

**Mull and Iona Community Trust**  
**Minutes for the 295th Board Meeting**  
**Remotely Via Zoom - Monday 10<sup>th</sup> October 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), Sue Hawkes (SH), Heather Waller (HW), Rob MacManaway (RM), and Robbie Cameron (RC)

**Joined late:** John Maughan (JM)

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

**Apologies:** Dave Currie (DJC),

### **1. Welcome, Apologies and AOB**

SB welcomed.

DJC will not be able to attend, and JM will be joining late.

AOB: Request for NWMWCW update; to be discussed under GM's report.

### **Approve Minutes – Monday 12 September 2022**

#### **2.1 Approval of minutes from previous meeting, Monday 12 September 2022**

Item 9 in actions should read SB not SG.

No other changes noted.

BW proposed; HW seconded.

#### **2.3 Review actions from previous minutes**

Item 1; MICT email addresses for two directors - completed.

Item 2; C/F to next meeting; not discussed at last MESS steering group meeting.

Item 3; Shared equity housing - Ongoing.

Item 4; CF; Ranger Steering Group - no date set yet.

Item 5; CF, Code of Practice to be posted for all directors, still to be completed.

Item 6; CF -Directors to return signed Code of Practice.

Item 7&8; CF - Volunteer Code of Practice at shops, and Bunessan.

Item 9; Prioritise fundraising for ongoing projects, completed, and ongoing through regular meetings.

Item 10; Meeting regarding a joint approach to the new school campus, completed and covered in GM report.

Item 11; AGM Option, Completed and on agenda.

### **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, PR, MG)**

No report.

#### **4.2 Finance Reporting: Designated Funds**

Thanks to Pamela Venters for her efforts in preparing the accounts.

RC asked about SharePoint and the ability to lock documents to remove ability to edit documents, particularly financial spreadsheets. MG and MF responded by saying that they will check out the options, and in the case that any figures are edited everyone is notified of the changes, and authors are able to restore previous versions so no data or formulas will be lost or altered accidentally.

Designated funds: The spreadsheet was adjusted from what was previously approved (amount was increased) so that when applying for funding, MICT's accounts show that most of the funding is already earmarked and committed to projects. Noted that these changes were approved by the auditors.

RE: Extract from Statutory Accounts, SB pointed out that it would be helpful to add in the staff and support costs amount available in a Reserves Account and term (six months vs. twelve months in reserve). MG and MF agreed and said that they would work to make this clearer before the AGM.

SB asked for agreement about whether the spreadsheets are useful and clear. All agreed. MF pointed out that this is the first time in 25 years that the Reserve funds have been achieved in line with policy. SB agreed that there is now clarity in the reports, and if we have achieved the aim of having reserves for the operation of the company over a 12-month period, that is an outstanding achievement.

JI Proposed Changes to Designated Funds; RC seconded.

### **Actions from Board Meeting**

1. (CF) MESS Steering Group to discuss future of polytunnel at Gantry site and drainage improvements
2. (Ongoing) MF to discuss with Housing Steering Group the idea of shared equity housing.
3. (CF) JM will contact Jan Dunlop to initiate Ranger Steering Group meeting to discuss seasonal ranger to oversee other sites.
4. (CF) MG will make the updated Code of Practice available to all directors and post paper copies
5. (CF) All directors will sign updated Code of Practice
6. (CF) MG will follow up with Hazel Cowe to ensure that all MESS volunteers receive an induction
7. (CF) DCr will work with Hazel to ensure all Bunessan MESS volunteers sign the Code of Practice
8. MG and MF to look at options/settings to protect financial documents and spreadsheets from editing
9. MG and MF to clarify prior to AGM how many months the Trust has access to in Reserves Account to cover staff and support costs
10. MG to circulate notes from NWMWCW/ MICT facilitated session (27<sup>th</sup> Sept).
11. MF to add a regular update re NWMWCW update to GM report
12. MG to put options together re: Living Wage increase for Board to consider
13. MF to arrange chimney sweep at Pennyghael Schoolhouse

### **4.3 Accounts to 31 March 2022**

These accounts have been through the auditor, as well as the finance committee, MG, MF and PV. They have been approved by the finance committee, and the auditor is happy.

Items of interest: SOFA (Statement of Financial Activities for the Year ending 31 March 2022). MG pointed out income that there was a £1,000,000 difference in Charitable Activities between 2021 and 2022, mainly due to building houses at Ulva Ferry, which are now occupied.

Assets: Forestry assets have reduced due to harvesting. There is also an increase in debtors due to forestry harvest.

No specific questions raised and no further comments.

