

Mull and Iona Community Trust
Minutes for the 270th Board Meeting
Via Zoom - Monday 10th August 2020

Meeting started at 7.30 pm

By Zoom: Sandy Brunton (SB), Rob MacManaway (RM) Sue Hawkes (SH), Barry Whenman (BW), Derek Crook (DC), Hayley Gray (HG), Joe Reade (JR).

Apologies: Apologies from Heather Waller

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

Notes from directors not present: None

Actions from Board Meeting

1. Keyworker accommodation – C/F
2. Arrange meeting to discuss feasibility for care home (MF) C/F
3. Draft Risk Register – RM.
4. Dervaig Housing – MF to contact contractor and RHF.
5. HR meeting – MG to arrange
6. Strategy meeting – MF to arrange.
7. Apprenticeships, stakeholder meeting – MF to arrange
8. Ferry Services – MICT to back up SWMID/ICC campaign

1. Welcome, Apologies and AOB

One item of any other business;

- MESS staff and furlough – MG (to be discussed in MESS project section)
- Gantry purchase – MF to discuss later.

2. Approve Minutes – Monday 13th July 2020

No corrections – IJ proposed and JR seconded.

- **Review actions from previous minutes**

Item 1 – to be discussed later in meeting.

Item 5 – website much improved with ongoing changes being made.

Item 7 – JR looking at creating a document to suit a generic form so making progress.

Item 9 – email back from solicitor but still in progress.

Item 10 – MG's report covers this.

SB proposed a vote of thanks to Elizabeth Ferguson who has resigned and has e-mailed her to thank her for her time and work on the Board.

- **Sign previous minutes (SB)**

3. Declarations of Interest and Register of Related Parties

SB reminded all if there are any changes to e-mail back to the office regarding Trustees' interest relating to the work of MICT.

4. Finance

- **Finance Report**

PM thanked MG, MF and HG for their input and the Finance Committee RM and IJ. Not much change from the previous month with monthly income and expenditure as expected. There has been improvement in unrestricted income with an increase of £19K with an old debt coming in and £1000 employment allowance and a Waterfall donation of £10000 which means instead of having a deficit at the end of year 2021 there will be a positive.

Restricted revenue has increased by £13k which is more of a phasing difference. Overall the figures of what we have projected and the difference is down to timing.

MG, Cally and Sian have been working on grant funding although we did not get the Emerging Futures grant but success elsewhere.

Access to Childcare funding , if successful will contribute £16,500 to core costs, we expect to hear the outcome later this week.

The debtors/creditors position is ongoing. We have most of the old debt now paid with just two customers causing concern.

MF confirmed there have been a few donations from the video highlighting MICT's involvement in the C19 response locally. MF confirmed also that this was as a result of e-mailing to members, rather than the wider circulation on facebook. PV suggested under the New Members section we could include these donations on a monthly basis to include in report to the board.

PV confirmed we are now preparing for the audit of the year end accounts with a meeting with the auditors on the 3rd September. She went on to explain that providing there are no issues, by getting

the accounts with the accountants on time, this should save money. Clarification provided regarding why our accounts are required to be audited.

Regarding the Reserves Policy, PV confirmed it was agreed for 3-6 months core costs and regular costs was acceptable as per the accounts 2018-19. We will provide the accountant with a draft for these figures to give more transparency with an audit trail of where these figures arrive from.

- **Membership Numbers**

Two new members, including general donation.

5. **HR and Policies**

- **Staff Reviews – Update**

MG confirmed there are two staff members to be appraised within the next 8-9 days; one by MF and one by MG.

- **Approval of Policies**

No updates this month. MG confirmed she will be arranging a meeting with IJ, DC and PV for an HR standing committee meeting.

