**Mull and Iona Community Trust**

**Actions from Board Meeting**

1. Apprenticeships – C/F
2. Keyworker accommodation – C/F
3. Key communications message from the survey – HG agreed still needs more looking at. MF agreed Newsletter needs to be progressed

1. MICT Website review – RH in progress.
2. Arrange meeting to discuss feasibility for care home (MF) C/F
3. MF to circulate JS email to board
4. Full Cashflow document to be circulated with board paper each month – MF/MG/PV
5. Draft Risk Register – EF RM.

# Minutes for the 267th Board Meeting

# Via Zoom - Monday 11th May 2020

*Meeting started at 7.30 pm*

**By Zoom:** Sandy Brunton (SB),Ian Jones (IJ), Rob MacManaway (RM) Sue Hawkes (SH), Barry Whenman (BW), Derek Crook (DC), Hayley Gray (HG), Heather Waller (HW),

Elizabeth Ferguson (EF), Pamela Venters (PV),

**Apologies**: Caroline (CW) (SB noted that CW has decided to step a sideways step from the board. She will still be co-ordinating o Ulva Ferry Community Transport)

**In Attendance:** Moray Finch (MF), Mairi Greig (MG), Ros Haywood (RH), Jenny Simpson (JS) (for first 40 minutes)

**Notes from directors not present:**  None

1. **Welcome, Apologies and AOB**

SB welcomed everyone to the meeting, and after introductions went on to explain how the meeting will proceed. JS introduced herself as being responsible for auditing the accounts. Moray asked about recording the meeting which was approved. EF requested that last week’s decisions and any future decisions could be noted in the minutes.

1. **Approve Minutes – Monday 6th April 2020**

BW proposed and RM seconded.

* 1. **Review actions from previous minutes**

See Actions opposite.

* 1. **Matters Arising from previous minutes**

No other matters arising.

* 1. **Sign previous minutes (SB)**

1. **Declarations of Interest and Register of Related Parties**

MF and MG noted any changes should be sent to them.

1. **Finance** 
   1. **Discussion with Jenny Simpson, Partner at Wylie & Bisset**

Jenny has been invited to the MICT Board meeting following a prior meeting with MF, PV, MG. This had been to discuss liquidity ratios and general cash flow concerns. Jenny reassured the Board that the cash flow projection prepared by the staff team did not give particular cause for concern with no real pinch points. Funders appear to be helping charities now by being very flexible.

The key points were –

* Keeping track of restricted funds is key
* Sensitivity analysis should be included in cashflow projections
* Liquidity ratios are limited value in the charitable sector due to the fluctuations between income and expenditure, particularly in relation to restricted funds. Better to monitor actual cash position and ability to pay bills and ensure we know where the income sensitivities are.
* auditors will be particularly attentive to assessing whether Charities are a “going concern” when carrying out their audits this year, and Wylie & Bissett will take note of this
* Wylie and Bisset provide commentary each year within accounts regarding whether or not clients are a going concern. MICT’s cashflow position has improved within the last 5 years and has been noted.
* Narrative will be included in final accounts for 2019/20 to highlight the uncertainty of the current position and to protect trustees position
* Reviewing of cash flow forecasts and raising questions all confirm that trustees are discharging their responsibilities correctly
* Concerns and questions are noted on the cashflow document and will also demonstrate that trustees are discharging their responsibilities correctly.
* Any more serious financial concerns would need to be dealt with separately
* Reserves Policy, currently 3-6 months of certain costs, needs to be reviewed

JS offered her e-mail address for anyone with questions which MF agreed to circulate.

JS mentioned OSCR running a webinar on the 21st May about charity finances through the Covid 19 crisis.

Everyone agreed that JS attendance was very useful and reassuring.

SB reminded everyone that the cashflow is a constantly changing picture, having just heard today that charities are now eligible to apply for the Business Support Grant.

* 1. **Finance Report (PV)**

PV confirmed that data in the Finance Report matches up with Cashflow spreadsheet.

HG gave an overview of the Finance Committee Report. The summary sheet shows more clearly the breakdown of unrestricted, restricted and capital. Hayley noted that work continues on the detail to further improve the accuracy of the forecast. The intention is to extend the spreadsheet to an 18 month projection (as recommended by JS) and this will roll forwards each month. HG noted that some funds have been reallocated from restricted (internally by MICT) to unrestricted. The projection assumes no Ardura income this financial year. Any income received from Ardura would be an upside. It was noted that assumption for income streams need to be monitored carefully. SB thanked HG and RM and the staff for putting together the reports. EF asked if each month as part of the board papers we also have the numbers that support the summary sheet. HG confirmed this should have been included and will be next time. MF noted that SB is in discussion with Matrix (IT support) to find a solution to improve real time access for the board to data on the MICT servers. HG noted that all trustees share responsibility for financial management and offered to help answer questions when required.

* 1. **Membership Numbers**

RH confirmed no change.

* 1. **Finance Standing Committee**

DC asked whether some thoughts had been given to any change from 80% to 60% for furloughed staff. MG noted that no details are available yet from the Government. MG also noted that an application has been submitted for the Business Support Grant now that the eligibility criteria has been changed in response to our lobbying to include charitable relief. There is potential for subsequent applications for other properties we own.