RC proposed accounts; JG seconded. All in favour.

### **4.4 Membership numbers and donations**

There were three new members this month.

### **5.0 HR and Policies**

#### **5.1 Policy Reviews for approval**

No policies for approval at this time.

### **6.0 This section intentionally left blank**

### **7.0 Special Items**

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

Item 1: working with solicitor on a complaint re: Daily Record article about former director. It must be understood that there is no link between MICT and the offenses committed.

Item 11: M&IFC. SB asked about whether the Samsø model had been considered (re: community owned ferry and operational models). Currently there are three ferries out of commission.

Item 12: Water supply at UF – SB will be away on the dates suggested, so different dates will be explored, MF to send message round.

Item 21: Facilities Manager selection and interview; there is one director available for each session but it would be good to have one other who will be available for both the selection and interview processes.

Item 25: Visit to modular housing workshop will be 26<sup>th</sup> October.

Item 9: MF clarified that the Scottish Government's Regeneration Capital Fund (RCGF) Grant want to ensure that publicly funded projects have an open procurement process. We can continue with our selected design team if this element is funded by MICT.

JM arrived.

Item 14: Calgary Toilets and septic tank: it is the council's responsibility to fix the septic tank overflow problem. Question about MICT's reputation; MF says that it's clearly the council's remit and responsibility to fix so it will not cost MICT anything.

Item 20: Question about Helipad: it is a zero-price task.

AOB: NWMCWC facilitated meeting update which took place on 27<sup>th</sup> Sept. Facilities Management, forests and housing link ups were discussed. It was agreed that Ailsa's notes would be circulated to the Board for information, MG to action. Updates to be added as a regular item on GM report.

Deputy Manager's report – confidential HR items discussed.

Living Wage increase of 10.1% has been announced, and comes into effect in March 2023. MG will put options together to help the Board determine how to proceed with this increase within MICT.

#### **7.2 Fundraising Officer's Report**

No questions raised.

#### **7.3 Structure of Board and steering group meetings email of 4/10/22 refers**

Suggestion that came from the meeting was to change from monthly to quarterly meetings. HW observed during the meeting that staff are keen to get more direction and help from the Board, so steering group feedback will be more useful and pertinent. Suggested that new structure would not take place until the steering groups are more frequent, diarised and on-board. MF suggested that the first quarterly meeting take place in January. It was pointed out that things can change, but we need to try until we find the thing that works. Option of smaller Executive Committee to be explored to allow decisions to be made in between quarterly meetings.

Aim to implement changes in January 2023: JM proposed, RM seconded. All agreed.

#### **7.4 AGM**

Format: hybrid suggested to allow for maximum participation. Evening time would permit more participation but daytime would be safer for travel conditions. Cake was requested.

Hybrid daytime meeting was the agreed solution on Monday 14<sup>th</sup> November.

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

#### **8.1 Ardura (MF)**

JM asked about when the 'keep out' signs will be removed; MF stated that there is still timber being extracted, so the signs need to stay for now.

#### **8.2 Ardura Community Wellbeing Project (RF)**

No scheduled report this month.

#### **8.3 Childcare/Out of School Care project (MG)**

No scheduled report this month.

#### **8.4 Nonhebel Park, Tobermory (MG)**

No scheduled report this month.

#### **8.5 MESS**

No scheduled report this month.

**8.6 Housing (HMCD)**

Three applications for the Pennyghael house so far; closing date is 24<sup>th</sup>. Pennyghael Schoolhouse chimney needs to be swept (on recurring actions list). MF will look at / arrange.

**8.7 Ulva Ferry pontoon and shore facilities (CF)**

No questions asked.

**8.8 Ulva Ferry Community Transport (MF/JM)**

Minibus has arrived in the UK.

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

No scheduled report this month.

**8.10 Data Research (HW)**

Jl asked if there will need to be continued updating of the data, and how will that happen? MF agreed that it will need to be done on an annual basis, but nothing has been discussed yet.

**8.11 AMAZE Project**

It has started, but there is no news to report.

**8.12 Helipad**

No questions raised.

**8.13 Mull & Iona Community Councils (JM & RM)**

Mull Community Council currently lacks members, so it may continue as an un-constituted council. JM asked for interested parties to get in touch; only one more member needed to be constituted again.

RM received the minutes today so will forward any news after he has had a chance to read it.

**9.0 Discussion items**

No discussion items.

**10. Any other business**

*Meeting closed at 9.30 pm*

*The next scheduled board meeting will be Monday 12<sup>th</sup> December 2022.*

**Signed**

**Name**         **Sandy Brunton**

**Date**

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