

Mull and Iona Community Trust
Minutes for the 298th Board Meeting
Remotely Via Teams – Monday 6 March 2023

Meeting started at 7.30 pm

Present (By Teams): Barry Whenman (BW), Steve Blazye (StB), Rob McManaway (RM), Jane Griffiths (JG), Derek Crook (DCr), Robbie Cameron (RC), John Maughan (JM), John Innes (JI), Mark Strevens (MS), Sue Hawkes (SH), Ian Jones (IJ) and Sandy Brunton (SB)

In Attendance: Moray Finch (MF), Mairi Greig (MG), and Phil Rodgers (PR)

Apologies: Dave Currie (DJC), Heather Waller (HW)

1. Welcome, Apologies and AOB

SB welcomed. First meeting on Teams, so differences were explained.

DF raised question of whether MICT can help Tobermory High School by providing/helping to acquire laptops for students.

RC would like to discuss the Marine issue.

MF would like to add Grant offer for Community Transport for discussion/approval.

IJ would like to put items 7.5 and 7.6 together as there are issues that will be pertinent to both.

DF provided positive feedback on Iona Warm Spaces event that the Waterfall Fund helped to fund, which should be noted is separate from MICT.

Approve Minutes

2.1. Approval of previous minutes - Monday 23 January 2023

Amendments noted and actioned.

IJ proposed; JM seconded.

2.2 Review actions and matters arising from previous minutes

Item 1; Gantry, drainage improvements - ongoing

Item 2; MG to confirm directors code of conduct returned - CF

Item 3; MESS volunteers induction - CF

Item 4; DCr, MESS Bunesan code of practise - CF

Item 5; Appreciation to MESS for record sales - Completed

Item 6; Short term working group re engagement of young people - CF

Item 7; Management account training for board - MG/PR will need to schedule a dedicated meeting for this.

Item 8; Charts within management accounts - Completed

Item 9; Notes for all NWMWCW mtgs circulated - Completed

Item 10; Director training re-arranged - completed; second doodle poll has been forwarded by SS for second meeting.

Item 11; Mtg with Tob Distillery, details circulated - Completed

Item 12; Steering groups to be populated - CF

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.

4. Finance

4.1 Finance Reporting & Designated Funds

PR gave overview of Actual vs Budget report, with figures of note relating to Nov, Dec 2022. PR also walked through the narrative document to explain the charts. SB noted that trending line changes were helpful to see. Comments made about the clarity of the information presented, and thanks to those involved in creating these graphs and narratives.

MG provided overview of the Designated Funds.

IJ noted that because there is a lot of information, Directors would like to receive these reports well in advance of meetings, but the information contained was useful and what would be expected.

Directors agreed that would digest information on their own, with questions and main points visited during the meetings.

DCr asked that all of the reports are sent in one email to help make it easier to find, read through. SB noted that sometimes changes make it necessary to send follow up emails. MG reminded everyone of the Board meeting folder that all Directors have access to and contains all relevant paperwork.

StB asked for more information about the designated funds for Ardura maintenance for 25 years. SB answered that this is a projected management fee that has been set aside, and it shows a commitment to the forest that we can show to other funders as such. MF explained in further detail, as there was a proviso in the purchase that excluded commercial timber planting in the future, which meant that

Actions from Board Meeting

1. (CF) Gantry site and drainage improvements – needs to be widened to discuss whole Gantry site
2. MG to confirm that all directors' code of conduct papers have been received
3. (CF) MG will follow up with MESS Manager to ensure that all MESS volunteers receive an induction
4. (CF) DCr will work with MESS Manager to ensure all Bunesan MESS volunteers sign the Code of Practice
5. MF/MG to form short term working group re engagement of young people
6. PR/MG to set up training session on viewing management accounts for board
7. SS/MG to send out second doodle poll to arrange second director training
8. (CF) Steering groups to be populated by Directors offline or at next meeting
9. MF and others to meet 09/03/23 to discuss Graduate Business Admin opportunity
10. Further discussion of Highly Protected Marine Environment to take place before a response is drafted

there would be no revenue stream from the forest. This fund has been set aside to show the funders that there was funding to maintain the forest without a commercial timber income.

No questions raised on the Balance Sheet.

Following discussion, it was agreed that a private loan to a former director is to be fully repaid: RM proposed, JI seconded. All in agreement. No abstentions.

4.2 Budget Approval

MG gave overview of April 2023-March 2024 budget spreadsheet.

RC proposed; RM seconded. All in favour.

5.0 HR and Policies

5.1 Policy Reviews for approval

No policies for approval at this time.

5.2 Staff, changes in contracts

Confidential discussion, terms on three staff members contracts to be updated, along with job descriptions as relevant.

6.0 Strategy Standing Committee

No report this time.

7.0 Special Items

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

Deputy Manager's Report

It was agreed that questions relating to these reports would be submitted via to MF/MG with everyone copied in.

7.2 Fundraising Officer's Report

No questions raised.

7.3 Makeup of Standing committees and steering groups *(for information/discussion)*

Carried forward.

~~**7.4 Relocation of Bayview Garage, Craignure** *(for discussion and decision to investigate further)*~~

7.5 Peatland Action Officer proposal *(for discussion and decision)*

IJ raised concern about length of time of employment and redundancy costs. JI questioned whether there would be enough work for this post. SB expressed his informed opinion that there would be enough work on Mull for this position, and would most likely extend beyond the 4 years mentioned. MF noted that there is funding for a 2-year post.

Approved by majority vote.

7.6 Graduate Apprentice Business Administration opportunity *(for discussion and decision)*

IJ raised a concern about whether there is enough work at this level. Both posts will need supervision – is there someone with time to supervise these posts? SH also felt that the apprenticeship post would require too much mentoring in an office that is already stretched. JI expressed doubts about this role as well. MF noted that this is something that MICT has been trying to put in place for several years. The opportunity for funding has come through the Levelling Up, but is still a large financial commitment for MICT. As there are too many unanswered questions. MF suggested a meeting on Thursday afternoon (9/3) at 16:00 to discuss further.

7.7 Housing – re-mortgage and/or early repayment options, rent increases *(for discussion and decision, following recommendation from Housing SG, meeting 02.03.23)*

Re-mortgage/refinance decisions: JM proposed; RM seconded. All agreed.

Rent increases decision: JI proposed; JG seconded. All in favour. SB suggested an in principle appeal on the rent increase cap.

7.7a Proposed change to designated funds if Ecology Mortgage is repaid

RC proposed; JM seconded. All agreed.

7.8 Approval of Grant Offer, Scottish Govern

£11,300 from Scottish Government. BW proposed; RM seconded. All agreed.

8.0 Discussion items

No discussion items.

9.0 Any other business

MF: Bank of Scotland Reach grant awarded to UFCT to £7551.00 for revenue costs. StB proposed; MS seconded. All agreed.

Highly Protected Marine Environments will be discussed on Thursday morning. SB noted that a response should be drafted based on a proposal, and there has been no proposal put forward yet.

10.0 Member's 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 9.43 pm

The next scheduled board meeting will be Monday, 15th May 2023 in person and on Teams.

Signed

Name **Sandy Brunton**

Date
