

206th MINUTES OF BOARD OF TRUSTEES

of SLEAT COMMUNITY TRUST (SCT)

Monday, 25th of July 2022

18.00, Boardroom and Zoom

ATTENDANCE: Martin MacGillivray (MM) (Chair), Eilidh Grant (EG) (Trustee), Polly MacInnes (PM) (Vice Chair), Mike Shucksmith (MS) (Business Development Officer), John Duncan MacInnes (JDM) (Trustee), Sarah Hess (SH) Administrator. Andrea Nollent (AN) (Trustee), Ruud van Ruitenbeek (RR) (SCTCL Chair) Garry Noakes (GN), Ade Stokes (AS) (EAG advisor)

1. **Apologies:** Dòmhnall Angaidh MacLennan (DAM) (Trustee), Roddy Murray (RM) (Trustee), Flora MacLean (FM) (Trustee, Ruairaidh Morrison (RMN), Gordon Matheson (GM) (Asst Business Development Officer)
2. **DECLARATIONS OF INTEREST:** MM & RM, declared an ongoing interest in the Hydro scheme.
3. **MINUTES OF THE LAST MEETING:**
The 205th meeting minutes were proposed by JD seconded by PM, approved by the board.
4. **MATTERS ARISING:**

The revised dates for the Information evening and the AGM are:

- Wednesday 31st August 2022 @ 19.00 – Information evening
- Wednesday 16th November 2022 @ 19.00 – AGM

Action EG to book the hall.

Action SH to send information email out to email contact list 27/7/2022 for the information evening.

There is still one payment left for Norbord at the beginning of August. Once completed then can confirm with Melanie to complete accordingly – Action MS

5. FINANCE

Meeting with Andy Cumming 29/07/2022 to complete audit for VAT returns along with balancing SAGE v Bank for SCT/SCTCL & SRL. **Action SH**

All mandates for RBS have been completed waiting on log in information from RBS.

Action MM

Cashflow report MS presented the flow/forecast as 4th July 2022, observations are:

Black figures being actuals and blue the forecast as before.

Observations:

- SCTCL staffing rose by nearly £3k, but income rose £11,000 (£10k loan excluded)
- Shop supply costs rose £8,500 from May, £10k higher than in April.
- The SCTCL lease for the right hand chiller in the store has now come to an end and we own both those in the store.

- SCTCL Worldpay charges were higher this month
- SCTCL has a net rise in its bank account for June, but this is offset by the £10k loan
- SCT received a £275 donation from the Young Films Foundation for use of the EV for their students
- The SCTCL increased MoU / SRL Loan repayment has been deferred until the VAT situation is resolved this quarter
- SRL has no income from An Crubh this month for chip, though this will be invoiced in July
- SRL has no log length sales in June
- SRL made the final payment to D Wemyss of £36,000 and all peatland expenditure to Wemyss has now been made.
- SRL will receive its second payment from Norbord for timber in July £11,790.77
- SRL's loan with SIS will end August 2023 for TF

6. COMMUNICATION

The information evening at the Village Hall has been rescheduled to Wednesday 31st August 2022 @ 19.00. Some catering to be organised as well as the layout i.e., tables at the front with rows of chairs at the back. Presentations to be around 5 mins each, therefore allowing for Q & A. we need to give a detailed update on what we have been doing and achieved over the past 2 years. **Action MM.**

Flora has kindly offered to assist with the catering, tea & coffee and cakes. Using the kitchen there. **Action FM.**

7. PLOT SALES

Plot Sales – the Housing Trust advised that applications are still in progress. 2 parties still interested. – no change

8. HEALTH, SAFETY AND POLICIES

The Strategic Business Plan (SBP) and 3 Service Improvement Plans still need updating and then maintaining. Each Board Chair to go through their own plan, update the document and then meet with MS. These documents help with the funding for Mike's and Gordon position.

The SBP to be emailed to the SCT board, so this can be discussed & completed by the board. **Action SH.**

This plan to be completed by **Monday 29th August 2022**, before the information evening. **Action: All Board Chairs.**

Moving forward a 5-year plan needs to be established in conjunction with the SBP this will help communication between the boards and improve the audit trails/ plans.

A fire drill date to be confirmed for August. **Action MS.**

9. SMO FACILITIES UPDATE

Kilbeg Service point – There are only 3 small things left to complete, before water services can be adopted by Scottish Water, hopefully these can be finished within the next 2 weeks. All the legal side is up to date. Action MS

10. SCTCL (Trading)

The handbook is being updated with the revised information regarding holiday/sick leave for the contract and casual staff. Once completed staff signatures will be needed to confirm their acceptance **Action RR, Shop Managers / Line Managers.**

