

Board Meeting

Wednesday the 18th of August 2021, Ramsay Hall

1. Welcome

Present: John Findlay (Chair), Gordon Currie, Pat McGrann (Vice-Chair), Jamie McFarlane, Jordan Paisley, Jackie Thomson, Alex Gillespie, Alyson MacGillivray (DM), Rosie MacLellan (PM), Rosy Mota Dos Reis (AFO).

Meeting called to order at 7 p.m. by the Chair, John Findlay.

2. Apologies

Apologies were received from Dionne Johnson, Diana Buller, Jim Porteous, Ian Faggetter and Grant Addison. The Chair welcomed Alex Gillespie as the new director of the board.

3. Matters Arising from Previous Minutes - 14/07/21 & 26/07/21

PMG proposed the previous 14/07/21 meeting minutes. Seconded by JT – Motion Passed.
After same proof writing by PMG the 26/07/21 meeting minutes were approved.
PMG proposed the previous 26/07/21 meeting minutes. Seconded by JT – Motion Passed.

Actions from the Previous Meeting:

a) Port Ellen Harbour Association

- £7500 was transferred on the 3rd of August from the SITco bank account to the SID bank account.
- £7500 was transferred on the 16th of August from the SID bank account to the PEHA bank account.

b) Accountant Update

OSCR has returned with an outcome. There is no requirement for a retrospective audit. An audit will be required for the financial year from the 1st of June 2020 to the 31st of May 2021 and forward.

DM has emailed the prospective accountants and has received updated quotes from two of the accountants:

- i. William Duncan + Co
SID has been provided with a 14-page proposal to consider. The total fee audit for the year ending the 31st of May 2021 is expected to be £8000 plus VAT at the current rate. In the following two years of the appointment, only inflation-adjusted increments would be applied.
- ii. RA Clement Associates
An email has been received from Fiona McGlynn where a similar quote to above has been provided.

The board felt that more effort was put into the proposal by William Duncan. It was more comprehensive, detailed and well presented. In addition, some research work concerning the SID company was conducted.

ACTION:

DM to contact William Duncan to accept the proposal.
Motion proposed by JT. Seconded by JMF – Motion passed.

c) Sonas Childcare Project Update

DM has received the results of the new budget reshuffle proposal. Crowns Estates is pleased to advance the project in accordance with the new budget proposal. * Option 1 – 3 days Sonas as stated on the 26th meeting minutes.

4. Monthly Financial Update

- Monthly financial report updated up to the 31st of July. *Attached to the agenda.
- Directors highlighted that SID core reserves are still a concern as no fundraising is able to be restarted as of yet. Core reserves should continue to be monitored.
- A new broadband deal has been set up at a lower rate. A charity rate was applied, which will reduce the SID actual bill from around £70 to a monthly rate of around £51.
- The community garden funding is running low (£4396 as on the 31st of July). No more PEPF maintenance should be taken from this funding anymore. All the PEPF maintenance is to be taken from the PEPF unrestricted funding effective immediately.
- Some discussion regarding the PEPF maintenance was discussed. Maintenance costs have been higher due to yearly service, breakdowns of the mower and fuel.

5. Staffing Update

a) Staff Funding

Both applications for staff funding were approved as follow:

- The Development Manager will be paid 3 days Sonas Project (Crowns Estate Funding) and 2 days (MacDonald Fund/Foundation Scotland).
- Admin & Finance Officer will be paid from Mactaggart Third Fund till the end of November then Foundation Scotland/MacDonald Fund till the end of March.

b) Kickstart Programme

DM has sent an administration post application for the Kickstart programme, however SID will probably have to review the application. The Kickstart programme is going to look for different criteria, which the administration post may not fit. Further update to follow at next meeting.

ACTION: DM will feedback further information on next Kickstart Post from InspiraAlba.

6. PEPF

a) Community Feedback

The results of the community consultation were discussed at the last meeting, however since then an article in the Illeach newspaper regarding the PEPF public consultation has been published.

b) Illeach Article

The board acknowledged the article published on the 14th of August in the Illeach newspaper by The Port Ellen Playing Fields Action Group. After an in-depth discussion the board felt it would be best to update the community on the current status of the project, the completed next steps from the leaflet and confirm that planning permission had been submitted to Argyll & Bute Council Planning Department.

