

Mull and Iona Community Trust
Minutes for the 252nd Board Meeting
An Roth Community Enterprise Centre, Monday 11th February 2019

Meeting started at 7.30pm

Present: Sandy Brunton (SB), Derek Crook (DC), Ian Jones (IJ), Barry Whenman (BW), Chris Baker (CB), Rob MacManaway (RMcM) on phone

Apologies: Caroline Wood (CW), Gemma Paterson (GP) & Josh Liddle (JL)

In Attendance: Moray Finch (MF), Dot Stewart (DS), Mairi Greig (MG), Vanessa MacLean (VML)

1. Welcome, Apologies and AOB

➤ SB welcomed everyone to the meeting; apologies were received from those listed above.

➤ Any Other Business:

- Moray to give an update on the Ulva Ferry Nissan Leaf

2. Approve Previous Minutes of Monday 14th January

➤ The previous minutes were approved by RMcM & Seconded by BW

2.1 Review actions from previous minutes

1. **Membership recruitment Strategy:** DC to try to get in touch with CW again on her return to Mull.
2. **MF and JL to meet with the Mull Community Council regarding TRO:** Moray to discuss in the General Manager's Report
3. **CB to prepare paper on Right to Buy:** Nothing to report will bring back to the Agenda when there is something to report.
4. **JM to contact Members to cancel Standing orders:** action completed.
5. **Proposal Plan to distribute Intergenerational CD's:** DS has gathered information about school numbers, but no plan has been formulated as yet. Carry Forward

2.2 Matters Arising from previous minutes – all on the Agenda

3. Declarations of Interest

- IJ – No longer on the Comar Board
- CB – No longer on the Car Club Board

4. Finance

4.1 Finance Report (VM)

- No Finance Report Due but the first draft at the 2019-20 Budget was discussed.

4.2 Membership numbers

- In Joe's absence no Membership Numbers were available.

4.3 2019/20 Budget including Salaries Policy Review

- The first draft at the 2019-20 Budget in full and an abbreviated form was circulated to the Board ahead of the meeting.
- A detailed page of notes highlighting concerns, probable and possible solutions was also circulated to explain the Budget in more detail.
- The draft Budget is a changing document and not in its final form. It was for noting, commenting and questioning rather than for approval at this stage.
- The Cost of Living / Salaries Review Policy was discussed
- It was noted that the Budget figures circulated allowed for the cost of living rise. The cost of living increase was agreed and the go ahead to prepare new contracts was agreed. Proposed by CB and Seconded by IJ.
- The existing Salary / Grading Structure was reviewed pending the cost of living increase and an amended version was circulated ahead of the Board meeting for approval. The updated version was approved by DC and seconded by CB.
- With the cost of living rise in mind the Board agreed to further support staff involved with Income Generating projects and come up with an action plan to review the pricing structure across all related projects.
- The Board also agreed to look at areas where we can make savings.
- Moray agreed to co-ordinate a further finance meeting in the next 4 weeks which would also include fundraising and cost saving ideas as well.
- Going forward there is to be an annual review of the charging system.

Actions from Board Meeting

1. DC and CW to circulate membership recruitment strategy
2. MF, VM, JL and GP and CW to create proposal with plan to distribute Intergenerational CDs
3. MF to organise a Finance Mtg to look at fundraising options as well.
4. MF & MG to draft a statement to all staff regarding the cost of living increase.
5. CB to look at the An Roth CCTV system to see what was salvageable.
6. MF to message Staff and Directors to see who would like to make up a 4th Standing Committee for PR and External Communications.
7. MF to circulate a lift of grant funding to the Board in a bid to help with Revenue Funding.
8. MF to ask Joe about designing a MICT leaflet to take to events.
9. MF to speak with Matrix Computers about setting Directors up on Outlook.

5. Personnel

5.1 Staff Reviews

- Moray to hand the updated list across to Mairi.
- 2 Reviews scheduled for February.

