

Mull and Iona Community Trust
Minutes for the 299th Board Meeting
Hybrid Meeting – Monday 15 May 2023

Meeting started at 10am

Present (in person or by MS Teams): Barry Whenman (BW), Steve Blazye (StB), Rob MacManaway (RM), Derek Crook (DCr), Robbie Cameron (RC), John Maughan (JM), John Innes (JI), Mark Strevens (MS), Sue Hawkes (SH), Dave Currie (DJC), Sandy Brunton (SB) and Donella Fernyhough (DF)

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

Apologies: Heather Waller (HW), Jane Griffiths (JG), and Ian Jones (IJ)
IJ read the papers in advance of the meeting and submitted comments in advance.

1. Welcome, Apologies and AOB

SB welcomed everyone.

DF advised that she may need to drop in and out.

AOB – Ferries, more re-use activities, newsletter

Approve Minutes

2.1. Approval of previous minutes - Monday 23 January 2023

Amendments noted and actioned.

JI proposed; RM seconded.

2.2 Review actions and matters arising from previous minutes

Item 1; Gantry, drainage improvements and tidy-up – MF to take forward

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

Item 3; MESS volunteers induction – MG, to discuss in 1:1 with MESS manager

Item 4; DCr, MESS Bunessan code of practise - MG, to discuss in 1:1 with MESS manager

Item 5; Engagement of young people – c/f. DF mentioned that there may be an opportunity to be involved with Tobermory HS Wellbeing Wednesday. Group need to meet and decide before acting – DF, MS offered to be in group.

Item 6; Management accounts training for board -c/f

Item 7; Director training doodle poll – c/f

Item 8; Steering group – on agenda for discussion today

Item 9; completed

Item 10; 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.

4. Finance

4.1 Finance Reporting & Designated Funds

MG explained that this is an interim finance report to March 2023, as there will be adjustments relating to year end transactions, therefore no balance sheet report has been prepared yet.

Narrative document has been slimmed down, focussing on areas where there are differences between budget and actual.

Narrative document will be developed to include more information as recognised including, but not limited to –

- Highlighting areas of concern (if any), summary or position
- Include expenditure with trading income comparison
- Information about debtors – trading or grant income

VAT returns are changing from quarterly to monthly to help improve cashflow.

4.2 Membership

New **members** noted. Information in future to include name and village/town only. As this was issued in course of business for information (allowing directors to know who is or isn't a member), it is allowed within GDPR, on the condition that directors (or staff) do not use this information for any other purpose and it is not passed onto any third party individuals or groups.

Question regarding business membership and whether we promote this option. Currently we do not; this could be something to explore. This can be discussed in relation to using the newsletter in a better/different way.

5.0 HR and Policies

5.1 Policy Reviews for approval

No policies for approval at this time.

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 Bunessan 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. Communications steering group or standing committee to be set up. MS, SB, JM, and Kathryn Dyer volunteered for this committee.

5.2 HR Standing Committee Update

Noted that under their delegated authority, the HR and Policies Standing Committee have approved – Noted that under their delegated authority, the HR and Policies Standing Committee have agreed and approved that:

- To allow all staff to carry forward holiday and TOIL until the end of June 2023 – any carried forward TOIL and/or holidays not used by the end of June will be lost and deducted from holiday/TOIL record. Thereafter, the policy will be strictly adhered to, ensuring reminders are sent out to staff re using holidays within the holiday year.
- Exceptions made for those staff that took extended sick leave during the year meaning it was difficult to use their leave, who can carry it to use within the full holiday year (end of March 2024)
- Exceptions made for those staff whose working hours/activities were directly affected by staff members on extended sick leave, who should also be allowed to carry forward and use within the full holiday year
- Review TOIL and Annual Leave policy, say by September
- King's Coronation Bank Holiday to be granted on a pro rata basis and can be used at any time during the current leave year (before 31 March 2024) – noted on timesheet when it is used.

It was also noted that a review of part time staff working hours is needed, particularly for those that have continually not been able to use all holidays and accrue TOIL i.e. the job role is more than the contracted hours.
Staff appraisals to be scheduled.

DF left the meeting, 11.15.

6.0 Strategy Standing Committee

No report this time.

7.0 Special Items

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

Questions raised regarding:

Nonhebel Park, phase 2 update – contractor has identified cost saving opportunities, working with Quantity Surveyors to quantify these. It is hoped that by end of week we will have a final contract value funded by 2 funders and our own resources. All going well, the project will be complete by end of the year.

Calgary toilets – JI requested clarification regarding success of crowdfunding, which MF was able to confirm.

Pontoon, fuel tank – The problems that were encountered by some boat owners were not related to the tank or processes. To prevent issues, MF clarified it is a double skin banded tank, without a drain. Contents do not sit stagnant, as levels are closely monitored. Tank polisher has been installed, and biocide is now available and will be used regularly.

NWMCWC – positive feedback for MICT's involvement in the process.

Ferry House – agreement with the Council is progressing.

Dervaig Church Hall potentially for sale – MF did request sale particulars but they were not available at the time.

Deputy Manager's Report

Interesting to note that Nonhebel is over 100% full. Good opportunity to publicise Nonhebel Park and the benefits to the community it can provide.

No questions raised.

7.2 Fundraising Officer's Report

One question about unsuccessful application and why it was unsuccessful; no answer readily available as FO is on Annual Leave, sometimes feedback is not provided by grant funding body.

Distell – discussion about proposed possible cooperation and whether there are questions to add to FO's paper, or whether any of the questions need to be changed.

DF re-joined at 12.10

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

Pennyghael Schoolhouse standing committee can be disbanded and deleted, as any issues will now come under Housing.

