

Mull and Iona Community Trust
Minutes for the 294th Board Meeting
Remotely Via Zoom - Monday 12th September 2022

Meeting started at 7.30 pm

Present (By Zoom): John Innes (JI), Barry Whenman (BW), Derek Crook (DCr), Jane Griffiths (JG), Sandy Brunton (SB), Dave Currie (DJC), Rob McManaway (RM), and Robbie Cameron (RC)

Joined late: Heather Waller (HW), Sue Hawkes (SH), and John Maughan (JM)

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

Apologies: None

1. Welcome, Apologies and AOB

SB welcomed.

SB wanted confirmation that everyone got Board papers. All confirmed.

SB asked about the MICT email addresses. JG and DJC don't have one yet. MF will follow up with Matrix to get emails set up.

Apologies from JM, SH, and HW as they will arrive late.

No other apologies.

AOB: MF would like to discuss the new School Campus.

Finalise date and format for October Board meeting.

Finalise date and format for AGM in November.

HW arrived.

MG explained deletion of some staff reports from the Agenda. Reports have been moved to bi-monthly, but agenda items have been crossed out rather than deleted to maintain numbering. SB welcomed the change. Ardura Report will be submitted next month as MF was on holiday.

Approve Minutes – Monday 8 August 2022

2.1 Approval of minutes from EGM, Monday 8 August 2022

No corrections noted.

JI proposed; JG seconded.

2.2 Approval of previous minutes, Monday 8 August 2022

No corrections noted.

RC proposed, RM seconded.

2.3 Review actions from previous minutes

Item 1; Completed. Will discuss during the HR report.

Item 2; MG has worked out automated notifications.

Item 3; CF to next MESS steering group.

Item 4; completed.

Item 5; Plug has been installed.

Item 6; CF.

Item 7; JM has written to Jan Dunlop. Ongoing.

Item 8; completed.

3. Declarations of Interest and Register of Related Parties

SB reminded everyone that declarations of interest are attached to the agenda and if anyone has any change in circumstance to please let MF know; with loans being repaid this may be the case for some Board Members.

4. Finance

4.1 Standing Committee Report (SB, RM, JI, MF, PV, MG)

PV: there were a couple of changes made after the meeting, as actual differed from the project budgets. Particularly, Tobermory lighthouse path moved from restricted capital to restricted revenue as income is solely from donations. Further question about the capital of the viewpoint path; further investigation required. Notes added where there are negatives.

PV reported that the audit sign-off meeting went very well and the auditors were delighted. SB thanked PV for her hard work.

SB highlighted the format of the budget spreadsheet, hoped it was easier to read and understand.

Question regarding the price of Bunessan MESS shop electricity; charges have been based on estimated not actual use, so a reading will need to be submitted.

Everyone agreed that current format of reports is useful.

4.2 Finance Reporting

PV noted that assets are valued at cost except forestry asset (timber), where the timber is at market value.

Actions from Board Meeting

1. To arrange for JG and DJC to have MICT email addresses
2. MESS Steering Group to discuss future of polytunnel at Gantry site
3. MF to discuss with Housing Steering Group the idea of shared equity housing.
4. JM will contact Jan Dunlop to initiate Ranger Steering Group meeting to discuss seasonal ranger to oversee other sites.
5. MG will make the updated Code of Practice available to all directors
6. All directors will sign updated Code of Practice
7. MG will follow up with Hazel Cowe to ensure that all MESS volunteers receive an induction
8. DCr will work with Hazel to ensure all Bunessan MESS volunteers sign the Code of Practice
9. SB and DJC will work with MF and Fundraising Officer Sian Scott to prioritise ongoing projects
10. MF to organise a meeting regarding a joint approach to the new school campus
11. MG will send out options for AGM in November

SH arrived.

SB noted that this is the last Finance report delivered by PV, as she will be leaving at the end of the month. All agreed that PV did a great job. Thank you, Pamela.

4.3 Membership numbers and donations

One new member joined in July, and six new members joined in August.

5.0 HR and Policies

5.1 Policy Reviews

MG updated on changes to policies.

Sickness and Absence policy update. Only Company Sick Pay section was updated: MG did seek out information from other groups and organisations, and received sixteen responses. The changes have gone to the HR committee and Finance Committee; both recommended for approval. JI proposed, BW seconded.

Equality and Diversity policy update: Change to include Political beliefs in section regarding opposing and avoiding unlawful discrimination. DJC proposed, HW seconded.

Code of Practice has been split into two, one for Directors and one for Staff and Volunteers. Special Category data statement of privacy added. Social media section added to bring policy up to date. Question regarding signing the current policy document; it was agreed that all current Directors should sign an updated copy. Printed versions will be sent out. SH proposed; JG seconded.

For Staff and Volunteers: additions are similar to the ones made for Directors' version. A question was posed about creating a shorter document for volunteers that may see this as an onerous document.

