

Mull and Iona Community Trust
Minutes for the 225th Board Meeting
An Roth Community Enterprise Centre
Monday 16th January 2017

Meeting Started at 19:30

Present: Carolyne Charington (CC), Sandy Brunton (SB), Andrew Robertson (AR), Steve Willis (SW), Derek Crook (DC) **In Attendance:** Moray Finch (MF), Vanessa MacLean (VML), Laura Percy (LP), Tom Corbett (TC) and Ian Jones (IJ)

1. Welcome, Apologies and AOB

- SB welcomed everyone to the meeting and thanked them for attending. He welcomed Tom Corbett and Ian Jones who were attending as observers, he explained MICT's background and current status to them.
- Apologies were received from: Chris Baker, Alexa Kershaw, Jodi MacLeod, Rob MacManaway and Caroline Wood.
- Any other business:
 - **9.1** Message from Emily Wilkins
 - **9.2** DTAS webinar on community asset transfer
 - **9.3** Oban Hospital

2. Approve Minutes – Monday 12th December 2016

2.1 Approval of minutes of Monday 12th December 2016 & review of actions

- The date was recorded incorrectly at the top of the page, Steve Willis was marked as absent and present at the meeting. LP to make corrections.
- Pending corrections, CC proposed and SW seconded the minutes.
- The Board gave MF approval to send out the strategy document to staff members.

2.2 Matters Arising

- Actions carried forward onto tonight's agenda.

2.3 Sign Previous Minutes

- SB signed the previous minutes.

3. Declarations of Interest

- MF has been in touch in a personal capacity with the same solicitors as used on the Ulva Ferry Housing Project.

4. Finance

4.1 Finance Report – 2017/18 Budget

- Circulated by VML prior to the meeting. SB and the rest of the Board thanked VML for her hard work on the budget.

MICT Finance Report

- *VML has been working hard on getting the budget ready for next year. There are still additional things to be added over the next few weeks before the budget is final. There will be a better insight of the whole picture over the next few weeks.*
- *MF explained the budget to Ian and Tom and that our routine operations turn over around £400k per year.*
- *VML was hopeful that next year all being well the Craignure shop might just go over the £100k budget.*
- *Bunessan shop has done really well this year and there has been a huge improvement which has made a real difference. SB thanked Brik Halcrow, Derek Crook and the volunteers for their hard work. VML said the 24/7 book shed has made a big difference.*
- *DC suggested promoting Easy Fundraising and Gift Aid in the next newsletter. Gift aid was discussed and explained to TC and IJ.*
- *Ranger budget – VML agreed to update the Ranger budget to reflect funding received in 16/17, marked for the 17/18 financial year.*
- *AF asked how VML arrived at the £14k figure for pontoon fees. MF explained that it is what the pontoon needs to generate to make it work financially, this is noted as a risk in MF's general manager's report. The Board had a discussion about business rates relief for the pontoon which would otherwise be £658 per year.*
- *AR asked about the 20th Birthday £2k figure, MF and SB explained that this figure was estimated as a reserve figure that the Board would be willing to pay for the celebrations if no funding could be identified.*

4.2 Membership numbers

- New member – Jenny Smith, Lochdon.
- Membership number is currently 287 (46 associate members, 12 corporate members, 8 member directors, 219 ordinary members, 2 representative directors). MF explained the implication that the new Articles of Association have on MICT's membership.

**Actions from
Board Meeting**

1. AR to progress with staff reviews. MF to contact Directors about helping.
2. MF to follow up with DTAS and Craggs Energy re oil buying scheme
3. MF to discuss Emily's proposal with Jan and Emily.
4. MF to discuss pontoon marketing with CC

4.3 Quantify Targets for Reserve's Policy

- Carried forward as part of the budget.

5. Personnel

5.1. New Staff – UFCB Drivers

MF told the Board that there are 3 new part time community bus drivers – Alex McMillan, Nick Heywood and Gaynor Lowe. There are now 8 people in the pool of bus drivers. MF explained the difficulties the bus has with funding and affordability to TC and IJ, it is incredibly expensive per head but also incredibly valuable to the community and the individuals who rely on the bus.

5.2 Staff Reviews – report on progress

AR updated the Board that there are quite a few staff reviews to do. Appraisals that were postponed will need new directors to help. Hazel Cowe, Richard Thorne and Emily Wilkins from December. Sian Scott & John Weir for January. CC offered to do Emily's. AR to help with Hazel's. MF will get in touch with Directors re Richard's.

5.3 HR and staff salaries review including policy approvals

- There are no HR policies to review this month.
- LP was asked to leave the room whilst a discussion took place about staff salaries. It was agreed that the new National Living Minimum Wage rate would be implemented from 1st April 2017.
 - Proposed by SB and seconded by CC.

5.4 Deputy Manager Post

A working group have been putting together a proposal to recruit MF's deputy. It will be advertised internally at the end of January and in Round & About in February, the Oban Times, the MICT website, Facebook and Twitter. Interviews on 21st March at Isle of Mull Hotel. SB explained to TC and IJ why we need a deputy for MF.

5.5 Director Recruitment

SB explained that it is crucially important that we recruit new directors, we are still looking for more people as we have had several retirees recently.

6. Special Items

6.1. General Manager's Report

- MF updated the Board on the recent movement of the pontoon.
- AR asked to talk to MF separately about the Craignure Golf Club.
- MF has been helping Tobermory Snooker Club and taking part in discussion with Friends of Calgary Bay alongside Jan Dunlop.
- Lochdon Housing meeting with Lesley McInnes, how can we help motivate West Highland Housing to build more houses that the 6 they are planning? As a community we can encourage them to build more by getting local businesses to write letters of support and look into the possibility of houses for key workers.
- Very early stage discussion with Forestry and TAGS to develop allotments.
- The Board discussed the reconfiguration of the office.
- CC offered help with marketing plan for the pontoons, MF will speak with CC separately about it.
- SB suggested MF flagged things up that are coming up in the future in his General Manager's report.