* 1. **Updated Cashflow Position**

See 4.1

1. **HR and Policies**
   1. **Staff Reviews – Update**

MG confirmed no updates; the number of staff requiring reviews has increased. Similarly, no policy reviews have been completed in the month. Has been focussing on staff well-being and making sure everyone can work from home as well as they can. CW was the HR representative on the resilience committee and we have lost Gemma so now only Ian and Derek remain on HR Standing Committee. SH indicated she may be able to give some time in a couple of months.

1. **Strategy**
   1. **Strategy Standing Committee**

No updates to report.

1. **Resilience Committee**

MF confirmed we still have the same staff resources working on this to secure unrestricted funds with a number of applications prepared and submitted; due to hear about two – the Wellbeing Fund and the Steel Charitable Trust (June). HG and EF have produced Terms of Reference for the resilience committee, which 8.3 will cover in more detail. EF confirmed that CW and EF were also looking at general management and staffing support, and will arrange meetings with PV and RH. EF is also looking at Terms and References in regard to trustees. She will also be looking at standardising the project officer reports which is an ongoing piece of work. SB asked how staff are coping with furlough and working from home arrangements. MG noted that everyone seems to be coping OK and its not just the impact of working from home, some staff live alone and others have children at home trying to do home schooling. The 11 am daily team chats are certainly helping. MF agreed with this although with some probing, not everyone is OK, and we should not to make assumptions.

1. **Special Items**

**8.1 Recurring Actions List**

DC suggested item 20 needs updated. MF thanked DC and explained that 4 containers at the gantry site which are being purchased from the Brook Partnership (between Derek, Sandy and Jane), Brook Partnership have very kindly waived the final year’s payment which means there will be a further upside on this year’s unrestricted revenue about £1100, which is effectively a donation of this payment.

**8.2 Deputy General Managers Report**

DC asked whether Hazel should be working – and MG confirmed she is on furlough. He could see some practical difficulties in re-opening the charity shop in Bunessan and he will e-mail MG his thoughts. There was some discussion regarding furloughed workers joining team meetings. MG and MF confirmed that the 30 min team meetings are primarily for individual wellbeing, and we have a duty of care to staff working and on furlough. Staff can opt into these meetings when they wish to. SB asked about Nonhebel Park and whether the water system would be completed under the current travel restrictions. MG will contact TSL. MF apologised for not getting the General Manager’s Report out in time.

**8.3 Review and agree template for Terms of Reference**

EF apologised that draft Term of Reference is not yet complete. Next step will be to contact the various steering groups to discuss what may be appropriate so a recommendation can be made to the board for the Terms of References.

**8.4 Conference Attendance**

MF confirmed there was an update with the DTAS conference date being postponed to 8th November. If this goes ahead MF confirmed he would like to attend, and EF also confirmed.

**8.5 Approve application to and acceptance of Tesco Bags of Help COVID-19 Communities Fund**

SB confirmed this was an application successfully applied for by Sian and Cally and asked for proposer and seconder ; RM proposed and DC seconded. MF confirmed the cash is in the bank.

**8.6 Approve application to Well Being Fund.**

BW proposed and SH seconded.

**8.7 Approve application to Steel Charitable Trust**

LP proposed and HW seconded.

**8.8 Approve recommendation with Mull Crisis Group**

SB confirmed that approval was sought for the recommendation that was agreed at last week’s meeting where a way of working with Mull Crisis Management was agreed which meant MICT stepping back from the Group but still involved with fund processing particularly. EF proposed and RM seconded.

1. **Steering Group Reports**

SB noted that the new layout is much clearer – separate document for each report, making it easier to go straight to a project report if required. HG had a question about the names of Steering Group Report and whether they should be Project Officer Reports. There was some discussion about this point with MF explaining the background of this. EF suggested before a decision is made as this ties in with Terms of Reference, we could wait until after she has completed this work, which was agreed by all.

**9.1 Ardura**

No questions on the report. Steering group meeting to be arranged

**9.2 Re-Think MESS**

DC confirmed the composter at Bunessan is still being used.

**9.3 Childcare Project**

No update.

**9.4 Eagle Partnership**

No update

**9.5 Nonhebel Park, Tobermory**

No questions

**9.6 MESS**

No questions apart from how best to restart.

**9.7 Ulva Ferry Housing**

No questions

**9.8 Ulva Ferry pontoon and shore facilities**

No questions

**9.9 Ulva Ferry Community Transport**

Has been really busy with prescriptions and deliveries.

**9.10 Ranger Service**

Jan and Emily have provided clear updates.

**9.11 Key Workers Accommodation**

No updates**.**

**9.12 Friends of Calgary Bay**

No updates.

**9.13 1000 Voices project**

Nothing to report.

**9.14 Lochdon Pavement**

No questions on the report

**9.15 Mull & Iona Community Councils**

Iona CC update had been submitted by RM and MG to circulate. MCC is in the process of responding to Scottish Government consultation on framework for decision making.

1. **Discussion items**

No other items.

1. **Any Other Business**

SB thanked everyone for attending and asked if we needed an interim catch up in two weeks. SH suggested we have an interim meeting in two weeks in the evening. Not everyone needs to attend, and this could be an informal wellbeing meeting.

1. **Members Forum**

*Meeting closed at 9.35pm*

*The next scheduled board meeting will be held on Monday 8th June 2020 at 7.30 pm via Zoom.*

**Signed**

**Name Sandy Brunton**

**Date**