

ISLE OF LUING COMMUNITY TRUST
Registered Charity SC036441
Minutes of Board Meeting held at The Atlantic Islands Centre
on
29th April 2018 at 10:00am

Present :

A Fleming (Treas), P Thomas (Sec), E MacLachlan, N. McCorrisken, J Rennie, J Churchill

A Fleming Chaired Meeting.

		Action
1	<p>Apologies :</p> <p>Apologies were received from N Dyckhoff, P Hooper.</p>	
2	<p>Minutes from previous meeting :</p> <p>The minutes from the previous were read and adopted.</p>	
3	<p>Matters Arising :</p> <p>Augmented Reality Day – AF stated this had been a positive event with future potential. JC to be the lead on this.</p>	JC
4	<p>Treasurers Report :</p> <p>The Trust Bank Statements were agreed. There was no funding support for TC staffing now as the budget for this has been fully utilised now. JC advised that the Finance Sub-Group (JC,PT,AF & PH) would meet between Board Meetings in future and report to the Board any decisions made regarding Funding. Any decisions requiring full Board consent would be made at Board Meetings.</p>	NMEM
5	<p>Lorn Islands Partnership :</p> <p>Business Hubs – Currently this is not moving forward due to H.I.E. LIP is challenging this decision. NM suggested that we may need to look at the possibility of moving this forward as an individual island project, especially as LIP is unable to apply to SLF for the purchase of the required land. A discussion was also held of the potential for the LCC and LIP to work together on achieving aims.</p>	
6	<p>Maintenance Report :</p> <p>Planned/Unplanned Maintenance. PH & JC are looking into maintenance planning and hope to develop systems and a maintenance plan.</p>	PH
7	<p>Development Manager report :</p> <p>All Board Members had received and read JC's report.</p>	

	<p>Resource Efficient Scotland. JC has arranged for these to do a site visit to assess energy usage. The AIC utilities costs are higher than would be expected and we need to look at ways to reduce these costs. JR said that he would procure a ‘smart meter’ to work out ‘what is using what’.</p> <p>Mobile Phone – JC’s mobile phone contract to be transferred to the Trust to enable it to be paid via Direct Debit.</p> <p>JR suggested renting out the AIC to Community Groups to produce income. JC explained that it would be more in keeping with the Trust aims and objectives to enable Community Groups to use the facilities at no cost.</p> <p>JC to produce and distribute a newsletter to for the community within the next 2 weeks.</p> <p>LEADER Bid – JC is aiming to have this completed for the August deadline. Any money granted by Leader would need to be utilised by 2020. We appear to be in a strong position for applying for this funding. However JC has expressed concerns over this funding due to the potentially complex nature of administrating these funds.</p> <p>Events sub-group – Meeting arranged for 4th May – report to be produced for next Board meeting.</p> <p>Marketing – Budget has been identified for improving our websites and co-ordinating these and Social Media content.</p> <p>Art Trail – Steve Pardue will be visiting the Island and meeting with interested parties to help to develop this.</p> <p>Administration Post – JC has requested we try to recruit to this post on a temporary basis, initially for a period of 4 months. This post holder would enable JC to concentrate her time more on the development and strategic role her job entails.</p>	<p>JR</p> <p>JC</p>
8	<p>Trading Company :</p> <p>JC re-iterated that <u>all</u> staffing concerns and issues must be referred back to JC to ensure that Policies and Procedures are adhered to. A director had recently been approached by a staff member and arranged a meeting to discuss the issues raised with other Directors. Obviously this creates confusion amongst the staff as to the management structure, and all staff had been made aware of the correct procedures. For the avoidance of doubt, unless a staff member has an official complaint against the DM (which would be dealt with under the Company Procedures), than staff and Directors must go through proper procedure.</p> <p>Just Enterprise Report – This has been received and the Directors have had the opportunity to read through the report. It was agreed that the majority of</p>	<p>ALL</p>

	<p>the report was in line with the Boards assessment of the current situation. One aspect that was apparent was a question over the future direction and governance of the Trading Company. It was agreed that JC & PT would look into the effects and advantages or otherwise of dissolving the TC and continuing to trade through the Trust itself. JC will produce an analysis of this and the Board will look at this option.</p> <p>PH will provide the Trust with Minutes from previous and future meetings of the TC Board.</p> <p>JR pointed out that the TC should have been operating with a Lone Worker to lower staffing costs. It was noted that Maria had stated that it was illegal to operate in this manner, which appears to have caused some confusion on this matter. Upon further advice and guidance from HSE it had been ascertained that Lone Working was perfectly acceptable and that the café had been operating with one member of staff where feasible.</p> <p>JC has met with Lucy T with regard to her working in the café/restaurant. Lucy is happy to work on a Self-Employed basis and it is anticipated she will work 12-20 hours per week. Lucy will be working as a cook/mentor.</p>	<p>PT/JC</p> <p>PH</p>
9	<p>Any Other Business :</p> <p>J.C. is currently working to simplify the finance report from Just Enterprise to present a more appropriate form to the Board.</p> <p>AF is working on the review of how the BL funding has been utilised over the 5 year period and will produce a financial and written report for BL to be agreed by Board Members.</p> <p>Co-Opted Directors – There has been some confusion in the past over what ‘rights’ Co-Opted Directors have with regards to Voting in Board Meetings. It was agreed that under article 34.4 of the Articles of Association that Co-Opted Directors do have Voting Rights.</p> <p>GDPR – JC reports that this will have very limited impact on our organisation, the main area will be with regards to the ‘Mail-chimp’ data. JC will look into what we need to do with regards to compliance.</p> <p>Board Meetings – It was agreed that in future due to the increasing usage of sub-groups and following the appointment of a Development Manager it was not necessary for Board meetings to be held Monthly and we would now meet on a Bi-monthly basis.</p> <p>Access Gate – A local resident had complained that the Access Gate to the AIC has been left open on a number of occasions. This was discussed and it was established that the gate actually belongs to Shane Cadzow and we have no authority to put a notice on this. PT will refer this back to the complainant.</p>	<p>JC</p> <p>AF</p> <p>JC</p> <p>PT</p>

10	Date of Next Meetings. 24/06/2018 – Board Meeting 26/08/2018 – Board Meeting 14/09/2018 – Proposed Date of AGM – To Be Confirmed.	
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