

Mull and Iona Community Trust
Minutes for the 258th Board Meeting
An Roth, Craignure - Monday 8th July 2019

Meeting started at 7.30pm

Present: Sandy Brunton (SB), Derek Crook (DC), Barry Whenman (BW), Caroline Wood (CW), Hayley Gray (HG), Ian Jones (IJ)

Via phone: Rob MacManaway (RM)

Apologies: Chris Baker (CB), Gemma Paterson (GP)

In Attendance: Moray Finch (MF), Joe McFadden (JM), Liz Peel (LP)

Actions from Board Meeting

1. Prepare finance report for August board meeting - PV
2. Check if directors can have access to basic membership details without compromising GDPR regs. - MG
3. Date for next strategy meeting to be diarised – MF
4. Welcome message to new members - MF, SB, JM
5. Investigate Gantry Storage land valuation deadline – MF
6. Investigate whether director loans should be noted on the director's registered interest document – MF
7. Prepare list of policy review dates – MG

1. Welcome, Apologies and AOB

- SB welcomed everyone to the meeting and apologies were as noted above.
- LP was welcomed by everyone in attendance.
- AOB: Discussion about seasonal worker accommodation, November AGM, DTAS conference, Ulva Development Manager position and confidential HR items.

2. Approve Previous Minutes of 10th June 2019

No corrections to minutes. Proposed by BW and seconded by CW.

2.1 Review actions from previous minutes

1. PV and MF to further investigate changing MICT's bank accounts – No longer required.
2. Notice for vending machine explaining why it is no longer in use – No longer required.
3. PV to be added to declaration of interests – Done.
4. Revised 2019/20 budget for July board meeting – Deferred to August meeting.
5. JM/LP to progress online membership application & payment – Done.
6. Check if directors can have access to basic membership details without compromising GDPR regs - Carried forward.
7. Strategy document to be summarised – Done.
8. Date for next strategy meeting to be diarised – Carried forward.
9. Summer events planning – email to be sent round with dates and request assistance – Done.

2.2 Matters Arising from previous minutes

- IJ queried and MF clarified the reason for email communication to directors when BACS payments are made.
- Date for meeting Foundation Scotland has been confirmed for 25 September 2019.

3. Declarations of Interest

- No changes to note.

4. Finance

4.1 Finance Report – MF provided a brief financial update and questions were asked:

- The Finance standing committee met during the month and will be meeting monthly instead of quarterly until new financial reporting system is in place.
- As requested by CB, a summary of loans will be included in the new financial reporting system.
- A new 6-year lease has been renegotiated with one tenant for office.
- Several upsides to the budgeted deficit were noted.
- The Timetable has been set for the annual audit and preparation of the annual accounts:
 - The audit will start on 12th August 2019.
 - Board members invited to teleconference with the auditor on Thursday 29th August 2019
 - The draft accounts will be ready for approval for the October board meeting, in order to present to members at the November 2019 AGM.

4.2 Membership numbers

- Membership report was submitted – there are currently 320 members.
- Eight new members were approved.

4.3 Finance Standing Committee Report

- Complete in 4.1.

5. HR and Policies

5.1 Staff Reviews - Update

- DC noted that all policies are to be renewed annually which should be added to the recurring actions list – MF suggested instead a recurring actions list for each standing committee for items such as this and all were in agreement.
- Minor wording and spelling errors were corrected on both policies.
- 'Sickness and Absence Policy changes proposed by IJ and seconded by HG.
- 'Redundancy Policy' changes proposed by RM and seconded by IJ.

5.2 HR Standing Committee Report

- The board discussed a confidential staffing issue.
- It was agreed to change the job description and terms and conditions of a member of staff.

6. Strategy

6.1 Strategy Standing Committee Report

- Nothing to report.

7. Special Items

7.1 Recurring Actions List

- Regarding point 4 on the recurring actions list, MF noted that he would like to store the chains that were purchased for Ulva Ferry Pontoon at the Gantry Storage site. This is to be further investigated.

7.2 General Managers Report

- The General Managers' report was provided beforehand and questions were asked.
- The board discussed the recent developments with the TRO.
- Fionnphort to Creich Path – it was confirmed that there will be picnic benches along the path.
- Ulva Ferry Community Transport Nissan Leaf – Nissan have reported that there is no fault with the car.
- Ardura Forest – The purchase price is £537,000. Scottish Land Fund have agreed to provide 95% of this cost. Some of the remainder will be met by extending an existing director's loan. The concerned director stepped out from the room while the board directors discussed this matter and all agreed. Proposed by CW and seconded by RM.
- It was noted by HG that the director loans should perhaps be noted on the registered interest. MF to investigate this.

7.3 Gantry site discussions about lease or purchase – Gantry site has been valued and Scottish Land Fund have declined funding to purchase this plot. The main expense for the site is the annual rent. There is a risk, albeit small, that the landlord could terminate the lease and the consequence of this would be serious. Although highly unlikely, if the plot is purchased it would provide MICT with security of tenure. It was agreed to purchase the site as soon as possible. Proposed by SB, seconded by CW.

7.4 Note approval of TLIP loan offer from Triodos – After careful consideration of the terms of Agreement and each of the documents set out in Schedule 1 (security documents), to which the Borrower is a party (together, the Finance Documents) and the nature and scale of the liabilities to be undertaken by the Borrower under the Finance Documents, **it was resolved** that for the purpose of carrying on its business, it would be of benefit to and in the best interests of the Borrower to obtain the Facility proposed to be made available under the Agreement and to enter into each of the Finance Documents and that:

Moray Finch and Mairi Greig

Be hereby authorised to sign the Agreement and each of the other Finance Documents on behalf of the Borrower.

Proposed by IJ seconded by HG.

7.5 1000Voices funding proposal – Proposed by HG seconded by CW.

8. 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.

8.1 Ardura (CB/CW/SB)

➤ No further questions.

8.2 Rethink MESS (EB)

➤ No further questions.

8.3 Childcare Project (CW)

➤ No further questions.

8.4 Eagle Partnership (MF/JD)

➤ No further questions.

8.5 Intergenerational Project, Together Young and Old (MG)

➤ No further questions

8.6 Light Industrial Project Tobermory (MG)

➤ No further questions.

8.7 MESS (HC)

➤ No further questions.

8.8 Ulva Ferry Housing

➤ No further questions.

8.9 Ulva Ferry Pontoon (CF)

➤ No further questions.

8.10 Ulva Ferry Community Transport (MF/JM)

➤ No further questions.

8.11 Ranger Service (JD/EW)

➤ No further questions.

8.12 Community Resilience Officer (RT)

➤ No further questions.

8.13 Mull and Iona Community Councils (JL/RMcM)

➤ No further questions.

9 Discussion items

➤ There were no discussion items

10 Any Other Business

- The board discussed a potential new project for affordable accommodation for seasonal workers. It was agreed that MICT should look at similar projects currently being carried out by other island employers and set up a separate small steering group to help further investigate the project to see if a viable proposal can be developed. RT/BW
- After discussion it was agreed that the AGM will take place on Monday 11 November at 2pm at An Roth
- Mairi Greig and possibly Hazel Cowe plan to attend the 2019 DTAS conference. Any board directors interested were asked to contact MF
- It was noted that the Ulva Development Manager position has been filled
- LP was co-opted as a director. Proposed by SB and seconded by HG

Meeting closed at 10pm

The next scheduled board meeting will be held at An Roth Community Enterprise Centre, Monday 12th August 2019 at 1930.

Signed

Name

Date
