

Mull and Iona Community Trust
Minutes for the 242nd Board Meeting
An Roth Community Enterprise Centre, Craignure
Thursday 8th February 2018

Meeting Started at 19:30

Present: Derek Crook (DC), Chris Baker (CB), Sandy Brunton (SB), Rob MacManaway (RMacM), Gemma Paterson (GP) and Alex Stevens (AS).

Via Telephone: Steve Ohlsen (SO), Caroline Wood (CW) & Alexa Kershaw (AK)

Apologies: Ian Jones (IJ)

In Attendance: Moray Finch (MF), Dot Stewart (DS) & Vanessa MacLean (VML)

1. Welcome, Apologies and AOB

- Sandy Brunton welcomed everyone to the meeting; apologies were received from Ian Jones.
- Any Other Business
 - Sale of the Portacabin
 - Skills Audit
 - Fionnphort Fuel

2. Approve Previous Minutes of Mon 8th January 2018

- The board discussed how much detail of discussions should be recorded in minutes and how confidential discussions should be recorded.
- The Board agreed that the timescales for publishing the monthly Board Minutes should stay as they are and minutes should not be uploaded to the website until after they have been approved at the following month's meeting.
- All confidential items should be minuted in full and kept as an internal record for the Board and Auditors only. Dot and Moray agreed to do the final check before the minutes are circulated to the public.

Correction & approval of Minutes of 11th December

- Director resignations should be moved to item 1 on the minutes not reported separately.
- Pending the above correction minutes approved by Chris Baker and seconded by Alex Stevens.

2.1 Review actions from previous minutes

- **Item 1** – Meeting was convened but representation on the Board of MICE was not discussed. Moray to reconvene another date and time.
- **Item 3** – The webinar has now been cancelled
- **Item 4** – Still outstanding
- **Item 5** – Alexa and Jan are to meet next week to discuss signage. It was agreed that we want to encourage as many people as possible to use the path so there would be no restriction placed on buggies / pushchairs using the path.

2.2 Matters Arising from previous minutes

- Membership Fees needs to be added onto the Agenda if time permits

3. Declarations of Interest

- No new declarations

4. Finance

4.1 Finance Report

- No finance report due and the Budget will be discussed under Item 6.3

4.2 Membership Numbers & Director Recruitment

- 1 New Member since the last meeting

5. Personnel

5.1 Staff Reviews

- Moray and Steve have been through the schedule handed over from Andrew but not had a chance to work through it or make changes.
- Progressing as per schedule.

5.2 HR Review including Policy Approvals

- Caroline, Dot & Steve agreed to progress in Vanessa's absence ahead of the March Board Meeting.

6. Special Items

6.1 Issues List

Actions from Board Meeting

1. Meeting between MF, SO, AS & GP about MICE
2. SO, SB & GP to discuss funding
3. Moray to check Pontoon Chains on 22nd Feb when in Oban.
4. MF / DS to brief Board on detail of new CCF Project ahead of press embargo being lifted.
5. DC to investigate at Enterprise Accelerator Programme
6. DS to arrange a Strategy Meeting.

- **Item 5** – Moray agreed to check the pontoon chains when next in Oban on the 22nd February.
- **Item 8** – Moray and Helen to set up a meeting to discuss the Ulva Houses Rent Review for 2018-19 ahead of the April Board Meeting.

6.2 General Manager's Report

- Report was given verbally by Moray.
 - Ulva – NWMWC are proceeding with the Community Right to Buy with a deadline in June to raise the full funding package and complete the purchase. The buyout has raised significant media publicity to date with several journalists visiting Mull.
 - Finance Director – Moray has discussed recruitment with HIE. The advert has now been changed slightly.
 - Highland Games – Moray has provided the committee with funding advice

6.3 Budget and Annual Salary Review

- A Budget Meeting was held on the 30th January to discuss the Budget in full. Chris Baker, Rob MacManaway, Steve Ohlsen and Sandy Brunton attended.
- Further to decisions made at this meeting a new version of the budget was circulated on the 2nd February to the whole Board.
- A Salary Review was discussed in detail and it was decided across the board that due to the Budget constraints for 2018-19 a cost of living increase could not be implemented.
- Moray advised the Board that he was still awaiting a response from Jenny Simpson at Wylie & Bisset with regards to the Board approving a Budget showing an overall pressure for the year.
- After detailed discussion of the Budget the Board resolved to approve the Budget. Proposed by Rob MacManaway and seconded by Derek Crook.