6. **Strategy**

6.1 Strategy Standing Committee

SB explained the reason behind the video and how we wanted to present ourselves. MF confirmed the Resilience Committee had taken the direction of fund raising for core if possible but also general fund raising; this is currently taking precedence over strategy. MF pointed out that maybe now these two should be consolidated together with an action to meet in the next two – three weeks. He is also conscious that two of the directors on these committees have resigned and perhaps JR would consider joining this committee. JR responded that he was happy to help.

7. **Special Items**

7.1 Resilience Committee

See 6.1.

8. **Special Items**

8.1 Recurring Actions List

Septic tank at Ulva Ferry houses has still not been emptied, although the contractor has been chased up, Scottish Water.

8.2 General Managers Report

Calgary toilets update; MF confirmed they are fine in that they resolved a septic tank issue; there is a group of people cleaning and maintaining them.

There was some discussion regarding GEM where MF confirmed this is a third sector organisation which MICT provides admin and finance support to on a paid for basis. He is Chair and Director of this organisation but has tried to separate out the voluntary aspect of this to better understand which aspects should be charged for. DC asked if we would be getting full cost recovery; MF responded that this is probably not the case but not all his time is necessarily booked onto a time sheet. There is however a regular monthly income from GEM and have recovered for the time we spend looking after the Waterfall Fund which has increased during Covid which is on a full cost recovery basis. DC asked if it was worth keeping the status between the two organisations as it is. MF responded that this was set up as a stand alone organisation with MICT having representation on the board of GEM to make sure that in subsequent years it continued in the right direction.

PV confirmed the amount of time spent each month for GEM and the amount charged. She went on to explain that since Covid GEM have given donations to core instead of charging the time that Ros has done, roughly £1800. MF confirmed that because operation of the WF is not a business expense for GEM, instead of MICT invoicing for the upkeep of the WF, the GEM make a donation.

MF asked if anyone was willing to help with negotiating a new supplier for our broadband and telephone. The mobile and telephony is costing about £400 per month which is too high, so we need to negotiate with a new supplier. HG thought there were probably lower tech solutions available. SB asked if anyone else would like to be involved in this; BW would be happy to help but unable to initially, MF will carry on, with help from BW when required.

There followed a discussion about the different platforms available for discussions, rather than lots of e-mails.

Dervaig housing - the Microsoft Teams survey has been sent out and a couple of e-mails have been returned from people keen to help to promote this. There has been no further developments regarding the contract, so just the survey response and feedback from Scottish Government.

Deputy General Managers Report

MG confirmed an e-mail has been received from TSL that the latest water sample at Nonhebel Park has deemed to be “potable” and needs to be clarified by Argyll and Bute Council. There was some discussion about the type of businesses being used at the units with more possible tenants interested in the remaining vacant ones. Once these are let, MG believes the containers will then let fairly quickly. Suggestion to cross market Nonhebel Park/Gantry and An Roth. MF suggested that this is discussed further by the strategy committee.

SB asked about the Remakery options and the Climate Action Hubs; MG confirmed no further information on the Climate Action Hubs and the work for MESS through Zero Waste Scotland, information is awaited re: recommendations and a report.

Discussion regarding staff that are currently on furlough. The board approved to continue to work towards getting the Castaways shop open as much as possible including taking staff off furlough as required to make that happen.

8.3 Resolve approval of MESS project application to ZWS

MG confirmed the application has been approved, towards opening up the shop, PPE, sanitisers etc. IJ proposed and DC seconded.

8.4 Resolve approval of Access to Childcare application

Approval for application of grant of £154,426.72 – access for childcare application. HG proposed and SH seconded.

8.5 Apprenticeships

MF received correspondence from a local resident and member. He would like to help promote an apprentice scheme in the tourism/hospitality sector. David's background is in business; he founded and was CEO of a successful property investment company, this was then sold and he promoted and managed a mussel growing company in Shetland. MF considered MICT to be just a facilitator in this case rather than being actively involved. This is not the same as the business & administration foundation apprenticeship with Tobermory High School where we would have an apprentice in the office.

