

**Mull and Iona Community Trust**  
**Minutes for the 304<sup>th</sup> Board Meeting**  
**Monday 15 April 2024**

*Meeting started at 10.00am*

**Present (in person or by MS Teams):** John Maughan (JM), Sue Hawkes (SH), Dave Currie (DJC), Sandy Brunton (SB), Donella Fernyhough (DF), Jane Griffiths (JG), Ian Jones (IJ), Robbie Cameron (RC), Mark Stevens (MS), Rob MacManaway (RM), and Derek Crook (DCr)

**In Attendance:** Moray Finch (MF), Robin Harrowsmith (RH), Phil Rodgers (PR), and Siân Scott (SS), Rachel French (RF), Ewan Baxter (EB) and Cally Fleming (CF) attended in part.

**Apologies:** Heather Waller (HW), Barry Whenman (BW), and Mairi Greig (MG)

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

SB welcomed everyone.

Introductions to welcome Robin Harrowsmith (RH) new Facilities Manager.

AOB: Grants for MESS to be discussed in 8.10.

AOB: Visit Scotland office closing.

### **Approve Minutes**

#### **2.1. Approval of previous minutes – 19 February 2024**

4.10 second paragraph word correction (surplus) and summarize the finance section.

DF proposed; MS seconded.

#### **2.2 Review actions and matters arising from previous minutes**

Item 1; Added to SS to-do list, removed from Board meeting actions.

Item 2; Phil has asked for feedback re: availability. Date still to be set.

Item 3; (CF) SS to find dates for DTAS Director Training.

Item 4; Date set for Finance and HR committees to meet.

Item 5; SS is now providing reasons for grants not received.

Item 6; Again, added to to-do list.

Item 7; KD is working on this; in process.

#### **Approval of previous minutes – 19 March 2024**

RM proposed; JG seconded.

#### **Review actions**

Actions from minutes to be discussed later.

*SH joined meeting.*

*PR joined the meeting.*

### **3. Declarations of Interest and Register of Related Parties**

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

### **4. Finance**

#### **4.1 Finance Reporting**

PR: Management accounts presented. Highlights: Year to date to end of February financial performance is as expected. MESS year end surplus will be slightly less than expected., Discussion about whether MICT should publicise how much money is contributed to the local economy through wages to MICT employees as part of the communications around the charity's impact. SS & Communications Committee to consider as part of the key messages and comms plan being developed.

Direct Debit (DD) process has been started and making efficiencies. Aged debt is lower than previously, and DD is helping reduce this further.

2024-25 departmental budget showing a deficit. There are however sufficient unrestricted funds in 2024-25 to designate to all departments running a deficit while also maintaining the Reserves position in line with the charity's Reserves policy. Noted that external grants and donations are still essential to ensure the ongoing viability of the charity's various activities and services as well as to fund all new project work. SB expressed thanks to all who have been involved in preparing this budget: PR, MF, RM, all project managers and the Finance Committee.

### **Actions from Board Meeting**

1. (CF) PR to arrange date for additional accounts training
2. HR and Finance committee to meet regarding changes to grades
3. SS to find dates for DTAS Director Training
4. Easyfundraising information to be sent around by SS
5. CF to contact Claire McMurphy regarding official opening of UFSFB
6. PR to track and report USFSB donations using iZettle data

MS proposed approval of the budget; JM seconded.

#### **4.2 Donations & Membership**

One new member to note.

DC would like to see more publicity around the 'shop to fundraise' schemes and the Argyll Charity Lottery. Reminders to be sent to members via the newsletter and regular posts on Facebook- SS to action. Easyfundraising is one way we currently can raise funds and this can be added more often to the newsletter to highlight.

#### **5.0 HR and Policies**

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

No policies for review other than salaries policy which will be reviewed in May.

##### **5.2 Updates from HR and Polices Standing Committee**

MF: Living Wage and Cost of Living increases have been discussed at length and implemented. All staff have been notified of these increases.

MF updated all on MG's progress. Well wishes and flowers to be sent to MG.

##### **5.3 New Starts – Facilities Manager and Cleaners, UFSFB**

New Facilities Manager: Robin Harrowsmith (RH). Discussed job description and scope of work.

Ulva Ferry Shore Facilities cleaners: Jennifer Melling and Mark Millward in a job share.

##### **5.4 Recruitment – Admin & Finance Support**

Recruitment process ongoing.

*Break for 10 minutes*

#### **6.0 Strategy Standing Committee**

Nothing to report.

#### **7.0 Special Items**

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

MF: Updates on recent work.

The board minuted their appreciation of Moray's work in particular his most recent efforts to support another local, 3<sup>rd</sup> sector organisation.

Item 6: Ulva Ferry Pontoon repairs. MF confirmed RM, RC, and DJC as the Directors who have volunteered to help the new Facilities Manager while MF is out of the office on annual leave.

Pontoon Fuel: HMRC recently included an article in their newsletter about unattended sales of red diesel. This may become an issue at the pontoon.

