

## 207<sup>th</sup> MINUTES OF BOARD OF TRUSTEES

### of SLEAT COMMUNITY TRUST (SCT)

Monday, 29<sup>th</sup> of August 2022

18.00, Boardroom and Zoom

**ATTENDANCE:** Martin MacGillivray (MM) (Chair), Eilidh Grant (EG) (Trustee), 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) Roddy Murray (RM) (Trustee), Flora MacLean (FM) (Trustee), Ruaraidh Morrison (RMN),

1. **Apologies:** Dòmhnall Angaidh MacLennan (DAM) (Trustee), Gordon Matheson (GM) (Asst Business Development Officer), Polly MacInnes (PM) (Vice Chair)
2. **DECLARATIONS OF INTEREST:** MM & RM, declared an ongoing interest in the Hydro scheme.
3. **MINUTES OF THE LAST MEETING:**  
The 206th meeting minutes were proposed by JD seconded by AN, approved by the board.

#### 4. **MATTERS ARISING:**

The dates for the Information evening and the AGM are:

- Wednesday 31<sup>st</sup> August 2022 @ 19.00 – Low key drop information evening on each area of the trust. Good opportunity to update email address and new members.
- Wednesday 16<sup>th</sup> November 2022 @ 19.00 – AGM

Both being held at the Ardvasar village hall – attendance from all boards would be appreciated.

#### 5. **FINANCE**

Sage v reconciling with the Bank accounts – Visit Sleat/SCT/SRL have been completed. SCTCL Oct 2021- July 2022 only 3 months left to complete, will be done by 06/09/22. Skye net almost completed. **Action SH**

All mandates for RBS have been completed, Shop Managers and SH will soon be able to log in and access internet banking. **Action Shop managers and SH.**

Cashflow report MS presented the flow/forecast as 31<sup>st</sup> July 2022, observations are:

Main Observations:

- SCT is stable. Received payment of £1,500 from the Highland council for the EV administration
- Salaries for MS & GM have been received from the Investing in Community Fund
- The electric bill will now be split 50% SCT & 50% SCTCL

## 6. COMMUNICATION

- Due to the increase in the cost of electricity – we need to look at how much the contribution from the panels on the roof are giving us. Action MS
- Contact SSE to see if we can get an estimate of future costs – Action SH
- Garage has its own electricity meter and account
- Housing allocations Armadale Sleat – Roddy Murray contacted the Highland Housing Register – They are building 12 units with completion date early 2023. Anyone interested need to apply for a house, The Highland Council.

[https://www.highland.gov.uk/info/925/council\\_housing/244/apply\\_for\\_a\\_council\\_house](https://www.highland.gov.uk/info/925/council_housing/244/apply_for_a_council_house).

## 7. PLOT SALES

Plot Sales – the Housing Trust advised 22/08/22 that applications are still in progress. 3 parties still interested, with one confirming by email on how keen they were.

## 8. HEALTH, SAFETY AND POLICIES

SRL and SCT Service Improvement Plans have been updated and will be maintained. SCTCL's is almost completed too.

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.

Further First Aid and Forestry Bolt on courses are planned as well as a Manual handling course for the shop. **Action MS**

Fairwork Framework principles in place 2025 is currently being viewed by AN and will be discussed with each board for its implementation. **Action AN**

Young person risk assessment has been completed by Norma MacPherson

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

## 9. SMO at Kilmore & Tormore Forest - FACILITIES UPDATE

Kilbeg Service point – Still awaiting confirmation from Scottish Water re the water services adoption. **Action MS & DAM**

Tormore – discussions between SEPA and Scottish water ongoing, along with the best way forward considering the immediate neighbors and the Bothy. **Action GM.**

## 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

- Skyenet is still doing well, with Calum signing up another 2 subscribers in the Heaste area.
- Trading – Sales figures are growing as forecast.
- 2 new members of staff have started and 1 new volunteer
- Board has approved the following wage increase as from the 1<sup>st</sup> October 2022:
  - £12.50ph for the managers
  - £10.50 for the staff
- But it is noted that this has been brought forward from the living wage review due in March/April 2022. The board has brought it forward to help with the current situation to support the shop team.

## 11 SRL (Renewables)

- The SRL board have confirmed the purchase of a 12-tonne splitting force, wheeled firewood processor. This will be from Rock Machinery, for £6,200 (inc. VAT) + delivery. This will allow us to prepare split wood for sale this winter. **Action GM**
- Night shooting permit has been approved 29/08/2022
- The logs have been reduced from £320 to £290 a trailer load so as to get rid of them before they deteriorate too far. Information has been put out on the SCT Facebook page and the response is very positive. Revised costings were confirmed at;
  - £6 / log length (£290 / trailer load delivered)
  - £4 / log length (£250 / trailer load delivered). All sales through **GM**.
- **Bark waste** – An option is to use for mulching. We plan to mix some bark mulch with some of the Biomass Ash (the mineral-rich “waste” product) from SMO’s 500kW boiler. We’ll trial it in the Trust office’s garden, and possibly a couple of local gardens. If it seems effective, we will move to figure out a strategy to market it locally. **GM** to follow up.
- Average woodchip moisture content is 24.60%.

## 12. EAG REPORT – Ade

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

### 1. EAG funds

For information only. The EAG had funds of £727.46 in cash. This is now being administered by the Trust on behalf of the Group via the SCT bank account. Transactions will be authorised by two designated EAG members and tracked on a spreadsheet. There has only been one transaction in the last 18 months prior to the new arrangements.

### 2. ‘Sleat Environment Group’ Facebook page

A new Facebook page has been set up with the aim of reaching more people in the community. The page will be used to publicise activities and events. An article promoting the page will be in the next Newsletter and we have asked the Trust to promote it on its own Facebook page. We will also be asking members of the new page (20 so far) to invite their local Facebook friends to join.

Duncan MacInnes is currently administering and producing the newsletter. The board would like to thank Duncan for his ideas and time in doing this.

Our Autumn / Winter talks programme starts in October, and it will be interesting to see what impact the Facebook page has on attendee numbers.

### **3. Environment Policy**

Feedback has been received from Trustees. The Policy has now been adopted. Each Board should consider how its activities are assessed and monitored against the Policy going forwards.

It should be kept in mind that the Policy has been developed by the EAG on behalf of and at the request of the Trust. It is not an EAG document

### **SCT Environment Policy & SCT Environmental Action Plan Framework**

All boards have agreed and both policies are available to view and action in dropbox

### **AOB**

The caretaker post has been filled by Mike Robertson who will be starting on Tuesday 6<sup>th</sup> September, see attached for initial tasks on a weekly/monthly and general basis. These will be updated on a regular basis. **Action MS.**

A cleaner is still needed for the shop and offices – Michelle Otto was interested – **RvR to follow up**

An application has been put in for a zero emission Kia, which has a longer mileage radius. We find out in October if the funding has been approved. **Action MS**

With this we have applied for a 22kw rapid charger. 75% is being funded by Energy Saving Trust. SCT will have to top up the balance of £1,800. We will know within 15 days if our application has been successful. **Action MS.**

We have submitted a stage 1 application to retain the Caretaker 01/04/2023-31/03/2024. **Action MS**

The 3 Office Staff will be on an away day 01/09/2022. There will be no office cover that day.

Meeting closed at 19.30. **Next Meeting Monday 26 September 2022 @18.00** boardroom and zoom available.