5.2 HR Standing Committee Report including Policy Approvals

- The HR Standing Committee met for the first time working through the Agenda set by the Board. The Committee felt that the Agenda was quite lengthy and questioned the need for 'Communications' to be part of their remit.
- After a lengthy discussion it was decided that Internal Communications would remain on the Standing Committee's Agenda and that a 4th Committee would be set up for PR and External Communications.
- The HR Committee would be renamed HR and Policies.
- It was agreed that a cost of living increase would be factored into any future funding applications.
- The Smoke Free Workplace Policy was approved by IJ and Seconded by BW.
- The new CCTV Policy was circulated ahead of the Board Meeting and tabled for discussion.
 - It was thought that we should record incidences in a log book for a certain period of time.
 - The sound element of the car & bus dash cameras as well as the CCTV Camera at the Gantry site needs to be disabled.
 - If the CCTV was reinstated at An Roth the policy would be updated with a new Appendix to reflect the change.
 - Policy approved by CB and Seconded by IJ

6. Special Items

6.1 Issues List

- The Pontoon chains currently stored at North West Marine in Oban are due to be checked and relabelled if necessary 'Property of Mull and Iona Community Trust'.
- The Annual Rent Review for the Ulva Ferry Houses is due in April / May.

6.2 GM report

- A verbal report was given by Moray.
- Moray officially welcomed Mairi Greig as the new Deputy General Manager
- **Nissan Leaf** - due to arrive on Friday in Craignure. The remaining funds from the settlement would be used to pay for the wheelchair left repair work on the Ulva Bus and any remaining funds would go towards funding the service for 2020/21.
- **Childcare** – Moray updated the board on the Council's position to date.
- **TRO** – The Area Committee Meeting is on the 6th March. The Board felt that it was important to let people know of the meeting date. MF advised that it would be advertised through Social Media to gain people's awareness of the next step.
- **Asset Transfer Request Gantry Site** – This has been approved with the next step to approach the Scottish Land Fund to fund the purchase of the site.
- **Revenue Funding Applications** – Could do with a hand to complete applications for Revenue Funding. Moray to circulate the list of Grant Funding to the Board.

6.3 Membership recruitment proposal – No proposal to circulate carry forward.

6.4 Review Steering Group make up

- Standing Committees were discussed, and changes were made to document circulated on the 16th January.
- No further comments

6.5 Staff Recruitment Update

- The new Deputy General Manager is in place.
- The Finance Manager post has been re advertised with a closing date of the 15th February.
 - There was discussion at the Finance Mtg about the possibility of dividing the role if no suitable candidates were found.
- MESS Recruitment for a Saturday Resource Recovery Worker is ongoing.
- Seasonal Ranger Recruitment is ongoing.

6.6 IT System Update

- Transfer across to the new system has gone smoothly.
- Moray to investigate with Matrix Computers about getting the Directors set up on Outlook.
- Richard Thorne has started to sell off the old hardware.

6.7 CCTV at An Roth

- CB offered to have a look at the existing policy to see what was salvageable.

7. Steering Group Reports

- Steering Group reports were provided prior to the meeting and were acknowledged, and only new questions noted. Verbal reports were given on all other projects with points highlighted below.

7.1 Ardura (CB/CW/SB)

- Meeting with the Scottish Land Fund Funding Officer on Tuesday 12th February.

7.2 Rethink MESS

- No points raised.

7.3 Childcare Project (CW)

- Discussed as part of the General Managers Report.

7.4 Tobermory Lighthouse Path (CB)

➤ No points raised.

7.5 Eagle Partnership (CB) (MF/VML)

➤ No points raised.

7.6 Intergenerational Project, Together Young and Old (CW)

➤ No points raised

7.7 TLIP

➤ No points raised.

7.8 MESS (DC)

➤ DC noted that someone was coming in next week to quote on upgrading the lighting system in the Bunessan Charity Shop. This expense is to be covered by the Laing Foundation.

7.9 Ulva Ferry Housing (CB).

➤ No points raised.

7.10 Ulva Ferry Pontoon (SB/CB)

➤ No points raised.

7.11 Ulva Ferry Community Transport (CW)

➤ Purchase of replacement Nissan Leaf discussed as part of the General Managers Report.

7.12 Ranger Service (AK)

➤ No points raised.

7.13 Fionnphort to Creich Hall Path (RMcM/DC)

➤ No points raised.

7.14 Aros Park Walled Garden

➤ No points raised

7.15 Mull & Iona Community Councils (JL & RM)

➤ No points raised.

8. Discussion items

➤ There were no discussion items

9. Any Other Business

- The Board Thanked Dot for all her hard work & support over the past 2 years and wished her the best of luck in her new venture.

Meeting closed at 10pm

The next scheduled board meeting will be held at An Roth on Monday 11th March 2019 at 7.30pm.

Signed

Name

Date
