**Mull and Iona Community Trust**

**Actions from Board Meeting**

1. Apprenticeships, Oban High School (MF) .C/F
2. Keyworker accommodation - HG to provide some statistics from survey – paper sent to officials.
3. Key communications message from the survey and for the year to be agreed – Strategy Committee – work in progress.
4. MICT Website review – carry out during handover – JM/RH in progress.
5. Arrange meeting to discuss feasibility for care home (MF)
6. Prepare draft Risk Register - EF
7. Review Coronavirus policy on 6 April (All)

# Minutes for the 265th Board Meeting

# By Zoom – Monday 6th April 2020

*Meeting started at 1.30 pm*

**By Zoom:** Sandy Brunton (SB), Ian Jones (IJ), Rob MacManaway (RM) Sue Hawkes (SH), Barry Whenman (BW), Hayley Gray (HG), Heather Waller (HW), Elizabeth Ferguson (EF), Liz Peel (LP)

**Apologies**: Caroline Wood (CW), Derek Crook (DC)

**Also by Zoom:** Moray Finch (MF), Mairi Greig (MG), Pamela Venters (PV) and Ros Haywood (RH)

**Notes from directors not present:**  Those directors who sent apologies indicated they had read the board papers and had no comments to make.

1. **Welcome, Apologies and AOB**

*Apologies from Caroline Wood.*

* *SB welcomed everyone via Zoom to the meeting, and after all present explained how they were faring during this Covid 19 crisis, went on to explain how the meeting will proceed.*
* Notification of AOB’s – None

1. **Approve Previous Minutes of 8th March 2020**

*2.1 SB asked for any corrections/changes. MG suggested that AH should be noted as being in attendance. IJ proposed the minutes and BW seconded these.*

2.2 Matters Arising from Previous Minutes

*See Actions opposite.*

2.3 *SB approved a virtual signature of the Minutes.*

1. **Declarations of Interest and Register of Interests**

*SB asked if any changes be sent to Moray. EF asked if there could be Risk & Vulnerability Register included at this point in future meetings. MF to send previous Risk Register for EF to develop into a working document.*

1. **Finance** 
   1. ***Finance Report*** *– PV confirmed that the Finance Report is up to date for 31 March 2020. The cash flow projection issued with the board papers was discussed at length, in particular concerns about the negative position in the second half of the financial year based on Covid19 related reduction of income. EF asked if projects are in deficit are cross-financed from other projects, and this was confirmed to be the case. The board discussed how this should be shown on the report. EF whether funds held for other groups, should be in a separate escrow account. MF noted that this is unlikely as it would have been raised by our auditors.*
   2. ***Membership Numbers*** *– RH confirmed that had been one new member and one donation to the Rangers.*
   3. ***Finance Standing Committee Report*** *- MF noted that the committee had not met since previous board meeting. SB requested a meeting to be convened and in the current circumstances invited any Director not on the committee to attend. HG confirmed she would attend an evening meeting. MF to send out a Zoom invitation for 7.30 Thursday 9 April.*
   4. ***Updated Cashflow Position****: MF confirmed this was still work in progress. There are capital payments for work which is restricted, e.g. Ardura path, Pottie path, Ulva Ferry car parks and Lochdon pavement. MF confirmed these projects will be cash positive. HG asked about the opening balance. MG confirmed there is a breakdown of this in a separate worksheet of the spreadsheet. EF expressed concern about the projected year end position. MG noted that the application to the Third Sector Resilience Fund covers claims for expenditure which we can no longer cover but does not compensate for loss of income. The board discussed the cashflow at length. MF undertook to develop more detail on the cash flow projection ready for the Finance Standing Committee meeting on 9 April*
2. **HR and Policies**
   1. **Staff Reviews** *– One member of staff to review and then those staff on zero hours contracts.*
   2. **Approval of Policies C-19 Working from Home Policy** *- RM proposed and BW seconded.*
   3. **Update on staffing – Furloughed Staff, implications of paying 100%** *- 6 staff furloughed so entitled to 80%. The board discussed whether MICT could afford to pay the 20% but the cash flow discussed earlier makes this impossible.*
3. **Strategy** 
   1. **Strategy Standing Committee** *–EF noted that the Zoom meeting was well represented and those present shared information about various Covid19 funding schemes available with tips and hints. It was a very productive meeting with a sense of being useful and valued. HG asked when the next such meeting is planned. SB noted this would be after the result of the application by MICT to the Communities Fund.*
4. **Special Items**
   1. **Recurring Actions List –** *no comments*
   2. **General & Deputy Managers Report –** *MF noted that the annual Pontoon inspection is due, a quotation requested but not yet received. The board discussed whether the Ardura standing timber sale could/should go ahead in September 2020 as per the MICT budget and whether any of the income could be used to help the cash flow position. This to be discussed separately before deciding on course of action.*

**Mairi’s report –** *SB asked about the childcare position. MG confirmed that she was aware a Plan B proposed by A&BC Salen pre-5, and there is still hope that this could be put in place for August.*

* 1. **Coronavirus Policy review –** *After discussion, the board agreed that the policy does not need to be amended*
  2. **Calmac Community Board -** *EF explained that she has joined the Calmac Community Board (CCB). EF represents Mull & Iona, Coll & Tiree and Kerrera and Lismore on the CCB. EF described the role of the CCB and how it relates to e.g. Mull and Iona Ferry Committee.*
  3. **Resilience Committee –** *In view of the Covid19 situation, SB has convened a new Resilience Committee to help focus on how MICT can develop and implement plans for recovery. The committee comprises SB, HG, CW, MG and MF and any others welcome to join.*
  4. **Conference Attendance –** *SB suggested this discussion be deferred.*

**Rent Holiday Requests -** *MG confirmed that several tenants of Nonhebel Park have requested MICT considers requests for rent holidays during the current lockdown. It was agreed that we enter into discussions, initially for a 2 month deferral. In addition, requests have been made regarding house rents and this will be considered by the Ulva Ferry Housing Project directors and staff on Tuesday 7 April. EF asked whether we have advised tenants where they can get help. SB confirmed this has done this already.*

* 1. **Approval of Resilience Fund application *-***  *Approval by IJ and seconded by LP.*
  2. **Business Support Grant application** *- Approval proposed by RM and seconded by BW.*
  3. **Approval of Grant from TNCLF** *- Community Lottery Fund Grant for Ulva Ferry Community Transport and to MICT core cost. Approval proposed by IJ and seconded by SH.*

1. **Steering Group Reports -** *MG noted we still seek an additional Director for the Ulva Ferry Housing Project. SH agreed to join the UFHP steering group. Iona Community Council – RM confirmed co-ordination between the Councils has been positive. Village Hall and Abbey closed down re: building projects. Only business on Iona currently open is the Spar shop. SH confirmed that Mull* [Community](https://micommtrust.sharepoint.com/sites/MICT/Projects/Ranger/2020%20Volunteer%20Assistant%20Ranger%20Application%20Form%20Mull%20and%20Iona.doc?web=1) *Council been having weekly meetings with the Mull Crisis Management.*
2. **Any Other Business -** *No other business.*

*Meeting closed at 3.45 pm*

*The next scheduled board meeting will be held at An Roth Community Enterprise Centre, Monday 11th May 2020 at 1.30 pm via Zoom.*

**Signed**

**Name**

**Date**