ACTION: PM, JT and DM to work on an article for submission to the Illeach.

c) Document from MYFOS (Cyber Café)

A document emailed on 14th July from MYFOS regarding a partnership agreement between SID and the Cyber Café was discussed.

The Chair had emailed Larah MacKay, the manager at MYFOS, last month to express his concern regarding the terminology within the document and said it would be taken to the full board to discuss and feedback.

- i. A partnership agreement is a legal document; therefore, it should be analysed by a lawyer.
- ii. Exclusive use of the PEPF community hub was a concern. The funding package for the PEPF project depends on flexibility for users of South Islay as well as a wider island community.

After a discussion the board felt that it would be best for the Chair and Vice Chair to discuss the document with the directors of MYFOS. It was felt that a fresh start to the working partnership was the best move forward.

ACTION: The Chair and Vice Chair to get in contact with MYFOS to arrange a meeting where an amicable agreement could be drawn.

d) Design Team Update

PM updated the board regarding the first design team, which took place on the 27th of July with the sub-group in attendance. The revised planning application was submitted on Friday the 13th of August, however, PM confirmed that there might be a delay in the validation of the application due to a backlog following covid 19. The next Design Team meeting is pencilled in for 24th of August with the SID staff.

7. Sonas Childcare Project

a) Project funding

As stated on point 3.c.

b) Ramsay Hall – Architect Tenders

DM has sent out a tender email to 5 architects to submit a quote to take the Sonas Childcare Project forward and look at the Ramsay Hall, with the aim of determining whether the building lends itself to a childcare facility, as well as continuing the important role of a multi functioning hall for the community. Once tenders received 2 directors from Sonas and 1 from SID will score and inform the successful company.

It was confirmed that Dionne Johnston has agreed to be part of the childcare sub-group to progress this project forward. Her valuable skills and experience will be a great asset to the team.

Lucy Sutherland has accepted the post of the freelance Sonas Childcare Project Manager, DM has meeting with her next week to discuss the role and timescales.

c) Business Plan – Update

DM informed the board that they have received 5 days support from InspirALBA consultant, Jo Slater, to update the business plan from The School House to The Ramsay Hall.

8. SID & SITCo Website

The staff had a meeting on the 16th of July where the website layout was discussed. The project is scheduled to be complete by the end of August.

A meeting has been scheduled for next Thursday, and by the end of next week, the aim is to have a link sent to all board directors privately for review. James will send update via email to all directors.

ACTION: James to contact directors for the content for the website. Ben will have complete before end of August.

9. AOCB

a) Filing Station (SITco)

The Chair updated that Lewis Davey has handed in his resignation. An application form has been produced to fill out the post, and so far, three inquiries have been received.

b) Community Recovery Funding Round Two

DM discussed the Community Recovery Round Two funding. This funding is all about partner and collaboration of the anchor groups within the resilience support. The DM and PM are going to Jura to discuss the new recovery funding application. DM has sent the details of the Funding details to IDI and IJCE as funding partners during Covid recovery.

c) Open University Courses

SID board and staff have been invited to apply for open university training. The application deadline has been extended to the **end of September 2021**. A template training plan has been sent by email for registration.

ACTION: Anyone interested to fill up the application template and return to DM.

d) Museum and Galleries Training

DM confirmed that SID has two spaces available on the Museums & Galleries Governance training in November.

Governance (3 days training in total):

Day 1/Session 1 & 2 – Tuesday 2 November 2021 (9am – 5pm)

Day 2/Session 1 & 2 – Wednesday 3 November 2021 (9am – 5pm)

Day 3/Session 1& 2 – Thursday 4 November 2021 (9am – 5pm)

ACTION: Anyone interested **please submit** their names to DM.

8. Date of next meeting: **The 20th of September 7 p.m. at SID Ramsay Hall Office**

Meeting adjourned at 21:15 p.m. by the Chair, John Findlay.

Minutes submitted by: Rosy Reis

Minutes approved by: