

Mull and Iona Community Trust
Minutes for the 231st Board Meeting
An Roth Community Enterprise Centre, Craignure
Monday 14th August 2017

Meeting Started at 19:30

Present: Caroline Wood (CW), Steve Willis (SW), Derek Crook (DC), Chris Baker (CB), Ian Jones (IJ), Sandy Brunton (SB), Rob MacManaway (RMacM) by Conference Phone and Andrew Robertson (AR)

In Attendance: Moray Finch (MF), Dot Stewart (DS), Vanessa MacLean (VML), Sheila Rodgers (SR) & Laura Percy (LP)

1. Welcome, Apologies and AOB

- Apologies were received from: Emma Alecock (EA), Carlyne Charrington (CC), Tom Corbett (TC) and Alexa Kershaw (AK)
- Carlyne Charrington officially stepped down from the Board. The Board wished her well and thanked Carlyne for all her valuable contributions as a member of the Board.
- Any other business:
 - 9.1. Emergency Application to MESS for funds

2. Approve Minutes – Monday 10th July 2017

2.1 Approval of minutes of Monday 10th July 2017 & review of actions

- There were no corrections to the minutes.
- DC proposed and AR seconded.
- A draft appraisals document has now been completed and will be circulated to the remaining Board and Staff for comments. A final version will be available for the September Board Meeting for approval.
- It was agreed that even if project Steering Groups do not meet prior to a Board Meeting that Directors should at the very least touch base with respective staff members to provide ongoing support.
- The Board Thanked Laura for the new Directors area on the MICT Website.

2.2 Matters Arising

- All items covered on the agenda
- Moray highlighted the importance of Director Recruitment now that Carlyne had stepped down.

3. Declarations of Interest

- Chris Baker is no longer vice chair of Mull Car Club and is now chair of Mull First Aid.
- Andrew Robertson is a Member of the Craignure Coastguard who are now Tenants at An Roth.
- Rob MacManaway is a Customer of the Iona Renewables Group.

4. Finance

4.1 Finance Report

- Vanessa circulated 2 reports and notes to accompany the reports.
- Vanessa reported a positive outlook for all 3 Charity Shops and a positive view of the first quarter for the whole Company.
- Vanessa highlighted the reduced Income against Budget for the Pontoons for the first quarter but noted that the budget had been set with no experience of what might be achieved.

4.2 Membership numbers - 286

- Vanessa suggested finishing off the free Membership Year on the 31st March to reduce the administration burden.
- The Board agreed that the Membership Scheme needed further consideration going forward and agreed to add it as a discussion topic to the Issues list for January.

5. Personnel

5.1 Staff reviews

- Ongoing as per AR's schedule – 1 appraisal due this month notifications due to go out.

5.2 HR Review including Policy Approvals – Appraisal Policy

- The Appraisal Policy has been circulated to Moray, Dot & Vanessa for comments prior to the meeting.
- It was agreed to send the Policy to all staff members and directors for final approval at the September Meeting.

Actions from Board Meeting

1. Vanessa to remove Carlyne Charrington from Companies House. (VML)

2. Staff Appraisal Document to be circulated to Board & Staff for Comments (CW & EA)

3. Moray to circulate the Steering group List to the Board for comments.

4. Confirm whether planning consent is required for car port for Coastguard vehicle (AR)

6. Special Items

6.1 Issues List

- Item 12 – Scottish Association of Landlords Membership due 02/09/17.
- Item 14 – Advise Council of occupancy of Ulva Houses - completed
- Item 18 – Check if any items require PAT testing at Ulva Houses – not required
- Moray to check with Helen on the 3 Items above
- The Membership discussion has also been added to the list for January.

6.2 20th Birthday Celebration Update

- A couple of staff have volunteered to help with the AGM & Birthday Celebrations
- A weekly update on social media has started to raise people's awareness of our accomplishments over the past 20 years.
- Sandy asked to be copied in on all correspondence.

6.3 Approval of application to the Infrastructure & Innovation Fund for ACCESSED

- Application was formally proposed by CB and seconded by AR

6.4 Iona Renewables Group, guarantor for District Heating Loan

- Moray circulated a paper to the Board outlining the request from the Iona Renewables Group for MICT to act as a Guarantor for an unsecured loan of £1 million.
- Sandy gave a more detailed background about Iona Renewables & the Scheme and Moray explained further about the loan.
- There was discussion across the Board with concerns & questions raised.
- A final decision was deferred pending the due diligence report on the project. It was agreed that those who had expressed their concerns and those who were not present should be involved once the report comes out.
- The following questions were raised by the Board:
 - The Board expressed concerns over the need for MICT to be a Guarantor.
 - Directors requested further technical information about the scheme.
 - The Board questioned the repayment conditions of the loan asking for clarification of the terms outlined.
 - The Board also questioned the vulnerability of MICT

6.5 Coastguard Lease of Gometra Office

- The Coastguard has signed a 10 year lease for office space at An Roth.
- In time the Coastguard vehicle will be parked outside Gometra which would mean 24 hour access will need to be provided.
- Andrew to enquire about planning permission requirements for the construction of a lean to at the rear of the building to cover the Coastguard vehicle.

