



## MCDC Board Meeting Minutes

FINAL

Date:	Tuesday 4 <sup>th</sup> June 2024
Time:	7PM
Location:	The Hub
Public/Board Only	Board Only
Directors Attending:	<p>Angus Robertson (AR) (Chair)</p> <p>Bob Jones (BJ) (Zoom)</p> <p>Clara Montgomery (CM)</p> <p>Henriette Laidlaw (HL)</p> <p>Keith Laidlaw (KwL) (Treasurer)</p> <p>Sam Firth (SF) (vice Chair)</p> <p>Sue Layton (SL)</p>
Staff attending:	None
Public attending:	None
Apologies:	Jane Stuart-Smith (JSS)
Chaired by:	Sam Firth
Minutes by:	Keith Laidlaw
Meeting is quorum:	(Minimum 3 directors, and majority are elected directors)
Declaration of Interests	For the Community woodland item SL and CM declared.

Agenda Points	Summary/Discussion/Feedback	Actions/Decisions
1 Introduction	<p>Welcome, Minute Taker, Apologies, Starting Zoom and getting Bob online. Minutes of Last Meeting approved.</p> <p>Minute taker mentioned he is using "Notability" which synchronises Audio with the text when it is written to enable accurate minute taking. This file is used for minute taking and any clarifications. But is not shared publicly.</p>	
2 Action Points and matters arising from last meeting		
	<p>Sheil Bus parking at Hazel woods. Ongoing for hardcore. Shiel expressed concern that another bus company would benefit from their investment of the hard standing. 'Morvern on the Move' is a community not for profit transport service. This is to be communicated back to Shiel Buses</p>	A1
	<p>Missing minutes. Carry forward to next meeting</p>	
	<p>Electricity in the hub</p> <p>We are still waiting for the new meter to be supplied by the new electricity providers which will further reduce costs. We are now looking into making a complaint to SSE for poor advice when putting meter in with the aim to claim costs back.</p> <p>Miles Welsh has kindly written a complaint letter for the Electricity provider re potential refund, which the project officer needs to move forward with using information from previous bills and correspondence with SSE. Action PO</p>	A2
	<p>Remunerations committee. Not yet progressed Action AR</p>	A3 a

	<i>Replacement directors – Ellen Bird has put herself forward. Sue proposed, Sam 2<sup>nd</sup>. Unanimous in agreement.</i>	D3 A3 b
	<i>Electric car. Sold to Urram. A press release to been written on this. It should also go into the newsletter. Electric charger pricing requires adjusting with new Electric pricing. Action AR</i>	A4/A5
	<i>Minute Taker. Starts with MCTC week of 10<sup>th</sup> June. Aukje</i>	
	<i>Purchase of land at Pontoons. Waiting to hear from Ardtornish Estate.</i>	A6
	<i>Letter from W. Lamont. Angus was updated on situation and will have a discussion.</i>	A7
	<i>Website Review. Completed by HL. Since discovered this is being actioned with Web site provider. Update next meeting. PAS is also requesting an area in the website to update community on progress. Board agrees with this.</i>	A8
	<i>Dropbox. Review completed and sent. Also noted that there now seems to be multiple locations within Dropbox. This should be checked and consolidated. Action Angus to follow up.</i>	A9
3. Treasurers Report & Finances		
	<i>For info. Decision at last board to repay outstanding mortgage on Miners court as the current interest rate is expensive. It is being done. MCDC board also encourage Morvolts to consider similar strategies where possible. However, this is up to the Morvolts board – Action AR.</i>	D1 A18
	<i>Public question: they were under the impression that MorVolts paid any extra funds to MCT. MCDC response: Morvolts is a wholly owned subsidiary of MCDC and all surplus MorVolts funds are donated to MCDC. MCDC does make an annual community benefit donation to MCT each year (at a standard rate based on £5k per MW of gross generation capacity, index linked) . MCDC will regularly review any further possible donations to MCT over and above this amount</i>	
	<i>Treasurer reported on current management account reports of MCDC, MCTC and Morvolts.</i>	
4. Risk Management		
	<i>A request has been made to MCTC and Morvolts for a risk register for their areas. MCDC board kindly encourages these organizations to put some work into this area for the following Months meetings.</i>	A10
	<i>Directors felt they required a confidential area to share documents. Action KL to setup director’s confidential area. Identified that Board members will require extra compliance training.</i>	A11 A11b
	<i>Dealing with public requests, complaints, has to be handled appropriately. Process/Procedure to do this is to be defined. Action AR but proposed Ops Director to complete.</i>	A12
5. Staffing		
	<i>The new role of Director of Operations was agreed at a previous board meeting as a 0.6 role (with some flexibility to this) and a JD had been circulated and agreed by email. The board agreed to proceed to advertise the role. AR was updated on the role and its justification:  The new role will support existing staff and bring oversight across MCDC and MCTC setting up processes and systems related to financial, operational and HR management. This will help shift the focus of board directors away from</i>	

