

Mull and Iona Community Trust
Minutes for the 300th Board Meeting
Monday 21 August 2023

Meeting started at 10am

Present (in person or by MS Teams): Barry Whenman (BW), Derek Crook (DCr), John Maughan (JM), John Innes (JI), Sue Hawkes (SH), Dave Currie (DJC), Sandy Brunton (SB), Donella Fernyhough (DF), Jane Griffiths (JG), and Heather Waller (HW)

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

Apologies: Mark Strevens (MS), Robbie Cameron (RC), Rob MacManaway (RM)
RM read papers, comments by email
MS read papers, no comments
RC read papers, no comments

1. Welcome, Apologies and AOB

SB welcomed everyone.

DF advised that she may need to drop in and out, due to joining remotely while travelling.

AOB – DTAS, Democracy Matters 2

Ian Cooke 'Acorns to Trees' visit in September

Approve Minutes

2.1. Approval of previous minutes – Monday 15 May 2023

Amendments noted and actioned.

JI proposed; BW seconded.

2.2 Review actions and matters arising from previous minutes

Item 1; Gantry, drainage improvements and tidy-up – MF awaiting response from contractor

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 - CF

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

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 after audit work

Item 7; Director training, extension from DTAS, SS will contact re dates

Item 8; Communications group has met, will add as regular agenda item.

SB expressed thanks to Steve Blazye who recently resigned from the board.

Following resignation, steering groups list to be checked in case they are significant vacancies.

Request for membership list with village location (not full address) to allow for membership recruitment.

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.

MG reminded everyone let us know as there were some potential transactions (which didn't transpire) which we would have needed to include in reports to auditors, and didn't have all the related party information on file.

4. Finance

4.1 Finance Reporting & Designated Funds

PR gave overview of Actuals v Budget to June 2023, brought forward figures are best guess as these will not be finalised until the year end position from accountants. Variance overall is large, due to nature of changing projects, particularly capital where delays can make a significant difference to the income and expenditure.

However day to day trading (generally included in unrestricted figures), is performing well. Noted that MESS income (shops) have exceeded their expected income by £20k.

Questions/comments highlighted the need for the board training – although noted that this can't take place until after audit, but date to be agreed as soon as possible.

Actions from Board Meeting

1. (CF) Gantry site and drainage improvements – needs to be widened to discuss whole Gantry site – MF waiting to hear from the contractor
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. (CF) MF/MG to form short term working group re engagement of young people. Communications SG to handle?
6. (CF) PR/MG to set up training session on viewing management accounts for board
7. (CF) SS/MG to send out second doodle poll to arrange second director training
8. Communications steering group or standing committee to be added to agenda.
9. Sian Scott to contact CVH to further discuss partnership as approved by the board.

Aged Debt has been reduced significantly over the past few months.

Designated Funds – Designated funds are unrestricted funds set aside for a specific project. Funds can be moved within this category from one project to another should the funds prove necessary to keep a project funded; this movement is done with board approval after discussion.

4.2 Membership

3 new members and donations noted.

4.3 Additional Signatories on Ecology Building Society (Phil Rodgers and Mairi Greig)

The board formally approve that Mairi Greig and Phil Rodgers are added as signatories to all Ecology Building Society account, joining Moray Finch and Alexander Brunton. Proposed by BW, seconded by DJC.

CVH spirits representatives joined the meeting (re agenda item 7.4)

Dawn Ferguson and Angus Colquhoun joined from CVH.

Agenda items 7.4 discussed here out of order –

SB introduced discussion as a place to ask questions. What sort of filming opportunities would arise? CVH have already been on Mull filming with Gordon Buchanan; opportunities will be set by MICT, and only when the partnership has been formed and defined. What would the filming be used for? Potentially, used on social media channels to launch the partnership and promote milestones. Television adverts are not planned. Consumers are always interested in what's happening behind the scenes, so would be used to showcase the partnership on website and social media channels. Filming would be used to highlight how the brand values the environment in which the distillery is set. Purposes will be defined, though, by both partners working in agreement. CVH will work to support biodiversity role for Ardura where possible. Could the partnership be a long-term relationship? From CVH's view, yes, a long-term partnership would be preferable, possibly with an initial, defined period to begin.

CVH representatives left the meeting at 12.

BW declared a commercial interest, as he carried out some work for John Doe (on behalf of CVH).

Proposal to move forward with a partnership, and senior staff can further discussions – DJC, seconded JG. All in favour apart from one director, who abstained. SS will contact CVH Spirits to further the discussion.

5.0 HR and Policies

5.1 Policy Reviews for approval

No policies for approval at this time.

5.2 Confidential item. Approval of change of terms and conditions of staff member

Proposed IJ, second JM.

6.0 Strategy Standing Committee

No report this time.

7.0 Special Items

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

MF raised the frequency of the board meetings – quarterly seems too long, but considering bi-monthly frequency. Following Discussions, bi-monthly meetings proposed JM, seconded JI.

Item 12.e Do external walls at An Roth need to be painted now that they have been cleaned – decision still to be made. MF encouraged people to have a look and give feedback.

Item 4 Facilities management discussion required out with the board meeting, having noted that MF is spending time doing some of this role.

Item 8 Need to take a realistic view re viability of care home (and childcare).

Deputy Manager's Report

Great thanks to Mairi for her hard work in the Acting Finance Manager's role, and it's very good to see Phil taking over some of the responsibilities. Question about UFCT admin role and how it was different from coordinator's position. Looking at recruiting someone to combine the roles of coordinator and admin to make the role more suitable for job share.

Re summer holiday clubs - Notification came very late in the day from Argyll & Bute Council (Scot Gov funding) to say that there was funding available, too late in the day to really be helpful, so it wasn't used.

7.2 Fundraising Officer's Report

Email questions directly to Sian.

7.3 Approval of CLLD grant from A&BC for Ulva Ferry Community Transport

No questions. JI proposed, JM seconded.

7.4. Proposed Partnership with Tobermory Distillery (for discussion and decision)- discussed above.

7.5. Additional MICT investment in Nonhebel Park ph2 (for discussion and decision)

Discussion of reallocation of some designated funds to cover projected shortfall for Nonhebel Park ph2.
Proposed JI, seconded DJC.

7.6. Ardura Bio Diversity Officer Proposal *(for discussion and decision)*

IJ to send through comments re the draft job description. Proposal to extend a staff members employment contract for an additional 6 months to this post, using our own resources. Proposed JM, seconded BW.

Break for Lunch

7.7. Gantry site extension/Relocation of Local Business *(for discussion and approval)*

MF and SB gave background information. Additional section of land (over and above) what is required by the local business, to develop further, for our own use, or other businesses/uses.

Proposal for direct purchase of land, JI and seconded by DCr.

Proposal to fund through our own resources (designated funds), BW and HW.

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

8.1. Ardura (MF)

FSC accreditation,

Confidential: TreeStory impact units -proposal to agree that Ardura Community Forest is the pilot – proposed HW, seconded DJC.

8.2. Ardura Community Wellbeing Project (RF)

No report submitted, no further discussion.

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

8.4. Nonhebel Park Phase 2 (MF)

MF explained challenges re 3 phase supply, meeting due to be held tomorrow (22.8.23) to discuss further.

SS preparing an application to EB Scotland towards solar PV and battery storage.

8.5. MESS (HC & EB)

Shop income has increased.

Social media post and presence being increased, with more information re plastic free July, bottle re-use and other environmental activities, although non charity shop posts have less engagement.

8.6. Housing (HMCD)

One house for rent – final scoring of applications in progress.

8.7. Key Worker Accommodation (HMCD)

No further discussion.

Discussion re the inclusion of the newly formed Communications steering group as a regular agenda item to allow for update. Agreed. In addition to written communication, this group will include branding, cohesion in information and how best to inform members/public about all areas of MICT's work.

8.8. Ulva Ferry shore facilities building (CF)

Building is now wind-and water-tight. Concern raised about access / path for fishermen's access to their running moorings. Should be alleviated when scaffolding comes down, and there is provisioning for the path to be improved.

8.9. Ulva Ferry Community Transport (AG/MF)

Ashley has resigned as coordinator, so joint recruitment for coordinator and administrator. Four drivers and two vehicles all running well at this point.

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

No report submitted, no further discussion.

8.11. AMAZE Project (MF/SB)

All being handled by third party consultants. Draft CETA has been prepared (energy audit for the island) as a baseline of how we produce and consume energy as an island.

8.12. Helipad (MF)

Approaching completion. The concrete has been finished, ops manual is being prepared. Volunteers have been recruited to help treat the concrete for winter conditions.

8.13. Facilities Management

Discussion will take place off line.

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

9.0 Discussion items

No discussion items.

10.0 Any other business

Acorns to Trees. They would like to come to Mull on 18 + 19 September to understand funding opportunities, or a funding opportunity for DTAS.

Democracy Matters 2 – Scottish Government initiative. Involving 8 Development Trusts in Scotland to help shape the legislation of devolved decision-making at the local level. MICT Board has been invited by DTAS to be one of the eight. Presentations and conversations to be involved; would the Board like to accept this invitation? All directors indicated yes.

11.0 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 October 2023 in person and on Teams.

Signed

Name **Sandy Brunton**

Date
