	MCDC Board Meeting Minutes FOR APPROVAL	
	Date:	Thursday 9 April 2024
	Time:	7PM
	Location:	The Hub
	Public/Board Only	Board Only
Directors Attending:	Sam Firth (SF) (Vice Chair), Clara Montgomery via zoom (CM), Keith Laidlaw (KL) (Treasurer) Sue Layton (SL) Henriette Laidlaw (HL) Jane Stuart-Smith (JSS)	
Staff attending:	None	
Public attending:	None	
Apologies:	Bob Jones (BJ) and Angus Robertson (AR)	
Chaired by:	Sam Firth	
Minutes by:	Jane Stuart-Smith	
Meeting is quorum:	(Minimum 3 directors, and majority are elected directors)	
Declaration of Interests	None	

Agenda Points	Summary/Discussion/Feedback	Actions/Decisions
1 Introduction	Minutes of last meeting approved online 11/3/2024 by email. Chair raised the issue of how we communicate with each other. Training raised this as an issue and commitment by all to be careful and polite when doing anything as a director and not to publicly disparage or talk down other board members or members of staff. Also to trust each of us is working for the good of the community.	
2. Matters arising/Action Points from last meeting		
2a. Sheil Bus Parking	Road update: Martin Newton has now been approached to do the work and we are waiting for a quote. PO is working on this .	A1
2b. Missing minutes	Minutes from October 2023 still to be completed. SL has done substantial amount of transcribing. AR to be asked to finish them.	A2
2c. Electricity in hub	Miles has updated VC on his enquiries. Board members concerned Miles had all the information he needed. SF to follow up with Miles. Communication item to put in the newsletter that if electricity prices come down then electric car charging will also go down.	A3 C1
2d. Minute taker	Lilia has advertised for minute taker locally for MCDC, MCTC and MorVolts.	
2e. Rem Cmm	Previous board meeting approved the decision a new revised Remunerations Committee' AR to set this up and keep on agenda.	A4
2f. Electric car	Electric car – waiting for the Urram committee to discuss on 19 <sup>th</sup>	
2g. Drop Box	Dropbox still not quite right and work in progress. Each board needs exclusive access to their working area. Chair will raise with PO.	A5
2e. Co-opted director	Replace Kevin Laurie. No one currently proposed. Action: Keep looking	A6
3 Treasures Report	Agreed this will be standing agenda item for each meeting. Management accounts have been produced but awaiting presentation from Treasurer. This will happen at next board. Treasurer noted his view was that MCTC may be under temporary financial stress. Board agreed MCDC open to approach from MCTC for loan. Board asks that MCTC assess loan and avoid repeated requests.	D1 A7 A8
4. Risk Management	Agreed that Risk Management will be a standing agenda item for all companies. Agree that a director should be nominated on each board to oversee risk management sub group. HL volunteered to be MCDC designated director. Chair will ask MCTC and MorVolts to nominate a director responsible for Risk Management..  Board agreed that employees' JD should include input into Risk Assessment in the future. Board requested that HL to be given rights of edit/additions to risk register HL to produce digital version of risk assessment form to circulate to boards.	D2 A9 A10


5. Staffing	Office hours discussed.	A11
5. Mem and Arts	SL and SF still working on adapting DTAS pro forma Mem & Arts edited to suit MCDC, as per discussions at the previous board meeting on 7 <sup>th</sup> March 2024.	A12
6. MorVolts Report	Note that Amy Stammers has been appointed to MorVolts Board	A13
7 MCTC	MCDC concerned about closure of the café and MCDC asked chair to explore with MCTC employing a café manager for the season and de risking it so that community has access to the resource. Vice-Chair to talk to discuss revenue and costs with Annemie. Noted that no requirement to open in the evenings was stipulated by EOI. It was stated to be a 'nice to have' but inaccurate to say it was a condition.	A14
8 Housing Subgroup	Housing Officer job description discussed and agreed needed more work, JSS and SF to work with PO on this and get out asap  Planning application in and awaiting outcome. Rural Housing Fund has agreed to match fund half the cost of the project. MCDC need to raise an estimated £1.5 million but project not costed yet and so this is an estimate of £3m. Raising funds is a huge piece of work. Proportion could be a mortgage. KL volunteered to do a what if scenario expected rental income and expenses Chair to ask PO/New Housing Project Officer to provide information to assist KL in budgeting exercise.  Crown Estate have agreed to fund Housing Project Officer post for 12 months.  Agreed to pay the QS to cost the project using guidelines set out for new remunerations committee. MCDC needs funds (est £10k) which is not covered by the grant	A15  A16  D3
10 Governance Discussion	Discussion on governance.  Scottish Third sector governance code a helpful document and chair will circulate with proposal for adopting.	D7 / A12
11 AOB	Correspondence from a neighbour -Vice Chair to reply and acknowledge the letter and request that he waits for Chair's return as he is in full knowledge of the matter.	A19

#	Action Items	Resp	Due
A1	Continue Action to get car park ready for Shiel Bus is possible	PO	ASAP
A2	Complete transcribing minutes from October 2023, for approval at next meeting AR to be asked	AR	4/6/24
A3	SF to ask Miles what additional information on electricity supply is required	SF	ASAP
A4	Set Up new Rem Com and arrange first meeting	AR	4/6/24
A5	Drop box redesign. SF to talk with Lilia	SF/PO	ASAP
A6	Co-opted replacement for Kevin – keep looking	All	Ongoing
A7	KL to review and present management accounts at next meeting	KL	7/5/24
A8	KL and/or SF to discuss with MTCT Chair if any loans are required to MTCT from MCDC.	KL/SF	ASAP
A9	SF to ask MCTC and MorVolts to nominate risk monitors	SF	ASAP
A10	HL to provide digital version of risk management form	HL	ASAP
A11	Office hours to be further discussed with PO13	JSS	7/5/24

A12	Mem & Arts subgroup to move forward with adapting DTAS proforma articles with MCDC aims and revision of proxy arrangements	SL / SF	7/5/24
A13	Confirm and record appointment of Amy Stammers to MorVolts board	PO	
A14	SF to discuss costings with Anemie for proposal for MCDC to employ café manager	SF	7/5/24
A15	Finalise the Housing officer JD	JSS/SF	ASAP
A16	SF to request info from PO or new Housing Officer on prospective rents so that KL can prepare what if Scenario.	SF	4/6/24
A17	SF Action point	SF	7/5/24
A18	SF to circulated Scottish Third Sector governance code	SF	7/5/24
A19	VC to write to neighbour as agreed	SF	ASAP
A20	VC to contact Annemie re Hub and potential costings	SF	7/5/24

#	<i>The Board Decisions</i>
D1	Treasurer report should be standing item on each agenda
D2	Keep Risk Register on agenda and early item
D3	Agreed to pay QS to cost the housing project (est. 10k)
D4	Confidential Item

#	<i>Communication Items</i>
C1	Put in the newsletter that if electricity prices come down then electric car charging will also go down
C2	Ask IR/team if will do a 'Day in the life of' Heath, Lilia and Douglas to celebrate and inform community what they do. Also, would be good to post when doing things and going to meetings. Tell the company's story. Chair will raise.
C3	Celebrate gaining funding for new Housing Officer Post

<i>Next Meeting</i>	<i>Date</i>	May 7 2024	<i>Time:</i>	7PM
	<i>Location</i>	Hub	<i>Public/Board Only</i>	Public
<i>Minutes approved</i>	<i>Date: 27/4/24</i>	<i>Sign:</i> 	<i>Name Sam Firth</i>	