Trading update – RR

- Turnover is gradually growing between 10 – 15%, which is in line with forecast.
- The rates have slightly increased for the casual workers 16-18 yrs £8.50ph, 14 – 16 yrs £6.00ph. This keeps us competitive in an already tight employment climate. (Other places offering £10.00ph)
- Still looking at recruiting 1-2 team members.
- Skyenet – 133 subscribers, an increase of 30% since Calum took over. Calum's day rate has increased to £220. Calum is looking at to increase our catchment area – Kilmarie. An initial report needs to be done to see how long investment v return will be

11 SRL (Renewables)

1. Ian Hall provided an update of progress with the MTB trails at Tormore. Ian is working with SRL to identify sources of funding for trail building. Ian is also proposing a couple of volunteer days to work on the MTB trails.
2. The contract to supply woodchip to SMO has been extended by 1 year. SMO accepted an increase in the supply price to cover increased costs.
3. The Coastal Communities Fund will not be opening in the near future. A consultation will be carried out to identify the requirements of those seeking funds.
4. Gordon is looking into improvements that require to be made to the woodshed. The doors require repair/replacement and there needs to be improved airflow through the building to improve conditions for dry woodchip.
5. Gordon is also visiting Ardnamurchan Estate to look at their approach to wood processing.
6. SRL are looking into purchase of a wood splitter.
7. Rural Design have provided outline plans for the possible CSP and Bothy works. Work on feasibility is ongoing and SRL will keep SCT updated.
8. A plan is being progressed for replanting the areas where trees have perished.

12. EAG REPORT – Ade

The Group held its most recent meeting on Tuesday 14th June. The next meeting is scheduled for Tuesday 13th September.

1. Invasive Non-Native Species (INNS)

Further observations in Tormore Forest have not revealed any sight of Himalayan Balsam despite it now being in flower and easier to spot.

However, extensive Himalayan Balsam has been found in a field belonging to Tormore House. This is in addition to that previously noted in Tormore House grounds and along roadside. These locations are separated from the forest only by the road so have been prioritised for clearing.



The field is easier to access and has been cleared by volunteers as of yesterday. Tim Godfrey has also cleared the roadside ditch. This will prevent seeding but further work will be required next season to tackle regrowth and deal with the balsam in the grounds around Tormore House, which cannot be accessed safely at present.

Armada Castle staff have cleared balsam at the Kilmore memorial but it is also present at the croft on the opposite side of the road and along the roadside towards the Ferindonald sign, where it is also present on a bank adjacent to the road. These locations represent a spreading risk and will be monitored.

Carried forwards - the Group is also considering practical ways in which the buddleia stand near to the turbine house can be eradicated. Note that there are at least two buddleia bushes alongside the forest road suggesting it has spread further upslope than previously realised.

Pheasant berry (Himalayan honeysuckle) has been sighted near to the wood shed by Tormore Volunteers.

2. SCT Environment Policy

Carried forwards - awaiting feedback from SCT entities.

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1. AOB

Potential for a new EV – Energy Saving Trust says we are eligible for applying. MS looking at the best vehicle re length of miles/recharging, insurance. Action MS- closing date 4/9/22

A caretaker post was discussed. Starting on 20 hrs per week and maybe increasing over time. (£12,000pa). The role would be split over the various boards ie; assist in the turning of the chip, tidying up of the shed, assist in up keep of the outside area where the logs are stored, around the shop and garden area keeping tidying, the EV as extra driver, keeping it clean, assisting in the shop unloading deliveries. To fund this position MOU's from the various boards are being looked at. It was noted PM has reservations about the funding from the MOU's as it might not be a long-term sustainable way of funding the position

Fairwork Framework principles in place 2025. A Scottish Governments objective. We do most of it and want to embrace the document i.e. we support, train and respect the employees – AN to coordinate and advise accordingly.

Protecting vulnerable groups – update on moving forward and what areas are covered and what is needed - a further discussion next month – Action MS

Review and update of Articles: Starting to update our articles of association with the newer template. This new format allows for further opportunities for funding and land management. MM went over the proposed amendments which were largely to do with layout and will not affect our charitable aims.

Many of the changes in the template are to do with membership and meetings. Three quarters of members now have to be members of the local community, which is no problem. Proxy votes are now allowed which is also helpful in terms of greater participation. Voting is will be 75% rather than a simple majority - again OK. However, the one which might be a problem is the quorum for meetings - 8 members or 10% of membership, whichever is greater. SCT has a very healthy membership so 10% is around 60 members. This level might be difficult to achieve. The quorum has probably been changed to aid stability; however, a 5% level would still be around 30 people which would be easier to achieve. **ACTION: MM to check government guidance to see whether there is any flexibility.**

MM checked and moving forward we will require 10% of our membership, but because we haven't implemented it yet we can still go with the 5%. The numbers should be achieved as by using Zoom as well as participants at the hall.

Once the article is signed off by the Board, it needs to be voted in and signed off by SCT members, then notified to OSCR. It is then referred to the GM and finally uploaded to companies house and OSCR as the final amended copy.

Meeting closed at 19.45. **Next Meeting Monday 29 August 2022 @18.00** boardroom and zoom available.