

Mull and Iona Community Trust
Minutes for the 261st Board Meeting
An Roth, Craignure - Monday 7th October 2019

Meeting started at 7.30pm

Present: Sandy Brunton (SB), Derek Crook (DC), Ian Jones (IJ), Liz Peel (LP) Hayley Gray (HG)

By phone: Rob MacManaway (RM), Pamela Venters (PV) – PV by telephone for item 4.1 only

Apologies: Josh Liddle (JL), Barry Whenman (BW), Caroline Wood (CW), Gemma Paterson (GP)

In Attendance: Moray Finch (MF), Mairi Greig (MG), Joe McFadden (JM)

Notes from directors not present:

CW – Agrees on safeguarding policy, strategy and CCF application but is less willing to comment on Scotland foundation policy.

GP – “Really pleased that funding from SNH for ranger service is coming through, thanks to Moray & all for hard work to secure this. Also great news from Helen earlier this week about her funding! Happy to approve call to further investigate community endowment fund, really appreciated the time Giles took to explain it all to us. Whilst I won’t be present for the discussion at the board meeting, I’m in principle happy to support taking forward a community tree nursery project. Suppose main concerns initially are around capacity & who undertakes the work for MICT if not funded? Extend invitation to Whaley Ceilidh to celebrate success of Hebridean Whale Trail - would be good for MICT to be represented during the day-time session, but also all invited to the sociable more informal evening Ceilidh!”

Actions from Board Meeting

1. HR and Policy committee to investigate Skills Development Scotland’s Business and Administration apprenticeships
2. MF to get in touch with Forestry and Land Scotland regarding the gantry purchase plan
3. MF to respond to Mull Native Woodland Group to arrange an initial meeting and visit to site
4. HG and MG to review template for steering group reports
5. HG and MF to work on Annual Report

1. Welcome, Apologies and AOB

- SB welcomed everyone to the meeting and apologies were as noted above.
- AOB: Director recruitment and AGM

2. Approve Previous Minutes of 9th September 2019

- No corrections made - Proposed by DC and seconded by IJ.

2.1 Review actions from previous minutes

- i. Distribute a list of current members to directors (JM) - Actioned
- ii. Share email template to recruit new members (MF) - Actioned
- iii. Publicise dates of future board meetings (JM) - Actioned
- iv. Set up folder for sharing previous funding applications and feedback (MF & MG) – Ongoing
- v. Arrange meeting to discuss Director recruitment – Not actioned

2.2 Matters Arising from previous minutes

- DC raised that there are minor issues with the membership database such as duplicates – MF explained that the list is currently being worked on and finalised.

3. Declarations of Interest

- No amendments to declarations of interest.

4. Finance

4.1 Finance Report – A finance report was provided by PV over the phone. It was highlighted that improvements have been made, PV is continuing to work on the best way to present an up to date monthly finance report.

4.2 Membership numbers – A membership report was provided by JM: There are currently 344 members, with 7 new members joining in the past month.

4.3 Finance Standing Committee Report

- The finance Standing Committee submitted a report following their main meeting on 27th September and Foundation Scotland meeting on 25th September.

5. HR and Policies

5.1 Staff Reviews - Update

- Several members on the MESS project are now due for their staff reviews, which will begin this week.
- There is a recommendation from the HR and Policies steering group that appraisals will now be done on a 1 to 1 basis with the member of staff’s line manager only, meaning there will be no need for a director to be present. The recommendation was approved – proposed by DC seconded by HG.

- There was also a recommendation for an open invitation to staff to attend future board meetings. This is to allow staff to observe proceedings, get to know the directors and answer any questions the board have about their projects.

5.2 Ratification of Safeguarding Policy

- In addition to our Child Protection, we recognise that we also need to put in place a Safeguarding Policy.
- The new Safeguarding policy was approved by LP and seconded by RM.

6. Strategy

6.1 Strategy Standing Committee Report

- A strategy committee report was provided by HG
- A community needs survey has been prepared and is nearly ready send out to members, and promote on social media, to encourage as many residents as possible to take part and complete the survey. The intention of the survey is to get residents views and thoughts on MICT's work, and help identify our future priorities, whilst highlighting the opportunity to become a member, volunteer on a steering group or join the board of directors.
- The current company strategy documents will be reviewed by the strategy committee after the survey has finished and the results have been analysed and can be incorporated.

7. Special Items

7.1 Recurring Actions List

- There were no actions outstanding.

7.2 General and Deputy Managers Report

- The general managers' report was provided by MF before the meeting and only new questions were asked.
- In order to assist MG with increasing workload, HG offered to assist MF with the annual report
- It was noted that the application for Craignure Bay has been completed
- Deputy manager MG reported that TLIP taking two days a week at the moment, but is now reducing. There is an upcoming scheduled visit from the council and meeting with Wylie and Bisset which directors are invited to attend.

7.3 Decide on Gantry purchase plan

- MF to get in touch with Forestry and Land Scotland regarding the gantry purchase plan

7.4 Expression of Interest for Craignure Car Park - Discussion

- A discussion was had regarding an expression of interest for Craignure Car Park.
- It was agreed to submit an expression of interest, providing that it is alongside South West Mull and Iona Development Trust for Fionnphort carpark.

7.5 Foundation Scotland proposal - Discussion

- A confidential paper regarding Foundation Scotland was discussed.

7.6 Approval of stage 1 CCF application

- The CCF application was rejected and did not reach phase 2 of the process - feedback has been requested.

7.7 Approval of Ernest Cook application (Ranger Service)

- Approval of 3 years funding application for Outdoor Education Officer – proposed by HG seconded by IJ.

7.8 Support for Tree Nursery

- HG requested more information on what kind of support is being requested from Mull Native Woodland Group. MG advised that the group want MICT to operate as an umbrella association for them. They are keen work with MICT due to the association with Ardura Forest, which they would be supporting directly.

7.9 Foundation Apprenticeships

- There will now be S5 and S6 apprenticeships from Tobermory High School 1 day per week from 2021.

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 (MF) – No points raised.
- 8.2. ReThink MESS (EB) – A discussion was had regarding MESS staffing.
- 8.3. Childcare project (MG/MF) – There is a workshop scheduled to evaluate the childcare situation and propose next steps
- 8.4. Eagle partnership (MF/JD) – No points raised.
- 8.5. Intergenerational Project, Together Young and Old (MG) – No points raised.
- 8.6. Light Industrial Park Tobermory (MG) – No points raised.
- 8.7. MESS (HC) – No points raised.
- 8.8. Ulva Ferry Housing (HMCD) – No points raised.
- 8.9. Ulva Ferry pontoon (CF) – No points raised.
- 8.10. Ulva Ferry Community Transport (MF/JM) – No points raised.
- 8.11. Ranger Service (JD & EW) – No points raised.
- 8.12. Seasonal Workers Accommodation (RT/BW) – No points raised.
- 8.13. Community Resilience Officer (RT) – No points raised.
- 8.14. 1000 Voices project (MF) – No points raised.
- 8.15. Mull & Iona Community Councils (JL & RMCM) – No points raised.

9 Discussion items

- There were no discussion items

10 Any Other Business

- A discussion was had regarding the recruitment of potential new directors.

- AGM – the notice of the AGM will list the issues that will be voted upon at the AGM. This will be sent out with the proxy forms and invitations to members by email or post. It was discussed to change the format with staff using information boards and having discussions instead of presentations.

Meeting closed at 10pm

The next scheduled board meeting will be held at An Roth Community Enterprise Centre, Monday 9th December 2019 at 1930.

Signed

Name

Date
