

Board Meeting

Thursday 11th Of November 2021, Ramsay Hall

1. Welcome

Present: John Findlay (Chair), Gordon Currie, Ian Faggetter, Jim Porteous, Jamie McFarlane, Alex Gillespie, Alyson MacGillivray (DM), Rosie MacLellan (PM), Rosy Mota Dos Reis (AFO).

Meeting called to order at 7:00 p.m. by the Chair, John Findlay.

2. Apologies

Apologies were received from Jordan Paisley, Jackie Thomson, Dionne Johnson, Diana Buller, Pat McGrann and Grant Addison.

3. Matters Arising from Previous Minutes – 14/10/2021

GC proposed the previous 14/10/21 meeting minutes. Seconded by IF – Motion Passed.

4. Monthly Financial Update

- Monthly financial report updated up to 31st of October. *Attached to the Agenda.
- Core reserves should continue to be monitored—no Funding update.
- Budget withdrawn from the PEPF project to move full design team forward into RIBA Stage 4. * NHI a/c Glenmorangie Funding.

ACTION: The staff have a budget review meeting on Monday the 15th of November.

a) Accounting and Audit

DM updated that the audit is progressing as planned. Chris Urie, the accountant, is looking into the QuickBooks software account and will schedule a visit to Islay to discuss any issues and provide assistance to the staff.

5. PEPF

a) Timescale/budget

PM updated that timetables are currently on schedule. The planning application and building warrant have been submitted, and the design team have confirmed that the tender package will be ready by Christmas. The tender package will be issued in early January.

Regarding budget, PM is awaiting the outcome of several funding applications, which she hopes to hear back about before Christmas.

The deadline for planning application feedback is on the 18th of November.

b) VAT Matters

DM Updated that the fee quote comes with two options:

- Apply to HMRC for a VAT Group registration (and monthly returns) – complete VAT 50/51, VAT 5L, VAT1, the cost would be £1200 + VAT
- To notify an option to tax to HMRC via a form VAT1614A (which should accompany the VAT registration at 1. Above to evidence that the VAT Group will be making taxable supplies) – the cost would be £300 + VAT

IFG proposed option 1. Seconded by JM - Motion passed.

ACTION: PM to work with VAT Matters to register SID as part of a VAT group.

c) Design Team Update

PM updated that the design team has raised some concerns regarding the baby changing. Feedback on the building warrant from Argyll & Bute Council expressed dissatisfaction that the baby changing is in the only accessible toilet in the building. A&B Council has requested it to be moved to the women's toilet. PM raised concerns that the only baby changing is now in the women's toilet. PM suggested getting rid of one of the storage rooms to make the men's WCs bigger so that baby changing facilities could also be there.

d) Motorhome project

PM updated that the RTF funding application was approved, and as a result, SID has received additional funds from Argyll & Bute Council. A verbal agreement with HIE is also in place, along with further funding from SITCO.

There is still a budget shortfall, which must be confirmed by the end of January to ensure RTIF funds can be drawn down. PM and DM are looking at additional funding options to finalise the budget.

6. Sonas Childcare & Ramsay Hall Update

DM exhibited a preliminary drawing for the potential location of the childcare on the bottom floor of the Ramsay Hall.

The upstairs rooms could potentially be used for changing rooms, storage, SID office or a club room for events such as meetings.

DM highlighted that those are just the first drawings, and the design team would need to consider all relevant factors before coming up with a final plan such as corridors material, number of showers, and any other standards requirement that must be met in order to establish a childcare facility on the premises.

IFG suggested that SID could have a Sonas representative on the Board to add their insights. DM clarified that Dionne Johnson has expressed an interest in becoming involved as the project progresses and that Lucy Sutherland, the freelancer project manager, is assisting with the childcare development.

ACTION: Post forward to the next Board meeting when a more finalised plan could be discussed.