SB asked whether it was worth having a conversation with Argyll College where they may be able to offer certified training. MF confirmed that the Westminster Government are trying to support new schemes aimed at young people not going to college or university to help them get an apprenticeship and he agreed we need to get in touch with the relevant people, UHI, Argyll College and Development Scotland. SB also added the Careers Development within Tobermory and Oban High Schools. MF suggested an action where he will bring this up with the stake holders for a meeting. IJ confirmed he would assist with this and MF will contact Heather.

8.6 Potential Housing Project Proposal, Pennyghael

SB absented himself from this discussion. DC also would also prefer not to take part in this discussion.

The stage 1 SLF application has been submitted. It was agreed that we need to inform SLF that the vendor is a MICT director ASAP. Concern re delineation of activities between SWMID and MICT, MF explained that such decisions are taken on a cooperative basis between the two organisations.

HG wondered if this proposition had been made by a member of the public whether MICT would pursue it. The consensus was that with lack of affordable housing being top of all the local development plans that yes, we would. JR suggested that the principle be extended to house purchase and on that basis he would support the proposition.

The board discussed concerns that may be raised regarding governance and agreed that we should follow best practice to ensure that there is no conflict of interest in the decision making process.

There was further discussion around due diligence if we get to Stage Two we will then need to provide a full business plan, local housing market, potential income and running costs. JR asked what percentage of the purchase price would be funded – MF noted that the maximum would be 95% and that a 5% discount has been offered by the vendor. The valuation would be carried out by an independent RICS surveyor. The Board approved the stage 1 application and noted that if successful, the stage 2 application must include that the vendor is a MICT director.

SB and DC rejoined the meeting.

8.7 Resolve approval of stage 1 application to SLF

JR proposed and IJ seconded.

8.8 Resolve approval of Ecology Building Society Security over Ulva Ferry Housing phase 2

BW proposed and JR seconded.

8.9 Review draft risk register

This is ongoing – already discussed by RM.

9. Steering Group Reports

9.1 Ardura

SB noted that harvesting approval is progressing and looks more positive with increasing timber prices.

9.2. Childcare project (MG/MF)

9.3. Nonhebel Park, Tobermory (MG)

Already discussed earlier.

9.4. MESS (HC)

DC thought that as he was the only Director on this group, suggests another to join him and JR agreed to be on this group.

9.5. Ulva Ferry Housing (HMCD)

Moving ahead.

9.6. Ulva Ferry pontoon and shore facilities (CF)

Visitors are using the pontoon and fuel sales are increasing.

9.7. Ulva Ferry Community Transport (MF/JM)

MF confirmed meals are still being delivered. Ewan Baxter is now co-ordinating this and there will be a report from Ewan for the next meeting. Re-establishing the service for passengers and groceries.

9.8. Ranger Service & Eagle Partnership (JD & EW)

They have been busy with school activities.

9.9. Key Workers Accommodation (BW/EF)

9.10. Friends of Calgary Bay (MF/JD)

Campsite is fairly busy with lots of publicity for visitors to go to Mull.

9.11. 1000 Voices project (MF)

9.12. Lochdon Pavement (MF)

About to be tarred.

9.13. Mull & Iona Community Councils (SH & RMCM)

Short discussion regarding Oban Times story. RM confirmed they are meeting next month; regarding Winter timetable from Calmac, only being operated during daylight services. A further debate around the disappointment of Calmac producing this timetable. JR asked if should it be required, MICT be able to back up SWMID's campaign for better ferry services. All agreed this should be backed up by MICT.

10. Discussion items

11. Any Other Business

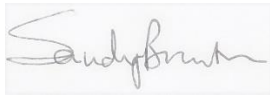
- Gantry Purchase

As time was late, it was agreed MF would circulate a report on this.

12. Members Forum

Meeting closed at 9.35pm

The next scheduled board meeting will be held on Monday 14th September 2020 at 7.30 pm via Zoom.



Signed

Name **Sandy Brunton**

Date **14 September 2020**
