

**Mull and Iona Community Trust
Minutes for the 303rd Board Meeting
Monday 11 December 2023**

Meeting started at 1000

Present (in person or by MS Teams): John Maughan (JM), John Innes (JI), Sue Hawkes (SH), Dave Currie (DJC), Sandy Brunton (SB), Donella Fernyhough (DF), Jane Griffiths (JG), Heather Waller (HW), Ian Jones (IJ), Mark Strevens (MS).

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

Apologies: Mairi Greig (MG), Barry Whenman (BW), Derek Crook (DCr), Robbie Cameron (RC), Rob MacManaway (RM)

1. Welcome, Apologies and AOB

SB welcomed everyone.

AOB: Picking up tasks that will be affected by MG's absence – to be discussed in section 6: Strategy.

1.1 Appointment of Office Bearers

MF: SB has expressed interest in stepping down. Suggested appointment of co-chair to act alongside SB for the short term.

JG and JM expressed interest in discussion with SB regarding succession but no-one else nominated for Convener. SB agreed to remain as Convener.

JM proposed SB as Convener; HW seconded. All agreed.

MF asked for nominations for Vice-Chair.

SB proposed JM and JG as co Vice Chairs. SH seconded. All agreed.

DF proposed BW as Secretary; JI seconded. All agreed.

DJC proposed RM as Treasurer; JM seconded. All agreed.

Approve Minutes

SB checked to see if everyone had access to the Board Papers. JI had issues accessing papers and IJ suggested that Matrix could help simplify everyone's access. SB noted that two-factor identification will be necessary to gain access to everything, so needing to use the MS Authenticator is to be expected.

MF invited all board members who are having issues with access to email him with details, and MF will seek help from Matrix. IJ suggested hosting Matrix at An Roth to help in person. MS has volunteered to be part of any group looking at IT issues, including help. SB suggested an in-house help session to find issues and try to work through them; most agreed. Meeting set for 18 January, 10 am in An Roth.

2.1. Approval of previous minutes – Monday 23 Oct 2023

IJ asked to correct spelling of his name.

DF proposed; JI seconded.

2.2 Review actions and matters arising from previous minutes

Item 1; DCr suggested that BH would be best person to ask about volunteers to sign code of conduct. (CF)

Item 2; (CF) SS to set up young islanders network meeting.

Item 3; (CF) PR to set up additional training session for accounts.

Item 4; (CF) SS has contacted DTAS, but hasn't heard back.

Item 5; Done. Communications Steering Group is on agenda.

SB would like to list items for approval on the agenda going forward. SS to list the grants to be approved on future agendas.

3. Declarations of Interest and Register of Related Parties

No changes were advised. SB reminded everyone to notify MF or MG of any changes.

4. Finance

4.1 Finance Reporting

PR: We commissioned a review of VAT reporting and it appears that VAT has been incorrectly coded in a small number of instances. Wylie & Bissett has suggested a statement to be included in the Annual Accounts to reflect this. The content of the statement was proposed by JI, seconded by JM. All agreed. Actual vs. budget: graphs presented, questions asked about overdue customer balances. PR suggested that we now should consider seeking payments by Direct Debit to reduce administration time and reduce overdue payments, but there will be a fee. MF suggested that the Finance Committee should consider the proposal and make the decision on behalf of the Board; PR to submit written proposal to Finance Committee.

4.2 Donations & Membership

Actions from Board Meeting

1. (CF) SS to set up Young Islanders Network meeting
2. (CF) PR to arrange date for additional accounts training
3. (CF) SS to follow up on Director Training date from DTAS
4. PR to submit Direct Debit proposal to Finance Committee
5. HR meeting with MF set for 14 December
6. Strategy Meeting set for 21 December

Two new members noted.

4.3 Annual Accounts and Designated Funds Approval

This item was on the agenda in error from the previous Board meeting

5.0 HR and Policies

5.1 Policy Reviews for approval

No policies for approval at this time.

5.2 Updates from HR and Polices Standing Committee

National Living Wage review to be discussed. SH noted that it is a priority to look at the increase and how it will affect MICT. MG has already prepared an options appraisal for implementing the increases proposed; MF suggested that the HR committee meet to consider this proposal prior, date set for 14 Dec 2023.

6.0 Strategy Standing Committee

SB suggesting convening a Strategy Standing Committee meeting in light of MG's absence, and in terms of the development of the organisation. MF suggested full board meeting for 21st December.

SS to circulate the document prepared in support of the Supporting Communities Fund application which has a review of the organisational structure and ongoing projects.

Ideas include a Re-Makery, wood turners, and other ideas spurred on by ReBOOT in Moray for Gantry 2 site. SB Noted we should reinvest some of the income from MESS into expanding MESS operations. SB noted that DTAS offer an HR support service. MS proposed that the Board authorises the senior team to take action to appoint staff necessary to fill the short term resource gap; all agreed.

7.0 Special Items

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

Care home: feasibility efforts have been paused pending review by Health and Social Care Partnership (HSCP).

Deputy Manager's Report

No report this time.

7.2 Fundraising Officer's Report

Grant Acceptance & Approvals:

- EB Scotland- Nonhebel Park Phase 2- £25k.
- 2x Expressions of Interest to Scottish Land Fund worth £529K for affordable housing in Salen and Fishnish.
- Acorns to Trees- Nonhebel Park Phase 2- £40k.

Block approval for all four grants: SH proposed; JG seconded.

Approvals for Grant Application Submission:

- Expression of Interest to Crown Estates Community Fund- Crofting feasibility project. Application value: £39k. JM proposed; HW seconded.
- 2x Expressions of Interest to Rural Housing Fund worth £2.730M for affordable housing in Salen and Fishnish. Previously approved.
- 2x Stage 1 applications to the Scottish Land Fund worth £569K for feasibility work in relation to affordable housing in Salen and Fishnish. Application value: £26,041. DJC proposed; HW seconded.
- Community Mental Health and Wellbeing Fund, Argyll & Bute Third Sector Interface- Room and community bus hire for Mull Musical Minds and Mull Safe and Sound. Application value: £4,987. JM proposed; SH seconded.

7.3 Communications Standing Committee report

SB would like the dates of the cyber security workshops to be circulated.

MS and SS provided updates on website development.

7.4 Proposal for Cyber Insurance policy (for discussion and decision)

DF proposed; RM seconded.

Break for Lunch.

Meeting resumed at 13:21 with staff members EB, RF, CF.

SH left the meeting.

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

8.1. Ardura (MF)

Forestry Stewardship Council came to film in September; currently just a low-resolution version available, but may have a full version to us by Christmas. Publication could bring in investment as Ardura is now FSC certified, the first such project in the UK.

JM suggested looking at whether crofts could be developed at Ardura provided there could be power installed.

8.2. Ardura Biodiversity (RF)

SB asked about when the planning permission on the shelter is expected. The decision is pending anytime now.

RF in post from 1st November. Submitting an expression of interest soon for Nature Restoration Fund.

Interpretive signs may incorporate QR codes to cut down on words/size of signs, to provide links to more information as well as donation information.

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

Nothing to report at this time.

8.4. Nonhebel Park Phase 2 (MF)

No questions. Funding has been secured from HIE and A&B Council to cover groundworks. Business units should be completed by end of March 2024.

8.5. MESS (HC & EB)

Fashion Show went well, roughly £1000 raised. The Board thanked all staff and volunteers involved.

Business collections are ending because Council will now collect recycling from businesses as well as households. It has not been a profitable endeavour for MESS.

SB noted that development of Gantry 2 should include MESS staff.

8.6. Housing (KP/HMcD)

JM recounted the Council Emergency Housing Summit. Funding for housing officer post(s) discussed.

8.7. Worker Accommodation (HMCD)

Update on planning application. Still no answer about how MICT will be involved in running the accommodation.

10 minute break

8.8. Ulva Ferry shore facilities building (CF)

Nearing completion. Community Room to be named after a significant member of the community; permission is being sought.

Publicity and celebrations will be upcoming. Still need to source furniture and other equipment.

8.9. Ulva Ferry Community Transport (AN/SM/MF)

No questions raised.

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

No questions raised.

8.11. AMAZE Project (MF/SB)

Project is now complete. Next step will be to get staff; need job descriptions and funding. EV charge points can be installed when funding arrives.

8.12. Helipad (MF)

Lights and paint yet to be completed.

8.13. Facilities Management

No report submitted. Previous applicant to be re-interviewed to undertake the management role. May need to readvertise and continue search. SB states that the role needs to be clarified.

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

Mull Community Council report from JM. Short summary of last meeting to be sent around shortly. Short discussion of Democracy Matters meetings, aims and goals.

Iona Community Council report from RM.

9.0 Discussion items

No discussion items.

10.0 Any other business

11.0 Date of Next Meeting – Monday 19th February

12.0 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 1530

The next scheduled board meeting will be Monday, 19th February in person and on Teams.

Signed

Name **Sandy Brunton**

Date