We are now buying marine gasoil from Certas Energy and Oilfast as Gleaner is no longer delivering to Mull.

Smart meters: Ulva Ferry Shore Facilities: the meter is operational but only as a "dumb" meter so it is not sending meter readings to the supplier. This means we cannot access any of the more attractive tariffs for EV charging. At Nonhebel Park there is a delay installing smart meters. This is delaying tenants moving in. RH will progress a resolution while MF is on holiday.

##### **Deputy Manager's Report**

No report this time.

#### **7 Fundraising Officer's Report**

##### **7.2.1 Approval of grant funding offers**

1. Waterfall Fund- Nonhebel Park Phase 2 solar pv and battery: £2,500
2. NatureScot – Ranger Service: £13,200
3. National Trust for Scotland – Ranger Service: £31,333
4. Early Learning Fund – A&B Council – Ardura Acorns: £2,000  
RC proposed; DJC seconded.

##### **7.2.2 Approval of grant funding applications**

1. Vibrant & Living Spaces Grant- A&B Council- Ulva Ferry Shore Facilities Heritage Interpretation Panels: £25,500
2. Citi Foundation Challenge Fund- Housing project revenue costs: U\$500,000
3. Supporting Communities Fund- A&B Council- Ulva Ferry Community Transport: £2,500
4. Supporting Communities Fund- A&B Council- Ranger Service: £2,500
5. Supporting Communities Fund- A&B Council- Ardura Biodiversity: £2,500  
JM proposed; RM seconded.

MS updated on the website design work as part of item 7

*Break for Lunch.*

*Meeting resumed at 13.17 with staff members Rachel French, Ewan Baxter. Meeting started with agenda item 8.14 and ended with 8.1.*

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

##### **8.1. Ardura (MF) &**

##### **8.2. Ardura Biodiversity (RF)**

RF provided an update on Ardura infrastructure works and biodiversity action plan progress. SB suggested community Open Days for encouraging greater involvement in the forest. RF is working with JD to plan further activities. Riverfly activity has started.

Biofluorescence evenings were a success, and it was suggested that these be repeated. Once completed, the forest shelter will enhance the opportunities for various activities. It was noted that RF's role is specifically focused on delivering the biodiversity action plan and while there is some overlap with community engagement particularly with regards community volunteering to deliver actions in the biodiversity plan, to ensure the project delivers its targets, RF can only provide limited time/support to community events in the forest. Discussion held on raising donations for Ardura and the Ranger Service from visitors to the forest.

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

Nothing to report.

##### **8.4. Nonhebel Park Phase 2 (MF)**

Discussed report.

##### **8.5. MESS (HC & EB)**

Discussed report.

##### **8.6. Housing (KP/HMcD)**

Discussed report.

##### **8.7. Worker Accommodation (HMCD)**

Discussed report.

*Short break of 5 minutes*

##### **8.8. Ulva Ferry shore facilities building (CF)**

CF provided an update on work. CF organising the official opening event and thinking about how to highlight the positive environmental status of the building. CF to contact Claire McMurchy at HIE regarding invitations to the opening. PR to track and report on USFSB donations using iZettle. Better designed and positioned signage needed to encourage donations.

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

After a productive meeting with USCA regarding fares, MF shared fundraising ideas from Ulva Ferry residents to raise money for the service.

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

Discussion on applying for MESS funds by the Ranger Service. Internal MICT projects and/or services can-not apply for MESS grants. Therefore any projects undertaken by the Ranger Service in partnership with other local community should be applied for by the partnering community group involved and not the Ranger Service. For any Ranger Service project not developed directly with another community group, activities should be budgeted under the Ranger Service and paid for by MICT.

*Cally Flemming entered the meeting.*

##### **8.11. Helipad (MF)**

Helipad is now operational, and feedback positive. One issue with a solution in progress is with the landing lighting. It should be operated by the helicopter pilot but this isn't working, so pilots need to rely on the A&E desk in the hospital to operate remotely. Official opening (event scheduled for 29 May).

##### **8.12. Facilities Manager (MF)**

RH gave an overview of the facilities management work priorities.

##### **8.13 Communications Standing Committee (SS/KD)**

Email sign off information and disclaimer. MF to send wording to all MICT Directors. .

##### **8.14. Community Councils- Mull & Iona (JM & RM)**

Visit Scotland iCentre closure. JM to table at the next Mull Community Council meeting.

RM and JM gave updates.

#### **9.0 Discussion items**

No discussion items.

#### **10.0 Any other business**

VAT receipt policy- all MICT staff and Directors reminded to provide a VAT receipt with expenses claims and to check they have received a VAT receipt (and where needed ask specifically for a VAT receipt) when making all purchases as in some cases now, VAT receipts are not routinely provided by vendors at the point of sale.

#### **11.0 Date of Next Meeting – Monday 10<sup>th</sup> June**

**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 1535

*The next scheduled board meeting will be Monday, 10<sup>th</sup> June in person and on Teams.*

**Signed**

**Name**        **Sandy Brunton**

**Date**

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