	<p><i>day to day operations to strategic decision making. The board recognise that, where possible, their roll should not be operational but more strategic and directional.</i></p> <p><i>The role should be advertised as widely as possible. Action point for whole board to find places to advertise and individuals to invite to apply.</i></p> <p><i>It was agreed that the interview will be in 2 stages for shortlisted candidates. This will consist of a presentation to all board directors and staff, and an interview panel. The boards and staff at the presentation will feedback to the interview panel.</i></p> <p><i>The board agreed the Chair and Vice-Chair of MCDC will be on the interview panel and that the other boards will elect whether they want to be represented on the panel and who should represent them.</i></p> <p><i>Action SF to ask who will represent other two boards .</i></p> <p><i>Advert to go out now, close is 5<sup>th</sup> July. Expected interviews on 22<sup>nd</sup> July.</i></p> <p><i>For the next public meeting needs more and broader notification, including posters in Lochaline and Drimnin, email and be included in the newsletter.</i></p> <p><i>Staff handbook has progressed and expected Staff objectives and KPIs to be forth coming.</i></p> <p><i>Investigate if Staff should have a company mobile phone. This would help staff to ‘switch off’ out of office hours and reduce the stress of being constantly viewed as “on-call”</i></p> <p><i>With increase in staff of housing officer and Ops director it was agreed there should be a review of office spaces and expected officer hours (as distinct from surgery hours). Action AR.</i></p> <p><i>All this for the new Operations Director to also review and work on.</i></p>	A13
		A14
6. Governance		
	<i>Board unanimously agrees on adopting the “SCOTTISH-THIRD-SECTOR-GOVERNANCE-CODE-2023”</i>	
	<i>Chase missing minutes.</i>	A15 a
7. Mem & Arts Review		
	<p><i>DTAS has been approached to assist in adapting the updated DTAS proforma articles to meet MCDC needs so that the board can review with a mind to adopting. SF, SL and PO will be meeting with DTAS to discuss with aim to present new articles to next board meeting.</i></p> <p><i>AS. Action Sam and Sue.</i></p>	A15 b
8. Housing Project		

	<i>Still waiting on planning permission to be approved by the Highland Council . The interview panel interviewed 1 candidate for the post of Housing Project Officer but they cannot start until July. The interview panel decided to ask the PO to readvertise the post as widely as possible viewing if we can find someone to start a before then.</i>	A16
9. MCTC		
	<i>On the café, agreement was reached with our auditors on how to structure this to ensure we were compliant. MCDC previously agreed contract to MCTC to run the cafe. The figure of £500 a month has been suggested to ensure MCTC could provide the cafe in the winter months. (note this amount is to ensure MCTC which will endeavor to run the Café at a profit is NOT out of pocket over the year. (Decision). The Café manager job description was circulated to the board. It was agreed the advert should go out asap. Action SF.</i>	D2 A17
	<i>Request from Community to put a vending in Café. Board declined to do this. MCTC however will ask to review for Harbour area.</i>	
10. MorVolts		
	<i>Chair noted that Morvolts has not provided a reports. Probably due to people being unavailable last few weeks/months for various reasons. S Morvolts to be encouraged to provide more communication (Action AR)</i>	A18
	<i>Renewable Energy Plan. Some discussion had via email over the MorVolts Carbon Reduction Plan and MorVolts will be returning to the board with an updated version. There was no response on the question of whether it was possible to find a way to pay someone to do this work as per discussion at the last board meeting. AR to follow up. (Action AR)</i>	
11. Games & Gala Week		
	<i>MCDC will have a joint table/area with PAS. Action Henriette to propose stall manning timetable for people.</i>	A19
11. Local Place Plan		
	<i>PAS is progressing.</i>	A19a
	<i>PAS requested that they were able to use part of HUB as part of the partnership e.g. for consultation exercises. Board Agreed.</i>	D4
12. Morvern Community Woodlands		
	<i>SF presented a written proposal for MCDC to support the feasibility study for the creation of Woodland Crofts by purchasing land from Forest and Land Scotland. Sam answered some questions from the board. SF and CM then excused themselves as both are trustees of MCW.</i>	
	<i>The board is in favour of this project. The community is obviously very interested in it. MCW informed the board that the cost of the consultants to produce a full feasibility study will be in the region of £20k. MCDC agreed to invest up to £20k as a seed investment and as such would request a return</i>	A20


