

Mull and Iona Community Trust
Minutes for the 274th Board Meeting
Via Zoom - Monday 11th January 2021

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) Jane Griffith (JG), Barry Whenman (BW), Gary Wiltshire (GW), John Innes (JI), Fiona Wade (FW), David Currie (DJC).

Apologies: No apologies to note.

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

1. Welcome, Apologies and AOB

No apologies.

2. Approve Minutes – Monday 16th November 2020

IJ has pointed out that one item has rolled into another in 8.6. No further corrections. RM proposed and JR seconded.

- **Review actions from previous minutes**

Item 1. Completed – meeting with Argyll & Bute Council with no further developments but more information to come out soon.

2.2 AOB

No matters arising.

- **Sign previous minutes (SB)**

3. Declarations of Interest and Register of Related Parties

SB explained if there are any changes to e-mail back to the office. GW noted that he has a couple of recent ones and will be in touch with MF and MG to update the register. MF reminded all other new directors that we need to receive their outside interests so these can be on the board papers for each meeting.

SB noted that at this point all office bearers stand down and handed over to MF for next item.

4. Election of Office Bearers

MF went on to thank SB for his sterling service and asked if there were any other nominations for Convenor. SB agreed to stand again and BW proposed and IJ seconded. Current Vice-Chair is DC who is standing down. SB proposed HW and RM seconded with all in favour. Second Vice-Chair, SB proposed IJ and HW seconded with all in favour. Current Treasurer is RM and is happy to carry on. BW proposed and HW seconded. Company Secretary currently vacant; SB proposed BW and RM seconded and all in favour.

Meeting continued with SB as chair.

5. Finance

5.1 Finance Report

RM has scrutinised the current Finance Report which has been adjusted, corrected and approved by the Steering Committee. PV explained for the new Directors that a cashflow projection was started in March 2020 due to Covid 19. She confirmed that from each month in April to October the financial position has improved with more funding than anticipated with overall position going to March 2021 looking favourable.

JI requested a separate meeting for any of the new and/or existing Directors to look at how the various aspects of MICT finances fit together. SB and PV thought this a good idea, MF to arrange within the next couple of weeks.

5.2 Membership Numbers

No new members or donations.

Actions from Board Meeting

1. Keyworker accommodation completed.
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 still to be added to monthly agenda pack. C/F
4. Training – training opportunities. MG to re-circulate to new directors.
5. Community land research project – MF to look again at this.
6. Due Diligence Policy re: donations – MF is progressing.
7. Joe McFadden to look at addresses allowed on Website donations, together with on-line membership applications from outside of UK. C/F
8. Webinar to be organised re: finances/accounts for Directors' benefit. MF to organise including new strategies.
9. List of MICT policies to be circulated to board - MG
10. Strategy Standing Committee to be re-convened. MF?
11. Environmental Policy – DC to discuss with JI and JG.
12. Staff/Directors' contacts list to be updated. MG.
13. Helipad – MF to arrange zoom meeting.

6. HR and Policies

- Staff Reviews – Update

MG confirmed update in report. 5 staff due appraisals with 3 carried out by MF and one by Hazel Cowe (for Castaways) and 1 by MG. We have several staff on zero hours contracts including additional bus drivers and bank staff helping out in charity shop. Aiming to do these on an annual basis. MG will send round a list of all Policies we have.

- Approval of Policies

N/A

7. Strategy

7.1 Strategy Standing Committee

MF has circulated the new Strategy document with positive feedback. GW has made a lot of constructive points with experience in putting strategy documents together. MF suggests before this goes out to staff, there should be a re-convening of the strategy committee, and to invite GW to this Committee. MF went on to suggest there may be opportunities for the new Directors to join any of the Project Steering Committees. DC asked whether the HR Committee should be reviewing the Environmental Policy, although MG confirmed it had been updated fairly recently as part of overall Policies. JI and JG to have an informal discussion with DC regarding any further updates to the Environmental Policy. DC also asked for the Directors' Contacts be brought up to date, which MG agreed will be done and circulated.

8. Special Items

8.1 Recurring Actions List

Budget for the next financial year; MF confirmed work done in last 10 months makes it easier to do the budget and have started projecting a 24 month cashflow. MG agreed and has been looking at which format to use and best format of reporting this. GW added that the Strategy Standing Committee conversations could help to inform the future financial projections and reporting.

MF and MG to look at cost of living increase.

Septic tank at An Roth – as building hasn't been used as much during last 10 months no need for this to be emptied.

8.2 Deputy Manager's Report

MG confirmed that the childcare survey has been circulated and has also e-mailed all the schools asking them to circulate the survey. At present 26 responses to date which is encouraging and will analyse the data from this. MG asked Directors to encourage people to complete this survey and pass it onto any contacts they have.

SB thanked BW for the time spent on the Castaways videos. MICT now has a YouTube channel with a number of videos on this.

GW asked about the full cost recovery (FCR) calculations and how well they get carried into grant making applications and success in getting full cost recovery back. MG confirmed this varies, we have a relatively new system in place to calculate what our FCR should be so that we can work toward this. Several funders, issue a calculation sheet, MF confirmed that others have a policy that they will not support full cost recovery and it is extremely frustrating.

SH wanted to make clear that the proposal for the pilot for the child care, is successful, will only be able to be used in part of the island; the worry is that through the survey put out, parents on all parts of the island may think they will benefit, where as it is likely to be Tobermory or Salen based only. MG confirmed that 2 areas at most would be looked at. SB also noted that there are other different potential add-ons which could be done in a different way in the forest for example.

SB asked about the TSI (Third Sector Interface); MG confirmed this is the island agents work where we provide funding, constitutional or governance advice and we act on behalf of TSI to provide basic information. Also about sharing mailings and training opportunities with relevant information to selected or community groups on the island. Trying to get as many groups on the island linked up to third sector interface as possible. This is not linked to 1000 voices. MG confirmed the funding has been paid from January 2021 to March 2022.

General Manager's Report

JI asked about the Dervaig housing proposal and wondered how high a priority this is. MF confirmed that lack of affordable housing is probably the biggest single priority that comes up in community consultations. A swift community consultation in Dervaig before proceeding with the project and a survey informed of the mix of the project. Demand is highest for 2 bed properties in Dervaig. In managing expectations this is not a project where MICT are the lead partner in; a private developer with 15 or 16 properties with 5 for affordable rent that MICT would own.

SB also noted that the houses at Ulva Ferry will be arriving by lorry in a week's time.

MF went on to explain he also had to unblock frozen pipes at Ulva Ferry and as MICT continues to be successful in bringing in new physical infrastructure and capital assets, whether vehicles or built infrastructure, we have to recognise there is an ongoing overhead cost to operate and maintain them with an ongoing resource requirement to do this. For the future, we may need to think of having a Facilities Manager and likewise for the groups within the South of Mull.

GW asked about responding to housing need, and whether MICT should purchase existing properties that come on the market. MF confirmed we are in the process of purchasing Pennyghael School House. The capital cost is potentially a lot lower but the life cycle cost of renting and heating are higher for the tenants.

8.3 Fund Raising Officer's Report

Sian Scott's report has been circulated.

8.4 Ulva Ferry Housing

MF confirmed that as SH was committed elsewhere so asked if anybody from the board would be interested in coming onto the Housing Steering Committee. SB asked if an updated list of all board directors on standing committees and steering groups. MF will share this list for everyone to have a look at.

8.5 Proposed Helipad for MICH

MF explained that we need to investigate this further; MICT is asked if we can facilitate a lease from the landowner of the proposed location with no role to play in fundraising or operation or funding revenue costs of operation and no involvement in insuring it. It would simply be to facilitate the lease similarly to the swimming pool whereby Mull & Iona Community Enterprise entered into a similar arrangement with Crerar Hotel Group. All in favour. MF suggests having a zoom meeting in a week's time with Stuart McClennan, Andrew Roberts from the Coastguard and Piers Massey from the Hospital.

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

- **Ardura**

MF confirmed that the long term forest plan is on the Legacy public register and comes off the Register on 31st January.

9.2. Childcare project

Already discussed.

9.3. Nonhebel Park, Tobermory (MG)

Already discussed.

9.4. MESS (HC)

The shop is still allowed to be open within Level 3 restrictions.

9.5. Ulva Ferry Housing (HMCD)

Already discussed.

9.6. Ulva Ferry pontoon and shore facilities (CF)

MF confirmed the main source of funding was hoped to be the Rural Tourism Infrastructure Fund and was the last main hope for the project. An e-mail from the Council confirmed that Visit Scotland received £8m worth of applications for £3m of funding and we had been unsuccessful. Cally is now looking at somewhere else for funding and further reductions in development.

9.7. Ulva Ferry Community Transport (MF/JM)

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

Report being prepared by Jan and Emily.

9.9. Key Workers Accommodation (BW/EF)

Nothing to report.

9.10. Friends of Calgary Bay (MF/JD)

Nothing to report.

9.11. 1000 Voices project (MF)

9.12. Mull & Iona Community Councils

RM confirmed no meeting since last month. MF confirmed Billy McClymont is now Chair and Andrena Duffin is Secretary of Mull Community Council. Billy is also joining the trustees of the Waterfall Fund, but no one has volunteered to come onto the MICT board.

10. Discussion items

As part of staff well being, MF has offered a visit to Garmony Hydro tomorrow in socially distance groups in 20 minute intervals and invited anyone else. BW responded, IJ and FW also would like to go.

11. Any Other Business

SB thanked everyone for attending.

Meeting closed at 9.30pm

The next scheduled board meeting will be the AGM on Monday 8th February 2021 at 7.30 pm via Zoom.

Signed

Name **Sandy Brunton**

Date