6.6 Update on review of Mull and Iona Community Trust/An Roth Trading Limited trading activities and VAT

- Ongoing/no update.

6.7 Update on application to Forestry Commission Scotland regarding Ardura Forest

- 80% of the Forestry Asset Transfer Request has been completed – no deadline for submission
- Preparation work has been done for the Scottish Land Fund Application which is due on the 8th September.
- Moray advised the Board of a possible 3 options for a way forward:
 1. MICT to own, operate, harvest & restock trees in the forest.
 2. MICT to harvest the timber and then agree a managing lease of the forest with a local landowner
 3. MICT to own the forest and then agree a managing lease of the forest with a local landowner.
- With any of the 3 options above MICT and the wider community would still have access to carry out other forest activities.
- A meeting will be arranged for September with the local landowner to discuss all available options.

6.8 Highland Business Awards and SURF Awards

- Dot agreed to follow up with the assigned working group.

6.9 General Managers Report

- Item 3 – Moray expressed his disappointment with the response for the Climate Change Bill Consultation on Friday 18th.
- Item 16 – Moray highlighted the risks with the Broadband Project. Sheila and Vanessa left the room whilst the Board discussed a related personnel issue.

6.10 MICT Strategy

- A Strategy Meeting was held on the 2nd August with a small working group to look at the production of a Strategy Document.
- A first draft of the document has now been constructed and circulated to the rest of the Board for comment.

7. Steering Group Reports

7.1 Recycling Project

- Progressing well with a Steering Group Meeting scheduled for Thursday 17th.
- Good feedback given from the project's presence at the shows with upwards of 200 people showing interest in the project.
- Work is being done to look at future funding for future years.

7.2 Childcare Project

- A positive meeting with the Steering group and Helen Watt from Forestry was held at a possible Indoor / Outdoor site at Glenaros.
- Work is being done on an application to the Scottish Land Fund to progress the project.

7.3 Tobermory Lighthouse Path

- An update was given on the progress of the path highlighting the difficulties with the excess water & mud on the path.
- It is thought that additional funds may be needed to complete the project.

7.4 Eagle Partnership

- Brief update given from CB on the lower numbers through the hides this year.

7.5 Intergenerational Project

- Two concerts have been arranged for the 17th & 18th August in Tobermory and Bunessan.

7.6 Light Industrial

- Two applications were received and a Quantity Surveyor has now been appointed.
- A contract must be awarded by the 30th December and the Scottish Government have confirmed that construction should carry on in parallel with raising funds for the elements to construct the buildings.

7.7 MESS

- Vanessa gave an update on the positive progress of all 3 shops whilst discussing the finances.

7.8 to 7.10 Ulva Ferry Projects

- A further test of the water is required to confirm whether the new filter has reduced levels of metals in the water.
- MICT have had 2 requests from the Council to use our borehole to supply water to the Ulva Ferry public toilets and the Primary School.
- Helen is preparing an application to the Scottish Land Fund to fund Phase 2 of the Housing Project.
- Phase 2 of the Pontoon Project is still under consideration at the moment.
- Final confirmation with MCA required about the International Port Security Code.

7.11 Ranger Service

- A request was made for a new Director to replace Carolyne Charrington.
- The Rangers have been busy running summer events.
- Jan has also been involved with the fencing of the machair at Calgary Bay and discussions about the Indoor / Outdoor nursery at Glenaros & purchasing of Ardura Forest.

7.12 Fionnphort to Creich Hall Path

- Derek has attended meetings & commented on the harmonious relationship between landowners and MICT Thanking Moray for his support.
- A tender will be issued to support the steering group with the final design of the path with a landscape architect.

7.13 Mull and Iona Community Councils

- Iona Community Council – Update on Iona Renewables group as discussed earlier under Item 6.4
- Mull Community Council – Monthly meeting cancelled so no update given

8. Discussion Items

- Moray to email out an up to date version of the Steering Group list to see if there are any gaps that are needing filled.
- Moray to email Steve Willis to ask for Community Council support of up and coming projects.

9. Any Other Business

9.1. Emergency Application to MESS

- The Board advised that they would invite the Carers Group to submit an application to the MESS Steering Group for Funds for further discussion.
- The MESS Funds will be handing out 2 x £1000 Grants this year.
- Approval was requested for one of the grants to be used for a reusable nappy project as part of the More MESS Waste LESS Project. IJ Proposed and CW Seconded.

10. Members Forum

No members present

Meeting closed at 10.00pm

*The next Board Meeting will be held at An Roth on Monday 11th September.

Signed

Name

Date