

**ISLE OF LUING COMMUNITY TRUST**  
**Registered Charity SC036441**

**Minutes of the Meeting held at Atlantic Islands Centre on**  
**5 December 2016 at 7.30 pm**

**Present:** J Robertson(Chair), N Bissell (Vice-Chair), A Fleming(Treas), E MacLachlan,  
*In attendance:* board of the Trading Company (TC), Helen Thomson (observer), Gill Law (HR adviser). *(Note: this meeting was postponed from 25 November following G Law's car accident preventing her attendance as the board's HR adviser. As this was a joint board meeting, the minutes cover the business of the Trust at this meeting, for which the TC board members were observers only.)*

		Action
1	<b>Apologies</b> P Hooper(Sec);	
2	<b>Minutes</b> not read - postponed to next meeting	
3	<b>Matters Arising:</b> none as Minutes not available	
4	<b>Staff recognition and contribution:</b> A long and acrimonious discussion occurred. There was no conclusive outcome, apart from agreement that: <ul style="list-style-type: none"> <li>o a letter of thanks and appreciation be sent to M Whitmore, regretting his resignation from the Trading Co., stating that he would be welcomed back at a time he feels is appropriate, and signed by both Chairs.</li> <li>o the Board needs to improve effectiveness of operation, with appropriate training, with review of procedures and better communication.</li> </ul> NB stated that he would present a paper on the topic at the next meeting.	
5	<b>Treasurer's report/Financial matters</b> Balances to date were Main a/c £12449, Projects a/c £20316, BL a/c £21607 Board will review use of current funding, with emphasis on the business needs in relation to current and future staffing, and looks to the TC to assess its ongoing contribution to staffing costs in relation to the projections on which current funding is based.	
6	<b>Lorn Islands Partnership:</b> AF explained that the partnership would need to become a registered not-for-profit company limited by guarantee to enable funding from Scottish Government sources such as Climate Challenge Fund. Agreed to proceed.	
7	<b>Centre activities</b> Agreed need for improved co-ordination between boards, and with café operation, with monthly meetings and action points. TC board recommended to consider using a Hospitality/Catering consultant to support café/kitchen operation.	
8	<b>HR matters:</b> the board confirmed the earlier agreement to appoint GL to advise on procedures for handling HR matters on a voluntary basis. The board expressed their thanks.	
9	<b>Any other competent business</b> There was no AOB.	
10	<b>Date of next meeting</b> To be arranged.	

*Note: Following the meeting, the Chairman sent a letter of appreciation to NB for his vast contributions over many years to the Trust and its AIC project. Also a joint letter of thanks from both Chairs to the Luing Bakers.*