

Board Meeting

Thursday 20th January 2021, Ramsay Hall

1. Welcome

Present: John Findlay (Chair), Gordon Currie (GC), Jamie McFarlane (JM), Jordan Paisley (JP), Diana Buller (DB), Jackie Thomson (JT), Alyson MacGillivray (DM), Rosie MacLellan (PM), Rosy Mota Dos Reis (AFO).

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

2. Apologies

Apologies were received from Jim Porteous, Ian Faggetter, Grant Addison and Pat McGrann.

3. Matters Arising from Previous Minutes – 11/11/2021

JT proposed the previous 09/12/21 meeting minutes. Seconded by JM – Motion Passed.

4. Monthly Financial Update

- Monthly financial report updated up to 31st December. *Attached to the Agenda.
- Weekly Staff budget meeting in progress where budget and financial reports are being reviewed. *New layout created.
- Reserves are still being monitored.

DM solicited the Board's opinion regarding segregating the funds into two bank accounts: restricted and unrestricted, in order to optimise funding management and ensure that SID's core costs are sustainable. Board members approved the suggestion.

DM provided the Board with an update on the audit's progress. Everything is going well, and they expect to finish the accounting draft by next week. As predicted, SITco profit for the financial year (1st June 2020 to 31st May 2021) will be relatively low due to covid 19.

The accountant confirmed that he would be in attendance at the AGM Meeting.

It has been decided to hold the AGM on Thursday 17th February 2022.

5. Sonas Childcare & Ramsay Hall

DM shared the recent principal plan where she added some scribbling, both written and drawn throughout it, to demonstrate the modifications required. Access to the building, the interior of the hall, parking outside, fence layout, and the layout of the kitchen are among them. In terms of the upper level of Ramsay Hall, they're evaluating whether a changing room, a multipurpose space, or perhaps a SID office would be feasible.

DM hopes to hold a public consultation no later than the end of March, which is the timeline of funding towards Sona's project.

Meetings with the design team and Sona's Board are scheduled for the coming weeks, after which a finalised plan will be submitted for public consultation.

6. PEPF-

a) Planning Permission

PM updated that the target date for the planning permission committee meeting has been pushed on to 23rd February because of the Argyll and Bute Council staff absences and the logistics of visiting the site.

PM is awaiting feedback as to whether or not any presence from the design team is required at the committee meeting. A&B Council has confirmed that there will be an option for people to attend but not contribute. PM waiting for further information.

b) Motorhome Project

PM updated that she had raised concerns with Visit Scotland regarding meeting the RTF funding conditions. By the end of January 2022, SID was supposed to have secured all funding and planning permission. Given the delays to planning permission, Visit Scotland extended the deadline to the end of February 2022.

Some further funding has been secured since the last board meeting, which has reduced the project's shortfall; however, the PM is working to secure additional sources of funding to ensure the entire budget is in place by the end of February.

c) VAT Matters

PM updated that not too much has happened since the last meeting. All the information required for VAT registration is with the HMRC, which is currently facing some delays on vat registration post-pandemic. SID's VAT advisor is liaising with HMRC and will keep PM updated.

d) Design Team Update – Kitchen Tender

PM confirmed that the construction tender for the new building is now live on PCS. There is a five-week tender period, with any tenders due back mid – February. Five notes of interest have been received so far.

PM requested the Board to consider what to do regarding the running of the community hub's kitchen facilities. The design team believes that it is essential to have whoever is managing the kitchen involved as early as possible in the design stage.

The Board agreed to advertise for Expressions of interest immediately following the approval of the planning permission.

e) Timescale/ Budget

PM confirmed that everything is on track at the moment to enable a contractor to be secured by the end of March 2022. Key at the moment will be preparing for the tender returns.

PM also confirmed that the budget had been secured for the relocation of the playpark.

7. Staffing Update

a) Staff Funding Update

DM shared a table with the information on staff funding and timeline. At the moment, DM and AFO post-funding finish on 31st March 2021. The PM post is funded through the end of June 2022; however, an extension request has been submitted and is pending approval.

As previously recorded, The Macdonald funding has given part funding towards years two and three for DM and AFO posts. A tender application to alternative funding has been submitted by DM and is awaiting approval. Regardless of the approval of the tender, a shortfall still needs to be filled, and as SID staff do management and financial duties for the trading company SITco a solution could be SITco filling that gap.

On the other hand, DM noted that funding organisations are experiencing revenue problems post pandemic, and it is no guarantee that funding would be secure. In the scenario of no secured funding, the Board of directors need to make a decision regarding issuing redundancy letters to staff. As a part of the funding is secured (Macdonald funding), the options are:

- Reduce DM hours to 16h weekly till funding is secured and make the AFO post redundancy
- Keep AFO post and make DM redundancy
- Make both post redundancy until funding is secured

DM also suggested that staff appraisals should be done in order to update the initial job description and reflect the duties that staff are undertaking at present. She noted that the DM post description is out of date and does not reflect the duties that she needs to do at present. The appraisal would entail looking at roles, responsibilities, teamwork, and time efficiency.

b) Kickstart Programme Update

DM updated that SID has secured a second kickstart programme. It entails an in-house post gardener maintenance of the Playing field and around the south Islay. Theoretically the post advert could have a good response as the range of people eligible on Islay (range of age 16 to 25, who is in universal credit) is auspicious. Eligible people would have to send a CV to SID, get a reference from their DWP coach and then undertake an interview for the post. The timeline to fill this post is till the end of March.

8. Community Events

a) Lunch Club

The Lunch Club currently held in the Sea Salt has been a success, with many people turning in. It has been held every Wednesday from 12.30 pm to 2.00 pm.

c) Spring/Summer Events – Queens Jubilee

There will be a four-day bank holiday weekend from Thursday 2nd June to Sunday 5th June 2022 to celebrate the Queens Platinum Jubilee.

DM reported that to commemorate the anniversary, the Islay and Jura seniors' clubs intend to hold a combined lunch club with all lunch clubbers joining together on a big sort of Jubilee party. The event will take place on Friday 3rd June at the Ramsay Hall and a band from Oban has been invited to perform.

Another event suggested by DM to celebrate the Jubilee was regarding doing merchandise memorabilia for the schools. DM is awaiting a response from Port Ellen Primary Schools regarding what kind of event, if any, they wish to hold.

Regarding spring/ summer events, it was suggested to host something resembling sports day. The prospect of holding it at the Port Ellen playing field (where construction work might be taking place) was discussed, and the necessity to conduct a risk assessment. Also, the possibility of holding it at the beach was discussed, but no decision was made at this point.

9. AOCB

DB expressed concern over reports of deer running on the road. The Chair stated that he and others had been on zoom meeting with the livestock committee and that the next step would be to contact the SNH to resolve the issue.

JT updated the Board that the HMS Vanguard had been in contact with her about the possibility of coming over in March if it is any other community project that they could be involved in. DM suggested that they could get involved in the building roofs and shelters if the materials could be arranged. DM will assess the budget to see if this is feasible.

DM asked if she could bring up a matter that it affects all of the community, although it is not related to SID. It's about the restructure of the education department. They will be looking at the head teachers' roles and add another layer of leadership called executive headship. Head teachers would be demoted to head of school with a specialism with an executive head teacher above them whose role would be managing all the Islay and Jura schools.

10. Date of next meeting

Thursday 17th February for AGM.

Meeting adjourned at 9.30 pm by the Chair, John Findlay.