**Mull and Iona Community Trust**

**Actions from Board Meeting**

1. Apprenticeships, Oban HS – no progress.
2. ReThink – Mixed feedback on £1 - £6 per collection. 35% response. Trial now ending this week. Equipment to be decommissioned.
3. Arrange Strategy Meeting date MF – done.
4. Keyworker accommodation - HG to provide some statistics from survey – paper sent to officials. Thanks to EF for finalising.
5. ReThink – wider promotion of food waste diversion via community fridge – EB/SS - in progress.
6. Childcare – contact parent councils re ‘Out of School Hours’ care – MF/MG – not gone out with responses from Tob, Ulva & Salen.
7. Key communications message from the survey and for the year to be agreed – Strategy Committee – work in progress.
8. UF Rent Review – MF to check if already carried out and approved by board. On Agenda.
9. Budget for next financial year to be presented and agreed – PV/MF/MG. On Agenda.
10. Link to funding digest to be send to directors – MF – done.
11. MICT Website review – carry out during handover – JM/RH in progress.
12. Community Land Scotland, Parliamentary Reception – MF to circulate to directors. Agreed not to attend.

# Minutes for the 265th Board Meeting

# An Roth, Craignure - Monday 9th March

*Meeting started at 7.30 pm*

**Present :** Sandy Brunton (SB),Caroline Wood (CW), Ian Jones (IJ), Rob MacManaway (RM) Sue Hawkes (SH), Barry Whenman (BW), Derek Crook (DC), Hayley Gray (HG), Heather Waller (HW), Annie Hall (AH).

**By Zoom:** Elizabeth Ferguson (EF), Pamela Venters (PV)

**Apologies**: Liz Peel (LP)

**In Attendance:** Moray Finch (MF), Mairi Greig (MG), Ros Haywood (RH)

**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.*
* Notification of AOB’s – *MF needs to update Board on the recent fraud.*

**2.1Approve Previous Minutes of 10th February 2020**

*SB asked for any corrections/changes. CW clarified that she was in fact at the last meeting and not as stated. Mairi will correct last minutes. RM proposed the minutes and HG seconded them.*

**2.2Review actions from previous minutes**

See Actions opposite.

1. **Declarations of Interest and Register of Interests**
* No changes to note.

SB explained about any Declaration of Interest for new Board Directors or any changes to existing ones.

1. **Finance**

At this point Annie Hall arrived and MF explained she was here to listen to the discussion re potential Care Project.

* 1. **Finance Report –** MF confirmed PV has produced an automate Finance Report which is the first time this has been achieved. This was produced by PV automatically by exporting the data from Sage and placing it in the data worksheet. In terms of future months, once PV has information in Sage up to date once exported into this spreadsheet it will automatically produce that month’s Finance Report. All credit to PV for this. The Report was discussed at length and MF concluded that we should build on what PV has achieved.
	2. **Membership numbers –** unchanged from previous meeting.
	3. **Finance Standing Committee Report –** MF confirmed that although the finances are looking very positive, the reason for this is slightly exaggerated as we are expecting a down payment of around £100K on the sale of the timber at Ardura. PV stated that we are not that far away from the actual figures. SB asked for approval of the Budget. DC proposed and HG seconded. All in favour.
	4. SB asked about the fraud. MF explained the current situation regarding local company and confirmed the good news is we are under a formal contract and have the services of a QS who we could approach regarding liability under the terms of that contract. SB and MF confirmed there are systems to check attachments in e-mails.

At this point AH introduced herself and put forward the idea of an island Care Home. This was discussed at length with the general opinion that this would be welcomed by the all on Mull including Iona. MF explained that we should also be aware that he did seek confirmation from the councillors including Keiran Green, Chair of the Health Board & Social Care Partnership and has written to him, Mary-Jean and other ward councillors to ask if anything was being planned for Bowman Court. The current understanding is that with only one resident requiring overnight care this will no longer be available at Bowman Court. The lack of child care was also discussed with a view to revive the capital project for a children’s nursery, funded privately and not with the council. This could be a combined semi-detached building with overnight staff, along with affordable housing. It was concluded that MF will call a meeting between MF, AH, HW and SH to discuss further.

1. **HR and Policies**
	1. **Staff Reviews – Update –** MG confirmed there are still 3 staff appraisals to be completed.
	2. **Toil & Holiday –** MG confirmed we have changed the holiday year to April to March. The policy around how much TOIL is accrued has been simplified. IJ proposed and CW seconded.
	3. **Salary –** a recommendation has been made that the board approves a 2% across the board cost of living rise driven by the national living range of just over 3%, with 2% for remaining staff members. RM approved and BW seconded and all in favour. MG stated that one staff member’s grade should be changed from Grade 5 to Grade 6. IJ proposed and CW seconded and all in favour.
	4. **Coronovirus –** after some discussion, it was agreed that staff working from home are paid for self-isolating. The second decision would be the other staff. SB suggested we pay everyone the same with a 2 week review process for each individual. IJ suggested this be on the Agenda again next month. RM proposed this and HG seconded this. All in favour. MG will put some wording together and circulate this.
2. **Strategy**
	1. **Strategy Standing Committee Report**

MF explained what this Friday’s meeting was for. Apologies from Dot Stewart with just Rob from Iona with MF, SB, MG, EF and BW, plus 17 contendees. SH confirmed she would come along.

1. **Special Items**
	1. **Recurring Actions List**

MF confirmed Item 13 should come off list. MF confirmed rent review on the agenda.

* 1. **General and Deputy Managers Report**

SB thanked MF and MG for the work they have done. MF confirmed THA were after help seeking revenue funding for their project officer post. Comes to an end at the end of March and MF gave them a couple of pointers saving money on VAT.

* 1. **Discussion of HIE meeting on 12th MARCH** MF confirmed tight timescale due to ferries. EF confirmed she would be available and IJ. 9.30 am. SB will not be available.
	2. **Dervaig Housing Project**

MF confirmed it is moving forward with great potential. There is encouraging feedback by those who have a good knowledge of the rural housing fund. A survey is being prepared to send out to everybody on Microsoft Teams.

**7.7. Ratification of Rent Review** – SB confirmed there is a proposal regarding a 2% increase which needs to be agreed at the Board if we are to follow the previous policy for this. IJ has proposed and HW has seconded.

**7.8 Approved Funding by Local Trust** – MG confirmed we put in a Stage I for further climate education work. We have been asked to submit a Stage 2 application for £19200 approx. Other funding strands recognised to make up the shortfall. Looking for approval to submit. CW proposed and HW seconded.

**7.9 Conference of Attendance** – SB stated there are many of these. MF suggested we carry this forward, but EF has suggested she would like to go to the Detas conference.

**7.10 Arrangements to go to Iona** – MF suggested we meet at 1.30 with soup/roll at Argyll Hotel. Will circulate details of timetable for ferry and will look to lift-share. HG asked if this meetig could be brought forward a week.

1. **Steering Group Reports**

HG suggested the projects are separated from the services ie. Ranger Service or Charity Shops. SB stated that we should congratulate Mairi for the completion certificate and tenants in at Nonhebel Park. MG confirmed a press release will be done shortly.

MF confirmed that the old road running through Ardura forest now looks like there will be funding to rehabilitate it This would create another long distance path linking up Fionnphort and Pottie.

1. **Discussion items**
* No discussion items
1. **Any Other Business**
* No other business.
1. **Members Forum –** no members present.

*Meeting closed at 10.000pm*

*The next scheduled board meeting will be held at An Roth Community Enterprise Centre, Monday 6th April 2020 at 1.30pm*

**Signed**

**Name**

**Date**