

Mull and Iona Community Trust
Minutes for the 260th Board Meeting
An Roth, Craignure - Monday 9th September 2019

Meeting started at 7.30pm

Present: Sandy Brunton (SB), Derek Crook (DC), Ian Jones (IJ), Gemma Paterson (GP), Liz Peel (LP), Barry Whenman (BW), Caroline Wood (CW)

By phone: Rob MacManaway (RM)

Apologies: Josh Liddle (JL), Hayley Gray (HG)

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

1. Welcome, Apologies and AOB

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

2. Approve Previous Minutes of 8th August 2019

- Corrections made - Proposed by RM and seconded by LP.

2.1 Review actions from previous minutes

i. Prepare finance report for September board meeting – Finance report has been submitted and will be dealt with in item 4.1 – PV.

ii. Check if directors can have access to basic membership details without compromising GDPR regulations – It was noted that if the basic membership details are used only for the purpose of managing the membership list then this is acceptable. Use of data is outlined in our Privacy Policy which members agree to on sign up - JM & MG.

iii. Investigate gantry storage land valuation deadline – On agenda – item 7.6.

iv. Prepare list of policy review dates – Completed.

v. Change HR meeting date to 23rd August – Completed – meeting has taken place.

vi. Craignure Pier – look into recovering any direct costs - There are no current developments and the issue is ongoing.

vii. Potential new housing project – response to be sent to community member – Completed.

viii. Planning application letter of support to be reworded and forwarded – Completed.

ix. Deposit Return Scheme Conference – 3 places to be reserved – Completed.

x. TSI Social Enterprise event in Inveraray – details to be sent around – The event was attended.

2.2 Matters Arising from previous minutes

- No matters arising.

3. Declarations of Interest

- No amendments to declarations of interest.

4. Finance

4.1 Finance Report

- PV provided finance reports before the meeting, including current loan report, and restricted/unrestricted funds report for each project/department heading.
- SB noted that the core costs deficit is much lower than expected previously.
- PV presented the budget and actual figures until July 2019 and the variance between them.
- It was explained that it is difficult to predict figures due to the timing of funding and seasonal earnings and the report is a work in progress.
- GP questioned whether each project officer has ownership of their own project budget – MF explained that this varies but generally yes this is the case.

4.2 Membership numbers

- JM provided membership update – there are currently 331 members in total, with 15 new members in the past month.
- New members were approved by all directors present.
- A membership update will now be provided each month to the board.

4.3 Finance Standing Committee Report

- The next finance standing committee meeting has been set for 27th September 2019.
- There is also a meeting with Foundation Scotland scheduled for 1.30pm on 25th September 2019.
- MF advised that the accountant has requested further information and once available will confirm how long it will take to complete the audit.

Actions from Board Meeting

1. Distribute a list of current members - JM
2. Share email template to recruit new members - MF
3. Publicise dates of future board meetings - JM
4. Setup folder for sharing previous funding applications and feedback - MF & MG
5. Arrange meeting to discuss Director recruitment

5. HR and Policies

5.1 Staff Reviews - Update

- One annual appraisal and one 6 monthly appraisal conducted since the last board meeting.
- There are three staff members in the MESS department due to receive staff appraisals next.

5.2 Ratify recommendation from HR Committee

- The redundancy policy has been reviewed and one amendment made – proposed by IJ seconded by CW.
- It was also recommended to increase a staff member's pay grade – proposed by IJ seconded by BW.

6. Strategy

6.1 Strategy Standing Committee Report

- There is no report as the meeting was postponed until 16th September.

7. Special Items

7.1 Appointment of Company Secretary (All) email of 14 August refers

- CW has been elected as Company Secretary – proposed by BW seconded by GP.

7.2 Help with funding applications

- MF explained that there several funding applications which he is looking for the board to assist with.
- SB raised that it would be useful to try to look at a course on fundraising for those that are less experienced.
- LP and CW agreed to help with funding applications on a short-term basis, with a view of implementing a longer-term funding strategy, including of mentoring and training of those less experienced.
- MF noted that this problem highlights the need to recruit more directors to manage the workload of the current volunteer directors.

7.3 Review steering group composition and update accordingly

- Steering group composition was reviewed and updated.

7.4 Recurring Actions List – circulated with Board Papers

- No items due to be actioned.

7.5 General and Deputy Managers Report

- The General Manager's report and Deputy General Manager's report were provided prior to the meeting and were acknowledged. No new questions were asked.

7.6 Decide on Gantry purchase plan

- MF noted the reduced valuation of £10,000.
- The board agreed a proposed payment plan to discuss with Forestry and Land Scotland; Down payment in March 2020 and then monthly payments through to December 2020.

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) – It was noted that it is important that as many people attend and help on the day of the celebration as possible.

8.2. ReThink MESS (EB)

8.3. Childcare project (MG/MF)

8.4. Eagle partnership (MF/JD)

8.5. Intergenerational Project, Together Young and Old (MG)

8.6. Light Industrial Park Tobermory (MG)

8.7. MESS (HC)

8.8. Ulva Ferry Housing (HMCD)

8.9. Ulva Ferry pontoon (CF)

8.10. Ulva Ferry Community Transport (MF/JM)

8.11. Ranger Service (JD & EW)

8.12. Seasonal Workers Accommodation (RT/BW)

8.13. Community Resilience Officer (RT)

8.14. Mull & Iona Community Councils (JL & RMcM)

9 Discussion items

- There were no discussion items

10 Any Other Business

- Director recruitment - MF highlighted that there is a need for additional effort for director recruitment. It was suggested that a separate meeting is scheduled to discuss this.
- AGM – The MICT AGM will follow the same format as last year, with a chosen volunteer group to provide refreshments and project presentations from the staff.

Meeting closed at 10pm

The next scheduled board meeting will be held at An Roth Community Enterprise Centre, Monday 7th October 2019 at 1930.

Signed

Name

Date