Population of sub committees discussed. MG will be in touch with IJ to follow up on joining HR committee. DF will join Ardura Well Being, and SH will leave that committee. Long Distance Path to be incorporated into Ranger Service for future development. DJC to join MESS committee. StB has joined the Ranger Service committee, and JM has joined (correspondence only). Sea Eagle Partnership: BW and StB joined. StB has also joined Friends of Calgary Bay. JI and MS have joined Nonhebel Park Phase 2 committee. IJ will join UFCT. StB will join Helipad (correspondence only). SH and MS will join the Nursing and Care Home committee. StB will join SB on the Ulva Ferry Pontoon Shore Facilities Project.

7.4. Proposed application for Community Wellbeing Project *(for discussion and decision)*

SH proposed, StB seconded.

7.5. Approval of grant and loan offer from CARES for Solar PV at Nonhebel Park *(for discussion and decision)*

JI proposed, RM seconded.

7.6. Request from Dervaig Community Orchard for combined land purchase with Dervaig Community Tree Nursery *(for discussion and decision)*

Questions regarding financial liability or legal concerns. MF confirms that there is no financial liability from MICT as money would come from fundraising by Orchard and Nursery. JI proposed, JM seconded.

7.7. Housing Project Officer proposal (for discussion and approval)

Agreed to discuss during Steering Group report section 8.6.

MG has left.

Rachel French (RF) and Helen MacDonald (HMCD) have joined the meeting.

Apologies from Ashley Grey (AG).

8.0. Steering group reports (submitted in advance for information/discussion)

8.1. Ardura (MF)

MF told about rewilding discussion in relation to Ardura. Work parties have proven a success in removing Sitka Spruce, and Rewilding Britain has asked if corporate partners might use work parties to help. Possibility for Team Building activities with work activities provided by Ardura Forest. Question about promoting paths; MF said yes, definitely, promotion is in the planning – grading paths, interpretation boards, leaflets, etc.

Cally Fleming has joined the meeting.

8.2. Ardura Community Wellbeing Project (RF)

RF summarised the last few months of the project, with emphasis on the report done by SKS. Noted that her funding has ended, but there was an extension given through the end of October 2023. This means that activities will continue for now, and more funding is being sought. The composting toilet is almost finished, and the shelter is in progress. Various funding sources are being explored to maintain the viability of this project, and the project may evolve to include other funding sources. Question regarding whether evidence of benefits of these activities are being gathered. RF affirmed that the evidence is being collected that will allow the project to grow and evolve as necessary. Question about the technicality of composting toilets; RF answers concerns raised.

8.3. Childcare/Out of School Care project (MG)

SH noted that consultants have done financial models on feasibility of setting up a nursery at Craignure.

8.4. Nonhebel Park Phase 2 (MF)

MF again mentioned tender and cost saving measures that will bring the project costs down to meet funding already promised, with a completion expected by end of the year. Question about only getting one tender; confirmed that this is usual for island projects. New business units will have the same footprint as the existing units, but will include a mezzanine level, and hopefully, 3-phase power.

8.5. MESS (HC & EB)

No questions.

8.6. Housing (HMCD)

HMCD gave overview of work ongoing, including Glengorm housing and other housing currently for rent, highlighting the current pressure for affordable housing. Need for a Housing Project officer outlined, with some funding coming from underspend of Housing budget. SB brought up an issue that single, working adults feel they are being overlooked when housing is available. HMCD agreed that something will need to be done, and an updated housing survey for Mull will be needed, which will then help inform allocation policies for future available houses. Shared accommodation is one form of housing that is currently missing from Mull. JM proposed, SH seconded recruiting for a Housing Project Officer.

8.7. Key Worker Accommodation (HMCD)

No questions.

8.8. Ulva Ferry shore facilities building (CF)

CF provided update on building works that have started, with a time lapse provided by BW to show progress. Completion expected for late October 2023. Various discussion points brought up, including use of anodes for pillars and fibre broadband installation. The idea of charging a landing fee for tours to help cover ongoing costs was brought up.

8.9. Ulva Ferry Community Transport (AG/MF)

MF updates included new Community Bus. No questions raised.

8.10. Ranger Service (incl Eagle Partnership and Friends of Calgary Bay) (JD & EW)

No questions.

8.11. AMAZE Project (MF/SB)

SB spoke about the events that took place over the last week. Good number of people turned out to hear more about the project; however, the people who attended were already interested in the topic. Need to find a way to inform those who aren't already involved. Samso is a similarly-sized island that boasts 100% renewable energy, so SB pointed out that we have a lot of scope to manoeuvre and a lot of work to do. RF brought up the idea to educate the MICT staff to help spread the word and get people interested and a staff meeting would be ideal.

8.12. Helipad (MF)

Construction has begun. Publicity is in the planning to explain funding and MICT's involvement. It will be called the Wilson-Thomson Helipad.

CF left the meeting.

8.13. Facilities Management (BD)

No questions.

8.14. Mull & Iona Community Councils (JM & RMcM)

No questions or points raised.

8.0 Discussion items

No discussion items.

9.0 Any other business

Ferries have gone from bad to worse, with businesses struggling. Is Mull being unfairly treated by taking our large ferry to serve other islands? The ferry committee is grappling with these questions. MICT can only support the ferry committee.

Communications steering group or standing committee to be set up. MS, SB, JM, and Kathryn Dyer volunteered for this committee.

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 3:30 pm

The next scheduled board meeting will be Monday, 21st August 2023 in person and on Teams.

Signed

Name **Sandy Brunton**

Date
