

Mull and Iona Community Trust
Minutes for the 272nd Board Meeting
Via Zoom - Monday 12th October 2020

Meeting started at 7.30 pm

By Zoom: Sandy Brunton (SB), Rob MacManaway (RM) Sue Hawkes (SH), Barry Whenman (BW), Derek Crook (DC), Joe Reade (JR), Heather Waller (HW), Ian Jones (IJ)

Apologies: Apologies from Hayley Gray (HG)

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

Notes from directors not present: HG provided comments on Strategy, Childcare and Short Term Lease consultation prior to the meeting.

Actions from Board Meeting

1. Keyworker accommodation – meeting has been arranged
2. Arrange meeting to discuss feasibility for care home (MF) C/F
3. Risk Register – to be circulated for each project director to review, and added to monthly agenda pack.
4. AGM – MG to set up working group
5. Training – MG to circulate opportunities to directors.
6. Short Term Lease Consultation – MF to forward link to the board.
7. Community land research project – MF to respond.

1. Welcome, Apologies and AOB

Apologies noted.

2. Approve Minutes – Monday 14th September 2020

Item 1 – confidential item; minutes to be amended to reflect the confidential nature of this item.

RM asked about the Risk Register and whether this should be looked at on a monthly basis. MF agreed this should be reviewed monthly; he suggests circulating the latest version of the steering group composition spreadsheets, and ask those directors on each project to review the Risk Register for their project and make any changes. This would be circulated with the monthly agenda pack.

IJ commented about Review Actions from previous minutes; please can the title of each item be included.

Minutes proposed by JR and RM seconded, with amendments as discussed.

• **Review actions from previous minutes**

Item 1 – Keyworker Accommodation; a meeting has been arranged.

Item 6 – Apprenticeships; meeting went well with stakeholders from Skills Development Scotland, University Highlands & Islands, Tobermory High School plus SWIMD. Much better understanding of what's available and possible from foundation apprenticeships (school age children) and modern apprenticeships (post school age children). We may well be able to set up an apprentice scheme in forestry jointly between ourselves and SWIMD.

• **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

4.1 Finance Report

PV noted nothing unexpected from the previous month. Cashflow position is continuing to improve; particularly with the addition of a grant towards core costs. Cash flow position through to March 2022 is also looking reassuring. PV added that this does not yet include a donation for Ardura tree planting which will further improve the overall cashflow position.

PV went on to discuss the Audit. The recommendations made last year have been taken on board, and a lot of these were implemented shortly after PV started. MG has prepared a spreadsheet to calculate the projects share of core and governance charges, which have informed relevant journal entries for the whole of 19/20 rather than adhoc 'internal charges', this has meant that the accountants have not had to make any adjustments this year.

RM asked if we will see these adjustments next month and the impact on the core costs. PV confirmed she will be working on the final accounts when they are available, showing the improvements to the core costs position. Projects which were negative which will be offset against core, so the overall position of core taking into account internal charges and adjustments, will be a similar figure to year end accounts.

RM asked if the money being absorbed by core for Nonhebel Park in 19/20, can be returned once Nonhebel Park is in profit. PV confirmed that the money from Nonhebel Park is unrestricted as this is trading now, so will effectively go back to core.

MF confirmed that MF, MG and PV met via Zoom with A & B Third Sector interface to discuss the change of auditor they made last year.

SB asked about the Reserves; MF confirmed this would be discussed with Wylie and Bisset to understand how the figures were calculated last year.

4.2 Membership Numbers

Three new members were approved by the Board.

5 HR and Policies

5.1 Staff Reviews – Update

MG confirmed 5 reviews due to be carried out; MF doing one on 21st October and HC has another planned. Appraisal list has been shared with the HR Committee last week. Almost at the point where the regular staff are up to date. The staff on zero hours contracts have not been included in this yet.

5.2 Approval of Policies

Recruitment Policy, MG confirmed the only adjustment on this was an additional section stating and making it clear that the only exemption to the recruitment procedure was where we have a member of staff on redundancy notice and was eligible for redundancy rights and we are obliged to offer them a job role that's suitable for that person.

IJ proposed and HW seconded.

Recruitment of ex-Offenders; MG confirmed this is the sample available from Disclosure Scotland, the same as previously with no change to this Policy; just updating the review date.

RM proposed and IJ seconded.

Covid 19- working from home; MG confirmed that we have a couple of fairly significant sections added in, now that we are starting to move around a bit more. Some of this is from ACAS and from other HR websites.

JR proposed and RM seconded.

Working from Home: no changes other than the date has been updated. MG confirmed the daily zoom call is now more flexible and will be changed to 'regular'.

DC proposed and HW seconded.

6 Strategy

6.1 Strategy Standing Committee

HG although absent tonight, has been working on a straight forward way of illustrating our strategy. JR confirmed that the document has not yet been circulated to the full board yet. There was a short discussion about the purpose of this document - what MICT is all about and why MICT are doing something about a particular project etc. MF added that the target is to have the document finished by the AGM in a month's time. This document will be issued in draft to the board and staff at the same time, feedback reviewed and then finalise the document so it can be shared with the membership at the AGM. SB agreed that this is an important document that needs to be considered fully, which will be used for a whole variety of purposes.

7 Special Items

7.1 Resilience Committee

MF noted this Committee was set up immediately in response and questioned whether the committee should continue. SB noted the intention to produce further PR videos, next for Castaways, this would be specifically to let folk know the shop is open and needing volunteers. It was agreed that the Resilience Committee should continue. SB went on to thank Barry for preparing the pontoon video in particular and the Board endorsed this thanks.

