ACTION: LP to create and send out advertising ecard] SB suggested refreshing local advertising. SB also suggested a setting up a financial strategy sub-group but MF does not believe MICT has the capacity. RMCM pointed out that although income is down, expenditure is too.

4.2 Membership numbers

- New member – Tobermory Snooker club.
- The question was raised about whether the January board meeting should be a strategy/twentieth birthday celebrations meeting. It was agreed a sub group could be set up. [ACTION: MF to email VML and LP to ask them for paper on how MICT promotes it's twentieth birthday year free membership] CW said both staff and directors need to discuss how the birthday year is celebrated, and Thursday 5th January at 9.30am.

4.3 Quantify Targets for Reserve's Policy – carried forward to next meeting.

5. Personnel

5.1. Staff reviews

AR reported that staff reviews are almost up-to-date. Maureen Dehany was involved in 3 reviews and now she has stepped down from the board, other directors will need to step in. AR will undertake Hazel Cowe's review, SB will undertake Cally Fleming's, RMCM will undertake Vanessa's and someone will need to step in for CB to undertake Richard Thorne's review in January. Helen MacDonald and Mairi Grieg's reviews have taken place.

5.2 Policy Approvals

- **Maternity Policy** – approved by RMCM & seconded by CW
- **TOIL & Annual Leave Policy** – approved by SW and seconded by CC

5.3 Sustainability Manager Post

MF reported that a new job title has been agreed; Deputy General Manager and that VML is looking into what resources will be available for a FTE post next year. MF, SB, CW and CC are creating a job description and person specification. In terms of timescale, the job advert will possibly go out in February with an appointment expected early in the next financial year.

5.4 Director Recruitment

AR said it is imperative that director recruitment is geared towards replacing retired directors by location ie. Babs Whyte - Salen and Maureen Dehany - Lochdon. It was agreed that the Season's Greetings mail out should also be aimed at director recruitment.

6. Special Items

6.1. General Manager's Report – no report circulated this month

6.2. Issues list – the issues list was not reviewed at this meeting

6.3. Approval of funding applications – email of 01/12/16 refers

- Approved by RMCM & Seconded by JML

6.4. MF Attendance as speaker at RHS Conference

- The board were happy for Moray to speak at the 2017 Conference.

6.5 Proposed new Memorandum of Association

- The proposed new Articles were discussed and SB requested clarification on points such as; 'employees should not be members of MICT' and 'MICT should be more diligent in managing membership relating to the permanent residencies of members' (ie. members should be normally resident on Mull and Iona, non-residents should become Associate Members). The latter point was in relation to MICT evoking the Community Empowerment Act. One of the points around the board quorum being made up of elected directors only ie. not community council representatives was debated. MF will discuss these points with Jacqui at DTAS. The board finally agreed for MF to send off the Draft Articles to OSCAR & Companies House. Proposed AR and Seconded JML.

6.6. Acharonich Plot Development – email 06/12/16 refers

- MF summarised current situation on Acharonich plot in that the plot has not sold, perhaps due to the rural housing burden restrictions in place by the Ulva Ferry Housing partnership (UFHP).
- MICT to develop a rental or low-cost home ownership home but continue with low impact advertising of the plot in the meantime.
- SB declared an interest at this point in terms of the director's loan which may need to be utilised to cover the loss of the plot sale. The board agreed for Helen to continue to seek funding to develop the Acharonich plot. Proposed AR & Seconded CW

6.7. Gantry Planning Application

- The planning permission for the gantry site is running out. The board agreed that the previous application could be used as a basis for the new full planning application to be submitted by February 2017. JML will work on the application. Proposed by RMCM and SW

6.8. Update on discussion with FCS regarding Ardura and Glen Forsa Forests

- Caroline Charrington is following up discussions with Forestry Commission Scotland.

6.9. Update on bid to Climate Challenge Fund

- Moray reported that we have feedback on the draft application and that Carol Aldred will submit the final application by Friday 16 Dec.

6.10. Update on Strategy Day

- A post Strategy Day Meeting is to be held on Friday 16th December [ACTION: MF is to distribute Sandra MacAskill's feedback notes from the event]

7. Steering Group Reports

- **No steering group reports – No time remaining**

8. Discussion Items

- 8.1** None

9. Any Other Business

- 9.1.** Dates for the 2017 Board meetings were agreed.

10. Members Forum - No members present

Meeting closed at 22.00

The next Board Meeting will be held at An Roth on Monday 9th January 2017

Signed

Name

Date