As previously recorded, there were two management options for Ramsay Hall. Sonas is reluctant to take over the management of Ramsay Hall since they want to focus on the childcare first before taking in any other major management.

As a result, DM asked the Board how they felt about taking over the management of the Ramsay Hall, with Argyll & Bute Council hopefully continuing to provide monthly maintenance. The management would entail the administration and advertising of the hall and community-building events primarily.

DM pointed out that the management role is basically what SID has been doing at the moment.

The staff have also been aware that there have been some break-ins to the Ramsay Hall – these have been happening for some time now over the weekends. The SID office doors have been damaged several times, and staff have been dealing with fixing doors. The front door has also been damaged and needs glass and painting, and the kitchen door has been damaged. A box of ink and a ball from the bowling club are missing. The people breaking in have been down in the hall playing bowls and have left behind a half case of Budweiser.

DM has kept Live Argyll up to date regarding the break-ins, and the police have been alerted.

The chair requested a copy of what Argyll & Bute Council expects SID to accomplish in terms of the management of the Ramsay Hall. DM clarified that a business plan is required. The business plan will examine what needs to be done in Ramsay Hall as well as Sonas Childcare requirements. This would then be presented to Argyll & Bute Council for the parties to reach an agreement on a lease.

The topics that were considered in the discussion regarding the management of the Ramsay Hall were whether the SID office location would be in the Ramsay Hall building or in the new community building. Either way, the Board felt that taking over the management of the Ramsay Hall could be a reasonable step since it is at the heart of the entire SID project, but a decision should take other variables into account.

7. Events - Christmas Lights

The 27th of November was decided for the community Christmas tree lights to go on. JM stated that the lights just need to be tested to be ready to go on.

DM updated that the MYFOS will send through a plan of action, and Sid will do the advertising for them and produce a poster for the Toddlers Christmas events.

SID is also organising the advent calendar (Christmas windows display) starting on the 1st of December till the 24th of December.

8. AOCB

a) Staff Funding

DM raised concerns regarding core costs funding. At the moment, funding towards two post salaries will terminate in March 2022. SID successfully guaranteed funding from the Foundation Scotland; however, it was not restricted to a particular post.

DM updated that she has been working in tenders' application for funding available toward staff salary, and some options were presented to the Board.

ACTION: To go forward with the National Lottery founding application and review roles, week hours and budget to decide on funding allocation.

b) Christmas Party at the Ramsay Hall

Ellen Brown sent a letter to the SID board asking for a donation towards the Christmas party. It was decided that SID would pay for the Ramsay Hall for the party and that members of the Board would make a personal donation towards other costs.

c) Sitco Action Day

Sitco action day is on the 12th and the 13th of November. DM had asked Live Argyll for permission to paint the entrance of Ramsay hall's back as the weather is not looking suitable for outdoors maintenance for the weekend.

The Marines are expected to arrive around 9 a.m. to 10 as they have a video conference with Keills Primary School at 10 o'clock for one hour.

On Saturday, Neil Kirkpatrick has offered to do soup and rolls, and JT will be present to supervise and entertain.

e) SITco Pumps upgrade

DM updated that SITco Board have agreed to upgrade the pumps at the filling station and the funding as previously recorded is available. Also, they have decided on the upgrade of the shop.

Pump upgrades would convert attended service to self-service.

f) Keep Scotland Beautiful

DM updated that Keep Scotland Beautiful would like to present a story regarding a Climate Action Plan in the community.

DM has reached out to other organisations to collaborate on this project, as it mentions partnership and a wider island approach.

g) PCR tests

DM informed that she had received an email from NHS Highland inquiring if SID could potentially distribute PCR tests.

The Board felt it could be a risky task as staff don't have health training and decided to decline.

9. Date of next meeting – 9th December then 13th January

Meeting adjourned at 9:40 p.m. by the Chair, John Findlay.

Minutes submitted by: Rosy Reis

Minutes approved by: