

Mull and Iona Community Trust
Minutes for the 226th Board Meeting
An Roth Community Enterprise Centre
Monday 20th February 2017

Meeting Started at 19:30

Present: Carolyne Charrington (CC), Sandy Brunton (SB), Andrew Robertson (AR), Steve Willis (SW), Derek Crook (DC) Caroline Wood (CW), Rob MacManaway (RMacM) **In Attendance:** Moray Finch (MF), Vanessa MacLean (VML), Tom Corbett (TC) and Ian Jones (IJ)

1. Welcome, Apologies and AOB

- SB welcomed everyone to the meeting and thanked them for attending.
- Apologies were received from: Chris Baker, Alexa Kershaw and Jodi MacLeod
- The Board formally Co-opted Tom Corbett (TC) and Ian Jones (IJ) onto the MICT Board. Proposed AR and Seconded RMacM
- Any other business:
 - **9.1** HIE visit with Kirsten Logue on 21st February

2. Approve Minutes – Monday 16th January 2017

2.1 Approval of minutes of Monday 16th January & review of actions

- There was only 1 correction to the finance report section. The MICT operations turnover should be amended to around £400k
- Carolyne advised that she had completed a comprehensive marketing review of the Pontoon which has now been passed on to Cally.
- Pending corrections, AR proposed and CC seconded the minutes.

2.2 Matters Arising

- Moray was still to speak with Andrew about the Craignure Golf Club. All other actions carried forward onto tonight's agenda.

2.3 Sign Previous Minutes

- SB signed the previous minutes.

3. Declarations of Interest

- None to declare

4. Finance

4.1 & 4.5 Finance Report & 2017-18 Budget preparation

- The full Budget and accompanying notes were circulated by VML prior to the meeting. SB and the rest of the Board thanked VML for her hard work on the budget.
- Vanessa went through her report highlighting notable changes between the 16/17 and 17/18 budgets, areas of concern and decisions that needed to be addressed by the board.
- Vanessa offered to run a separate session for those interested on Monday 6th March to go into the full budget in more detail.
- The Board agreed to use some of the Trust's unrestricted reserves to fund the 25% contribution to the Ulva Local Development post for 17/18. Proposed DC and Seconded AR

4.2 Membership numbers

- There was no update given on current Membership numbers
- Sandy reminded the Board that as part of our 20th Birthday celebration we were offering free memberships for the year and urged the Board to encourage people to sign up.

4.4 Quantify Targets for Reserve's Policy

- In previous years the reserves policy has been based on the annual turnover for the Company which is unrealistic and unachievable in any short timeframe.
- Vanessa detailed a more realistic approach to acquiring 6 months of actual reserves that would sustain the company as it is now, including both the pontoon and also the 2 new houses at Ulva Ferry. This amounted to approximately £81.65k
- The resolution was proposed by RMacM and Seconded by AR

5. Personnel

5.1. Staff reviews

- AR Thanked Moray for stepping in to help organise the January staff reviews.
- The following Reviews are due in February / March
 - Hazel Cowe – due 3rd March
 - Laura Percy – due March
 - Mally Gower – due March
 - Emily Wilkins – due March

**Actions from
Board Meeting**

1. VML to arrange a Meeting with the Board for more a more detailed look at the 17/18 Budget.
2. CC to organise Hazel & Emily's staff reviews. VML to organise Laura & Mally's.
3. MF to advise Emily of the Boards decision regarding her proposal.
4. MF to discuss Gantry Planning Application with Jodi.
5. MF to speak with Helen MacDonald about the 20th Birthday Celebration Ceilidh Fundraiser.
6. MF to speak with Jenny Simpson at Wylie & Bisset about MICT's / ARTL's Trading Activities.

5.2 HR Review including Policy Approvals

- VML circulated the new Grievance Policy ahead of the Board Meeting. There were no corrections made. Proposed CW and Seconded AR

5.3 Salary Review

- SB advised the Board that the review was almost complete with the end result being a matrix that would be available for all staff and directors to view. The review panel hoped the matrix would be completed and ready for approval at the March Board Meeting.
- SB assured the Board that the matrix would still maintain a degree of confidentiality.

5.4 Deputy General Manager Post

- MF advised that the post had been advertised widely and was pleased with the response received through all advertising channels.
- A shortlist meeting has been scheduled for the 6th March with interviews being held on the 27th March at the Isle of Mull Hotel.
- The Interview panel would consist of AR, MF, SB & CW with a view to having an additional person to meet and greet applicants.

5.5 Post Graduate Training Course

- The Board were in favour of the submitted proposal by the employee and agreed that it was a key part of her development.
- Proposed by RMacM & Seconded by AR

4.3 New Personnel Contracts

- VML went through the personnel paper circulated ahead of the meeting requesting approval for all new staff contracts.
- The Board agreed to all the renewals and MF agreed to help VML with the wording on some of the contracts.
- Proposed DC and Seconded CW

6. Special Items

6.1. General Manager's Report – no report submitted for February

6.2. Issues list

Moray went through the Issues list and advised that everything was in hand. Moray advised that he would speak with Jodi about the Gantry site planning application.

6.3. Approval of rent policy for Ulva Ferry Housing

There were no questions from the Board regarding the Policy which gives the Board the opportunity / possibility each year to increase the rent if required. Proposed CC and Seconded TC

6.4. Acceptance of BIG Lottery Grant for Ulva Community Bus

The Board Thanked both Helen and Caroline for completing the application. Proposed SW and Seconded AR

6.5 Apprenticeship Scheme

MF explained his recent conversations with Councillor Mary-Jean Devon and Billy McClymont regarding the setting up of an apprenticeship scheme on Mull to encourage young people to stay on the Island. MF requested Board approval to further investigate the proposal which MICT may be asked to help manage. SB and AR asked to be kept informed. Proposed AR and Seconded by RMacM

6.6 Childcare Project

Moray updated the Board on the Childcare project.

6.6.1 Approval of funding application

MF circulated an email prior to the meeting to outline an application that has been submitted for pre development funding for the Childcare project. The funding would allow for a site valuation, outline design work and QS fees. Moray assured the Board that there wouldn't be any financial burden to MICT. The submitted application was proposed by CW and Seconded by SW.

6.6.2 Approval of MICT to act as a Deliver Partner for the Childcare trials

The Board approved for MICT to act as a delivery partner to Argyll & Bute Council as part of the Childcare trials. Proposed by CW and Seconded by SW.

6.7 20th Birthday Celebration Update

Moray proposed that in view of the recent Budget presentation that the 20th Birthday Celebration Budget be reduced from £2.5k to £500. The Board agreed with a view to make the celebration ceilidh a fundraiser by inviting local causes to come along to help us celebrate.

6.8 Update on new Memorandum of Association

After further discussions with OSCR Moray informed the Board that the new Articles awaiting approval are not suitable for childcare provision and will need to be amended again. The EGM will therefore need to be postponed until April once the amended Articles have been passed by OSCR.

6.9 Update on MICT / ARTL Trading activities & VAT

MF applied to Just Enterprise for support but was advised that the request is too specific and has been advised to contact Jenny Simpson at Wylie & Bisset. Moray agreed to have initial discussions with Jenny to ask for a quote for the work. Sian and Vanessa expressed interest in attending the meeting.

6.10 DTAS Oil Buying Scheme

The Scheme has now been advertised on the DTAS website but there are still further edits required before it goes onto the MICT website.

6.11 Submit Gantry Planning Application

Moray agreed to follow up with Jodi.

6.12 Application to FCS regarding Ardura Forest

CC advised that we were still waiting for an independent forest advisor to look at the forest on our behalf. We have funding in place for a valuation of the timber that is in the forest. A Business Plan needs to be put together ahead of the Community Asset Transfer request. The Board agreed that we needed to start thinking about how we are going to engage with the community. Tom expressed interest in joining the Steering Group.

6.13 Strategy Day

No update

7. Steering Group Reports

7.1 Tobermory Lighthouse Path – No update

7.2 Eagle Partnership – No Update

7.3 Intergenerational Project– Sian is having a kick off meeting this week.

7.4 Light Industrial Park – No Update

7.5 MESS – No Update

7.6 Ulva Ferry – No Update

7.7 Ulva Ferry Housing Partnership – No Update

7.8 Ulva Ferry Pontoon – No Update

7.9 Ranger Service – No Update

7.10 Long Distance Path – No Update

7.11 SMI – AR contacted David Pollard who advised that at present there was very little going on so nothing to report.

7.12 ACCESS - No Update

7.13 Mull Community Council Update

Steve updated the Board of recent topics of discussion at Community Council Meetings.

- RET Questionnaires
- The Calgary Cemetery capacity
- Pennyghael Forest

7.14 Iona Community Council Update

Rob updated the Board of the Iona Community Council Meetings.

- Iona Renewables Group
- Cars on Iona / Permits

8. Discussion Items

No discussion items tonight.

9. Any Other Business

9.1 HIE Meeting 21st February

MF urged the Board for as many people as possible to attend the meeting with Kirsten Logue on the 21st February. CW, DC and SB said that they would like to attend.

10. Members Forum

No members present

Meeting closed at 22.00

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

Signed

Name

Date