JM arrived.

Following discussion, it was agreed in the end that it could cause confusion to have two versions. It was recommended that discussion take place with MESS and other volunteers to help them understand the document and this could alleviate any issues. MG will follow up with HC to ensure that all MESS volunteers receive an induction, which includes discussing the new Code of Practice. DCr will work to get the Bunessan volunteers to sign the new policy. JI proposed; DJC seconded.

Due to the death of Queen Elizabeth, the day of her state funeral 19/09/22 has been declared as a bank holiday. Allowing for this bank holiday is not a requirement for employers. Discussion about adding this a bank holiday is a matter of respect, and as a matter of exception as this is an extraordinary occurrence. Consensus reached that there will be a paid Bank Holiday offered. JM proposed having the day off (office and shop closed, no UFCT bookings except in emergency) unless operational (Ulva Ferry), who will get the time off in lieu; RM seconded. All agreed.

6.0 This section intentionally left blank

7.0 Special Items

7.1 General and Deputy Managers' Reports (for information/discussion)

GM's Report

Question posed about the Facilities' Manager. MF answered that it's been budgeted, but not yet implemented; he has an idea about income generation to pay for the post which is why it's not been implemented yet.

Pontoon renewal licence. Are there any risks of it not being renewed? No.

Item 16: MF clarified current situation/communications with Argyll & Bute Council re key workers accommodation and Rural Growth Deal.

Item 18: Careers day at the High School. DJC happy to go.

Item 19: Attendance at shows - member recruitment but not otherwise productive. There is a value to having MICT there, specifically for the Rangers, MESS Castaways, particularly with an activity engage the crowds.

CalMac winter timetables are unworkable; letters are being drafted.

Item 17: NWMWC update: initial meeting 27 September, MF, BW, SB attending to scope out the six days provided by Just Enterprise. Date for fitting insulation pipe at Ulva Ferry houses has been changed to 9th October. Looking for volunteers to help. JG volunteered.

DGM's Report

Childcare project: A&B Council indicated that they will want to talk about progressing a partnership to provide out of school care at Tobermory. No date has been set for a meeting yet. This may be an opportunity for all playworkers for extra work. If Council does want to progress the partnership, it will need to be put on hold until new Finance officer is trained and MG can devote time to it. Nursery facilities in the Craignure development have been mentioned as well.

MG will need to increase hours in order to focus on HR and interim Acting Finance Manager positions. She does have scope to do that, but not to do more. There would need to be a new member of staff to focus on the Childcare project if we wanted to take forward in the short term.

Nonhebel Park, stage two application is due 21st October. There needs to be focus on this application, and Sian Scott may need to be refocused from AMAZE to Nonhebel Park and other development projects. SB and DJC will be asked to help MF and SS prioritise all of the projects currently ongoing.

Director's Governance training will run Thursday 15th online if Laura at DTAS is available.

Board meeting structure meeting – 30th September is most popular date.

7.2 Fundraising Officer's Report

No report this month due to annual leave.

7.3 NFU Grant Award

JI proposed, RC seconded.

8.0 Steering Group Reports submitted in advance, discussed as noted below:

8.1 Ardura (MF)

No report.

8.2 Ardura Community Wellbeing Project (RF)

No questions raised.

8.3 Childcare/Out of School Care project (MG)

No further questions raised.

8.4 Nonhebel Park, Tobermory (MG)

No further questions raised. Noted that TSL has tidied up the landscaping and it looks good.

8.5 MESS (HC)

No questions raised.

8.6 Housing (HMCD)

No report.

8.7 Ulva Ferry pontoon and shore facilities (CF)

No report.

8.8 Ulva Ferry Community Transport (MF/JM)

No report.

8.9 Ranger Service including Eagle Partnership & Friends of Calgary Bay (JD & EW)

No questions raised.

8.10 Data Research (HW)

No questions raised.

8.11 AMAZE Project

No report.

8.12 Mull Community Council, Iona Community Council Reports (JM & RM)

No reports. Minutes will be sent around once they're available from Mull Community Council.

9.0 Discussion items

No discussion items.

10. Any other business

MF asked if everyone was happy to take a joint approach regarding the proposed new school campus to the council. MF will coordinate a meeting with other organisations on Mull and Iona to accomplish this.

Date and format of October Board Meeting. Currently it is set for daytime and in person, but it is set for October holidays which can make it difficult. Zoom will make it easier for involvement as there are other opportunities for in person meetings in the near future. Zoom agreed.

AGM is set for 14th November, but there are other options. MG will send out options, and people can comment on their preferred format, date, and time.

Meeting closed at 9.32 pm

The next scheduled board meeting will be Monday 10th September 2022 at 7.30 pm via Zoom.

Signed

Name **Sandy Brunton**

Date