6.4 Resolution to Wind up An Roth Trading Limited (ARTL)

- Moray explained to those who weren't aware of MICT's Trading Subsidiary An Roth Trading Limited and the disadvantages of being VAT registered when bidding for consultancy contracts.
- The ARTL Board are currently looking at the prospect of setting up a Community Interest Company which would stand alone from MICT and not be VAT Registered. This would make it more attractive to bid for consultancy work without the added expense of VAT.
- After recent confirmations of prospective income through MICT Moray asked the Board to hold their thoughts on winding up the trading subsidiary and look at the interim prospect of making the Company dormant instead.

7.1 Ardura

- Currently in the process of preparing the asset transfer request and business plan, for submission by the end of February.
- 3 Valuations of the sale of timber have been received and Moray is currently looking at the Corporation Tax and VAT implications.
- Taking advice on whether to trade the timber through ARTL or MICT.

6.10 Discussion of Revenue generation ideas

- Moray circulated information from the Scottish Island Federation regarding an Enterprise accelerator programme.
- Derek expressed interest in attending the programme which would look at ways that Trading Companies look at Trading Profitability.
- Derek agreed to do some further research and put a proposal together for the March Board Meeting.

6.5 Gantry Proposal

- The Purchase of 3 new containers was approved and discussed under Item 6.3 Budget Review along with the loan repayment plan.

6.6 Book Festival

- MICT has been asked to provide support in the form of constitutional & funding advice to establish a suitable organisation.
- The Board would prefer to see the Festival launched Island wide not just in Tobermory if we were to look at supporting it.
- It would be beneficial to get the local community libraries and schools involved as well.
- It was agreed Moray could offer the initial constitutional advice at no charge but we did not have the resource to offer further advice without a charge.
- Derek Crook, Caroline Wood and Alex Stevens expressed interest in getting involved.

6.7 Engagement with young people

- Caroline, Moray & Alex are to all attend the High School Careers Fair on the 6th March
- It is hoped to run a survey with the High School Students in Tobermory and Oban to assess attitudes to living on Mull vs the mainland.
- It was agreed it would be good to also engage with the Primary Schools to get all of them on board as Members; currently we have 2 as Members.

6.8 Date & Times of 2018 Meetings: Iona & AGM

- The Iona Board Meeting would be moved to Thursday 10th May during the day.
- The format and time of the 2018 AGM would be discussed at the March Board Meeting.

6.9 MICT Strategy

- Dot agreed to set up a new meeting to finish off the Strategy Document.

7. Steering Group Reports

7.2 Recycling Project

- Discussed as part of 6.3 Budget Review

7.3 Childcare Project

- Progressing through Feasibility Stage with more to report in March.

7.4 Tobermory Lighthouse Path

- Report Circulated to the Board and a Meeting scheduled for next week with Jan and Alexa.

7.5 Eagle Partnership

- Signage has been ordered for the 2018 season and the recruitment process has begun for the Seasonal Rangers for the Eagle Hide.

7.6 Intergenerational Project

- Is in the final stage of completing the recording.

7.7 Light Industrial Park

- Steve circulated a report ahead of the Board Meeting.

7.8 MESS

- Derek circulated a report ahead of the Board Meeting.

7.9 Ulva Ferry Housing

- Progressing through the Second Stage of the Feasibility Work.

7.10 Ulva Ferry Pontoon

- A Public Meeting was held on the 16th January to discuss the Shore Facilities with a good selection of attendees.

7.11 Ranger Service

- Discussed as part of 6.3 Budget Review

7.12 Fionnphort Path

- The Low Carbon Transport Application was rejected so the Steering Group are currently looking at alternative funding options.

7.13 Mull and Iona Community Councils

- Rob advised at their recent meeting on Iona they invited representatives from Calmac to attend to discuss the appalling ferry service received during November and December. He was pleased to report that Calmac have taken responsibility for several aspects and has plans to make sure this doesn't happen again in the future.

9. Any Other Business

9.1 Sale of the Portacabin

- An update was given on the Portacabin, and it was agreed that if it was placed at the Gantry Site it would take up space which could be used in the future for more storage containers.
- The Board agreed to place it on Everything Mull to gauge interest.

9.2 Skills Audit

- An email has been sent out with a Survey Monkey Link on it. Moray urged the Board Members to complete the Survey.

9.2 Fionnphort Fuel

- MICT have been approached by the local fisherman from Fionnphort to see if MICT would be interested in becoming a fuel supplier in Fionnphort.

Meeting closed at 22:00

**The next Board Meeting will be held at An Roth on Monday 12th March at 7.30pm.*

Signed

Name

Date