8 Special Items

8.1 Recurring Actions List

No recurring actions.

8.2 General Managers Report

MF mentioned the new Telephony system is operational; the broadband line has been transferred and all new handsets are in place in the office. This will save us around £2000 per year; unfortunately it leaves us with the old handsets which were leased, so will seek to sell or recycle them.

DC asked about Item 1 on MF's report - Scottish Government consultation on proposed secondary legislation for Short Term Lets; MF explained to the Board about the proposals behind the consultation and that MICT would be submitting a response. SB suggested a link to this should be circulated to the board, to allow individual responses.

SB asked about the sustainability of the Calgary toilets; MF noted that donations since July exceed the cost of cleaning materials and labour.

SB explained that Item 25 on the report states that MF has been asked by Community Land Scotland to represent Garmony Hydro on a 'meet the pioneers' renewable energy webinar series.

SB mentioned that the DTAS conference will be on-line this year. It is likely to be over-subscribed so if anyone wants to attend notification should respond promptly. Dates are over 4 days although not all the time with details on the DTAS website – Monday 9th November and finishes at 12.30 on the Thursday. If anyone wants to attend, let SB know. MG pointed out that the 9th November is also the proposed date for our AGM.

DGM Report ; SB pleased to note that Nonhebel Park continuing to receive bookings and MG confirmed further enquiries. MG also noted a repeat water sample is to be taken to secure approval from A&BC for water to be passed as potable.

SB expressed interest in Community Benefits through Council procurement, MG agreed that it's an opportunity we should look at, staff have sent some ideas and worth getting something on there. Council have verified that we can submit multiple options provided they are clearly different from each other.

One member of staff who may wish to continue on the extended new job support scheme which is still to be discussed with them. Online training, one director who took this opportunity has completed and passed all assignments and awaiting final assessment. Lots of more training opportunities out there for free or minimal amounts. SB asked MG to send round the training opportunities again as a reminder.

8.3 AGM

MG noted and described several options for holding the AGM on Zoom. The date has been changed to Monday 14 December and it was agreed the time would be 1930. The date of the November Board meeting was changed to Monday 16 November to avoid a clash with the DTAS AGM. SB asked if we would have the accounts by then. MF confirmed the audit close out meeting on the 20th October and the accounts should be ready for December.

HW asked about recruitment of board members. The board discussed geographical, gender, age and skills requirements and options and ideas with a view to electing new Directors at the AGM. SB asked whether we should set up a small group to talk about the AGM and ideas if necessary. There will also be a process for retiring or standing down directors and to make sure those are willing to continue. SB is willing to be part of this small group plus JR, DC plus MG. IJ may be away for meeting on 16th November. Everyone else happy with the changes of dates and time.

8.4 Approval of fundraising officer post

Fundraising officer role; RM proposed and HW seconded.

8.5 Draft Risk Register

Already discussed.

8.6 Request for contribution to research project

Discussion followed, in particular the MICT staff time that would be required and how much time would be required. SB added that it appears that Community Land Scotland are trying to do some research that will help to allow for the next level of funding for community organisations to access for buying community assets. We could use this evidence in the future ourselves to help access further pieces of land. SB suggested we go back to them and ask how long it is expected to take us and the potential benefit to MICT. MF to write back to this effect adding that there very little capacity outside of priority work.

8.7 Approval of funding application to Crown Estate

MF noted that an expression of interest has been submitted for just under the £50k limit; a project for the Ranger Service in collaboration North West Community Woodland company for the Isle of Ulva and the Ardura Forest to co-ordinate volunteering opportunities in those two locations. The proposal is for revenue funding for 1FTE post for 12 months starting in April 2021. JR proposed and DC seconded.

9 Steering Group Reports submitted in advance, discussed as noted below;

9.1 Ardura

9.2. Childcare project

9.3. Nonhebel Park, Tobermory (MG)

9.4. MESS (HC)

DC went on to explain why the Buinessan shop had not been able to open, but to take advantage of not opening, it is being cleared out entirely, reconfigured everything and re-purpose, redesign and re-imagine ready for opening in the Spring.

9.5. Ulva Ferry Housing (HMCD)

SB asked if we had building warrants, MF noted that no warrantable work is being carried out at present.

9.6. Ulva Ferry pontoon and shore facilities (CF) MF shared latest photos of the work at Ulva Ferry. People are already asking about the camper van spots; JR asked if these are to be paid and MF confirmed they will be charged and there will also be a fee for disposing of chemical toilet waste.

9.7. Ulva Ferry Community Transport (MF/JM)

JR has been trying to find out more about an electric mini-bus and may be able to get a test van to try out first.

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

9.9. Key Workers Accommodation (BW/EF)

9.10. Friends of Calgary Bay (MF/JD)

9.11. 1000 Voices project (MF)

9.12. Lochdon Pavement (MF)

9.13. Mull & Iona Community Councils

SH confirmed she has resigned from Mull Community Council. SH confirmed that the new councillors will be elected unopposed. JR asked whether we should be asking the Community Council for a new board member, as this is one of the vacancies we need to fill. MF will request this at the next community council meeting.

10 Any Other Business

None.

11. Members Forum

The Convenor reserves the right to move this item on the agenda depending on items received, and to defer this or any other item to future meetings if time is short.)

Meeting closed at 9.35pm

The next scheduled board meeting will be on Monday 16th November 2020 at 7.30 pm via Zoom.

Signed

Name **Sandy Brunton**

Date