6.2. Issues list

- No HR policies to review this month but a few next month.
- MF increasingly not worried about state aid. MF explained what state aid is to TC and IJ.
- Jodi working on the planning permission for the Gantry site.
- Following this, SW informed the Board that Argyll and Bute Council want to combine the 2 big car parks in Craignure but will need to relocate the bins – SW suggested the Gantry site as an option for the bins but MF had several issues with the housekeeping risks associated and our planning conditions. CC asked about the cattle pens and SW said the council are looking at options to alter the access. Recycling was then discussed and MF told SW about the potential project officer who will educate the public about recycling on Mull, pending CCF application.
- Need to review % of MESS profit distribution to community groups.
- MF explained the Brook Partnership and the storage containers to TC and IJ.
- The accounts have been submitted to to the Quaker Housing Trust as required by the Interest Free loan we have with them.

6.3. Approval of expenditure for Tobermory Light Industrial

Extra piece of work re architect fees – Board consented by email in December. SW proposed, CC seconded. MF explained the TLI to Tom and Ian and how it will help us to become less reliant on grant funding once built. AR reiterated just how massive the financial implications are to MICT.

6.4. Update on new Memorandum of Association

MF gave an update. Articles have been sent to OSCR. MF hopeful that EGM could be called to approve new articles in March/April.

6.5 Update on review of MICT/ARTL trading activities and VAT

MF stated it was in hand.

6.6 DTAS oil buying scheme

MF gave an update to the Board about his concerns about the scheme and the reputational risk to MICT if the prices aren't actually cheaper. Concern about burning of oil – valid justification is that we are doing everything we can to clean up in terms of energy efficiency and recycling but we have to accept that there are a lot of people who can't afford the expensive greener alternatives so we are helping them because residents are getting a better deal. Concerns about price, still waiting for reassurance from DTAS to go forward. Slightly less confident about it. TC asked about business displacement but MF confirmed the same local suppliers would be used that currently operate on Mull.

6.7 Funding offer for Tobermory Lighthouse path

Awaiting funding offer letter from SNH to repair Tobermory Lighthouse path. MF met with AK and she is working to convene a steering group with a view to doing the work in Summer. The Army might be interested in helping. MF to produce a project control document and terms of reference for the steering group who are due to meet soon. AK is one of three land owners on the path and has been doing a lot of work to maintain the path.

6.8 Report on progress regarding marketing at An Roth.

LP updated the Board on her progress with marketing An Roth to local businesses and groups.

6.9 20th Birthday meeting

A group of staff and Directors met to expand on ideas from the strategy day on how MICT should celebrate its 20th year and created an action plan. The plan is to organise a ceilidh, produce a tapestry artwork showing a timeline of MICT, creating a booklet/almanac with support from local business for financing, 1 year free membership and a film. Helping to spread the word about what we do and what we've done. Hopefully we can apply for funding but MF asked the Board how much we can afford to commit to spend. Suggestion of £2-3k. The Board suggested VML looks at putting £2,500 into the budget.

6.10 Submit Gantry planning application

Completed.

6.11 Update on discussion with FCS regarding Ardura and Glen Forsa Forests

CC/MF are meeting with Rebecca Carr and David Jardine on 31st January to discuss.

6.12 Oral Health

MF was invited to attend a discussion/focus group for a Scottish Government consultation exercise on the future of oral health, in Oban on 14th February. The Board suggested that MF did not attend the event.

7. Steering Group Reports

7.1 Eagle Partnership – small amount of funding leftover to distribute. VML to discuss with partnership

7.2 Intergenerational Project– Sian is having a kick off meeting this week. Number of people involved. CC declared an interest as she is a member of Marketing Mull and Iona and Lara Van De Peer is talking to Sian about working together on story telling aspect of project.

7.3 MESS – van has been to garage and there are several things wrong with it and we are waiting for a quote which is likely to be expensive.

7.4 Ulva Ferry – funding for part year for LDO. Housing partnership – continuing with build, about 1 month behind. Advert for tenants soon. MF updated board on house plot.

7.5 Ranger Service – MF has written to FCS about funding.

7.6 Long distance path – some funding available, Sian working on this.

7.7 SMI – AR will contact David Pollard about current situation.

7.8 MMM - washing it's face this year with no grant funding, sustained through local fundraising this year.

7.9 ACCESS – way behind schedule, potential for 12 month extension. Budget looking healthy and there will be a contribution to CORE.

8. Discussion Items

No discussion items tonight.

9. Any Other Business

9.1 Emily Wilkins' proposal

MF and the Board are in support of Emily's proposal and will look into ways to support the further exploration of the options. AR commented that the question comes up in appraisals. DC proposed, AR seconded. MF will discuss with Jan and Emily and come to the Board with a final proposal.

9.2 DTAS webinar on Community Empowerment Act

MF invited Board to join him in attending a DTAS member webinar on 'New community rights under the asset transfer provisions of the Community Empowerment Act on Tuesday 24th January.

9.3 Lorn and The Isles Hospital, Oban

AR suggested we keep an eye on the situation evolving with the Oban Hospital in that it could be downgraded to a Community Hospital or even closed. Argyll and Bute Health and Social Care Partnership is currently undertaking a strategic review of the hospital.

10. Members Forum

No members present

Meeting closed at 22.00

*The next Board Meeting will be held at An Roth on Monday 13th February 2017.

Signed

Name

Date