	<i>on the investment if the project is successful. Action Angus to progress negotiations between MCDC and MCW</i>	
AOB		
	<i>Lochaline Mine Trail opening. Communicate with MHS through V at the LQS Action SAM/Angus</i>	A21
	<i>Discussion on how MCDC can support the local clean up. Wood pier waste issues seem to have been reduced due to locking of entrance gate. Beach area before the Lochaline Hotel seems to have the waste problem moved to it. Also, this is an issue at the Wishing Stone. Actions. MCDC to Support MCC, who plan to write to estate to see if beach gate can be locked, inform FLS of issue, and see if school might design good notices, including public toilet signage MCDC to support signage Action Henriette</i>	A22
Date of next meeting	<i>Several members could not attend meeting on the 9<sup>th</sup> July. 2<sup>nd</sup> July would be preferable. Chair to investigate and change meeting date if possible</i>	A23
Closure.	<i>Board unanimously expressed gratitude to Sam for stepping into Angus / Chairs role while he was away. Well done to Sam.  Meeting finished at 10:15pm.</i>	

#	Action Items	Resp	Due
1	<i>Lilia to confirm with Shiel that Morvern on the move (community transport) is acceptable.</i>	LD	ASAP
2	<i>PO to proceed with complaint letter based on Mile's template. SF to follow up with Lilia.</i>	SF	Next meeting
3 a	<i>Chair to convene first meeting of rem comm</i>	AR	Next meeting
3 b	<i>Chair (Angus) to formally invite Ellen Bird to next meeting</i>	AR/SF	ASAP
4	<i>Media on Urram acquiring our Electric Vehicle. See comms section.</i>	LD	ASAP
5	<i>Review of Electrical Charger costings.</i>	AR	ASAP
6	<i>Follow up with Estate re pontoon land. Angus to confirm with LD on current status. The project officer is also progressing with this application to HIE.</i>	PO	ASAP
7	<i>Discussion with W. Lamont by Angus</i>	AR	For next meeting
8	<i>Review of updated website when it is completed by Henriette</i>	HL	
9	<i>Dropbox setup as discussed and to check for duplicates. Angus to follow up with PO</i>	AR	For next meeting / ASAP
10	<i>Chair to communicate with MorVolts and MCTC chairs on risk register</i>	AR	For next meeting
11	<i>Setup confidential area for Directors only. Action Keith</i>	KwL	ASAP
11b	<i>It was agreed for SF to organise board training with Vicky from STEP HR</i>	SF	
12	<i>Setup public question process/procedure. Action for incoming Ops Director. Parked with Chair for now</i>	AR	later
13	<i>New Ops director to be advertised and recruited</i>	SF	By August
14	<i>Review of office requirements with new staff Review if we should provide an Office mobile phone.</i>	AR	For Next Meeting
15a	<i>Chase up missing minutes</i>	AR	ASAP
15 b	<i>Use DTAS to help us with the new draft constitution for us to review.</i>	SF/SL	ASAP

16	Finalise hiring of Housing Officer	SF	For Next meeting
17	Café manager post to be advertised asap	SF	ASAP
18	Chair to request Morvolts provides reports. Also feedback on Energy Renewable plan and encouragement to repay variable rate debt	AR	For Next meeting
19	Timetable to man Gala week / Day stand.	HL	ASAP
19a	Develop a media piece on community working together to report Euan of PAS return of his laptop by community efforts.	PO and Isla	ASAP
20	Angus to negotiate what the potential return would be for the seed funding for MCW	AR	ASAP
21	Communicate with MHS on mining trail opening. Action Sam and Angus	SF/AR	ASAP
22	MCC (Henriette) to write to Estate re looking at locking beach gate and to FLS for wishing Stone. Henriette to liaise with school over signage design MCDC to support MCC on this	AR/HL	ASAP
A23	Angus to try to change date of next meeting from 9 <sup>th</sup> to 2 <sup>nd</sup> July	AR	ASAP

#	The Board Decisions
D1	Board had previously agreed to advertise the post of Operations Director. It has taken since then to ensure structure is correct.
D2	The Board has decided to contract to MCTC the running of a community and get an advert out to recruit a manager for the café.
D3	The board agreed for Ellen Bird to join MCDC board for rest of this boards term
D4	Place plan project – MCC can book and use hub room for this project foc.
	Board agreed to invite STEP HR to provide board training
	Board agreed to adopt the Scottish Third Sector Governance Code
	Board agreed to provide seed funding for the feasibility study for the Woodland Crofts project up to 20K providing there is a return. AR to finalize negotiation

#	Communication Items
	Sale of electric car to Urram
	Public board meetings for newsletter

Next Meeting	Date	2 <sup>nd</sup> of July. 2024.	Time:	7.30 PM
	Location	Hub	Public/Board Only	Board Only
Minutes approved	Date: 11/06/2024	Sign: 	Name: Angus Robertson	