	<b>MCDC Board Meeting Minutes</b> <span style="float: right;">APPROVED</span>	
	Date:	Tuesday 1 <sup>st</sup> April 2025
	Time:	7.30PM
	Location:	Hub
	Public/Board Only	Board only
Directors Attending:	<i>Angus Robertson (AR) (Chair)</i> <i>Keith Laidlaw (KwL) (Treasurer)</i> <i>Miles Welsh (MW)</i> <i>Henriette Laidlaw (HL)</i> <i>Bob Jones (BJ)</i>	
Staff attending:	<i>Suzanne Pender (SP), Lilia Dobrokhodova (LD)</i>	
Apologies:	<i>Susan Taylor</i>	
Chaired by:	<i>Angus Robertson</i>	
Minutes by:	<i>Aukje Delnooz</i>	
Meeting is quorate:	<i>(Minimum 3 directors, and majority are elected directors)</i>	
Declaration of Interests	<i>SP and AR re RemCom</i>	
Members of public attending	<i>Annabel Lawrence (from CAOLAS)</i>	

<b>Agenda Points</b>	<b>Summary/Discussion/Feedback</b>	<b>Actions/Decisions</b>	<b>Person responsible</b>	<b>Due</b>
1. Welcome & declarations of interest	SP and AR declare interest re RemCom. AOB requests: correction of fuel cost in previous minutes			
2. CAOLAS collaboration	Looking to identify opportunities for collaboration between CAOLAS and MCDC, as both organisations have matching objectives re environment, conservation, education, community. CAOLAS currently employing 4 people (2.5FTE) and are currently looking for further funding to continue developing projects. Three suggestions for support:			


	<ul style="list-style-type: none"> <li>- MCDC could waive the associated costs for CAOLAS (approx. £800/year)</li> <li>- MCDC to consider financial support towards CAOLAS's operational costs when funding runs out in 2026? (approx. £4K)</li> <li>- Would MCDC be interested in facilitating a "Forum" for multiple voluntary groups in Morvern, who could then share resources and save money (e.g. shared Zoom licence, insurance, payroll, H&amp;S, accounting etc.)</li> </ul> <p>Need a decision end of summer, July 2025.</p>	<p><b>Action: SP</b> to work with Annabel to put proposal together for Forum</p> <p><b>Action: CAOLAS</b> to send end of year accounts when they are ready (end of next month).</p> <p><b>Action: MCDC</b> to make decision regarding support for CAOLAS to be made July 2025.</p>	<p>SP/Annabel</p> <p>Annabel</p> <p>All</p>	<p>April/May 2025</p> <p>31/5/25</p> <p>July 2025</p>
3. Minutes of last meeting & matters arising	<p>Minutes approved (10<sup>th</sup> Feb and 10<sup>th</sup> March)</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>- MCTC still to appoint new treasurer.</li> <li>- WEAVE: LD can get HIE funding for them to come back and work with us.</li> <li>- DTAS training available regarding directors' liability (online). Should encourage all directors (MCDC/MCTC/MorVolts) to attend. SP arranging date for finance training (poll sent out for date).</li> <li>- Café budgets work in progress.</li> <li>- SSF houses will be taken on by LQS. SP also speaking to LQS re future housing needs (miners retiring).</li> <li>- Future meetings schedule: agreed to go to once every two months.</li> </ul>	<p><b>Action: SP</b> to send info about online DTAS training on to all directors.</p> <p><b>Action: AD</b> to put together schedule for all meetings (see below)</p>	<p>SP</p> <p>AD</p>	<p>Asap</p> <p>See below</p>
4. Operations Report (SP)	<ul style="list-style-type: none"> <li>- Housing update: still snagging at Miners' Court.</li> <li>- Both websites moved to secure platform and revamped.</li> <li>- Security issue on SP laptop, now resolved.</li> <li>- Safety audit completed and Claire to come to next meeting to discuss result.</li> <li>- SP attending woodland croft meetings.</li> <li>- Working with school and Highland Council to look at childcare options.</li> <li>- Lone working policies must be followed by all staff (KwL emphasised importance of H&amp;S, especially with regards to Company directors' liabilities).</li> </ul>			

	<ul style="list-style-type: none"> <li>- Harbour really busy. Thank you to BJ for his help. (SP suggests he should invoice for his work). Open day planned for 27<sup>th</sup> April, together with Water Sports Club. Showers were completed today. Licence will be in and shop goods will be available. Tenders are in for rebuild of shed at harbour. Lights are on delivery delay. 16 faults on electrical report for Harbour.</li> <li>- Staffing is going well. New seasonal Harbourmaster starting 14/4/25.</li> <li>- Re-advertised for café and had 3 applications in last 3 days. Interviewed someone for interim, starting on 14<sup>th</sup>.</li> </ul>			
5. Treasurer's Report (KwL)	<p>Treasurer's report was shared with directors.</p> <p>MCTC: draft budget for 2025 ready, needs to be signed off. Last year made a loss of around £9K. Suggestion was made to remove shared salary costs from MCTC, to avoid making a loss next year.</p> <p>CMS is moving forward. We should get about 60K extra revenue a year.</p> <p>RemComm:</p> <ol style="list-style-type: none"> <li>1. Agreed no staff pay increase at the start of this year 25/26, due to recent pay increase they enjoyed which rectified the 22/23 23/24 and 24/25 lack of pay improvements. However, to be reviewed for a pay rise for August 2025 for a half year but depends on financials.</li> <li>2. Remco intends to work in the December time frame for a pay rise to be award at the start of each following FY going forward.</li> <li>3. Note that for this year 25/26 we will budget for General Salary increase at 3% from August 2025 as a budget exercise</li> <li>4. Salary band reviews were undertaken. We noted that a salary range for job roles had highlighted 3 small anomalies. No changes to be made this year but will continue to review this banding</li> <li>5. It was noted that contract staff may bill us at their increased rates. We accept that (it is minimal impact to a budget) However for these staff we should increase the budget by 3% for them</li> <li>6. Performance management guidance from Step HR to be shared</li> </ol>			

	<p>Discussion was had around declarations of interest regarding directors and staff, including regarding RemComm. Decided that these should be declared at start of meetings from now on.</p> <p>MCDC would like to express our appreciation for SP, who is turning things around. Bonus awarded for completing her probation period.</p> <p>AR/KwL will present all 3 budgets at next meeting.</p> <p>Correction (see 1.): fuel price is 15p above cost, not 1p as previously minuted.</p>	<p><b>Action:</b> extra meeting in May regarding budget</p> <p><b>Action:</b> SP to ask Isla to put info regarding fuel pumps in Newsletter</p>	<p>All</p> <p>SP/Isla</p>	<p>6/5/25</p> <p>asap</p>
6. Mem & Arts	<p>Discussion was had about whether we would like to have rule that said a director of one MCDC Group company can't be director of another one. All disagreed with this rule.</p> <p>We should continue the annual review of directors.</p> <p>Some brainstorming about getting more directors: we need younger people on our Boards. Suggestion of having youth members like MCC.</p>	<p><b>Decision:</b> All agree we want to allow directors of one MCDC Group company to be director of another MCDC board as well.</p>		
7. Housing update (LD)	<p>LD has sent update and financial projections to all directors. Infrastructure costs will be funded through infrastructure fund administered by HC.</p> <p>Discussion was had regarding amount of houses (8 or 14). No mortgage needed for 8 houses. 188K for 14 houses.</p> <p>May be phased: 8 (x 2 bedroom) + 6 (3 bed). To start with: 4 of each.</p> <p>LD/SP are planning a drop-in session on 10<sup>th</sup> April 2-4pm and 6-7.30pm. KwL, AR and ST can attend on behalf of MCDC.</p>	<p><b>Decision:</b> We will apply for planning permission for 14 houses.</p> <p><b>Action:</b> KwL, AR and ST to attend housing drop-in on 10/4/25</p>	<p>KwL, AR, ST</p>	<p>10/4/25</p>
13. AOB	<p>- Web: daughter companies need better visibility online. Subsidiaries and LiveLifeMorvern e.g. should be visible and easy to find on MCDC website.</p>	<p><b>Action:</b> SP to speak to IT re visibility of daughter companies on website</p>	<p>SP</p> <p>AD</p>	<p>6/5/25</p> <p>6/5/25</p>

	- Proposal AR regarding policy for allocating funds. Maybe not a policy, but structure to support decision making re funds. Overview would be good to show how we are spending our money (charity, operational costs etc.). Could be combined with the session with WEAVE. AD to put on to next agenda.	<b>Action: AD</b> to add Policy for allocating funds/WEAVE to next agenda		
Date of next meeting	6/5/25			

Meeting closed at 21.15

<b>Next Meeting</b>	Date	06/05/25	Time:	7pm
	Location	Hub	Public/Board Only	Board only
<b>Minutes approved</b>	05/05/2025		ANGUS ROBERTSON	

MCDC original schedule	Proposed dates MCDC	MCTC (tbc on 9/4/25)	MorVolts
1 <sup>st</sup> April - Hub		9 <sup>th</sup> April – Hub	End of April: simple resolution by email re donation to MCDC
6 <sup>th</sup> May – Village Hall (NB Public Meeting from 7.30pm)	6 <sup>th</sup> May – Hub (Budgets)		
3 <sup>rd</sup> June - Hub	3 <sup>rd</sup> June – Village Hall (public meeting, starting at 7pm)	11 <sup>th</sup> June – Hub	30 <sup>th</sup> June - Hub
1 <sup>st</sup> July - Hub			
5 <sup>th</sup> August – Village Hall (NB Public Meeting from 7.30pm)	5 <sup>th</sup> August – Hub	13 <sup>th</sup> August – Hub	
2 <sup>nd</sup> September - Hub			

7 <sup>th</sup> October - Hub	7 <sup>th</sup> October – Village Hall, AGM	8 <sup>th</sup> October – Hub	27 <sup>th</sup> October - Hub
4 <sup>th</sup> November – Village Hall – Public AGM from 7.30pm			
2 <sup>nd</sup> December - Hub	2 <sup>nd</sup> December – Hub	10 <sup>th</sup> December - Hub	