

## **Isle of Gigha Heritage Trust Board Meeting**

Monday 21<sup>st</sup> November at 7pm  
Trust Office / Microsoft Teams

**Present:** Fergus Christie (FC), Andy Clements (AC), Jane Clements (JC), Liz McCrindle (LM), Jane Millar (JM), Ian Pinniger (IP), Ian Wilson (IW)

**Minutes:** Jane Millar

**Potential conflicts identified:** Staffing update – AC, JC, JM & IW

### **1. Chair welcome & apologies**

IW welcomed everyone to the meeting. Apologies received from FC for being late to the meeting.

### **2. Monthly Management Report**

#### **Bank Balances as at 31.10.2022:**

IGHT has £38,042.05 in the current account and £861.76 in the reserve account.

GTL has £27,046.93 in the current account.

GGPL has £193,045.48 in the current account and £22,185.49 in the reserve account.

GREL has £45,923.59 in the current account and £73,518.16 in the reserve account.

There is still c£240k in Gateway claims to be received for 2022. Cash position will improve once these outstanding grants are received.

Hotel: Highrow 1 has been returned to IGHT and agreed to be advertised for let as soon as possible. Electrical work has been completed and the bar is due to open for Hogmanay.

Annual Rent Review: The board agreed in principle to a 5% increase on rents from April 2023. Annual rent reviews are usually based on CPI + 1%, therefore it was difficult for the board to review given that CPI is currently at 10%. The Trust is subject to increased maintenance and management costs at the rate of inflation; therefore, the board want to be able to strike a balance. The board agreed to discuss this again in December prior to rent letters being issued. Social housing providers only need to give 1 months' notice (IGHT must give 3 months), therefore local housing providers haven't been able to give any indication on their rents yet for comparison.

FC joined the meeting during the Annual Rent Review discussion.

Tied Housing: Only 3 employees have rent free lets. The cost of their rent is reflected in their annual salary. Their leases have recently been reviewed and renewed to specify that the employee can remain as a tenant if they wish even if they are no longer an employee, as long as rent is then paid at the normal rate.

Tree Removal Expenditure: A £4k quote from Tree Ability to fell 12 dangerous trees from Achamore Gardens was approved as this work is necessary for safety reasons. The Firewood Policy is being reviewed by the Gardens Steering Group at end of November.

Gigha Halibut: AC & JM had a meeting with Alistair Barge and Lindsay Sheriff recently. It was raised whether there would be interest from the community to purchase the site should the site end up being for sale. The board said more feasibility and consultation would be required, but it wouldn't do any harm to register an interest.

### **3. Staffing Update**

AC, JC, JM & IW declared they may have conflicts depending on the nature of the discussions.

Appraisals: JM reported that all annual appraisals were carried out and went well. A small number of issues have been reported to the board.

It was noted that there will be a vacancy on the maintenance team next September and the board should review this again in the Spring.

Training Programme: JM presented a list of key training requirements identified during the appraisals. JM to follow up with Delfinity HR Consultancy to arrange training days.

#### Salaries & Organisational Structure:

The board suggested that Delfinity HR Consultancy may be best placed to review the organisational structure and salary matters so that they are taking professional and independent advice. JM is to follow up with Delfinity about this.

Financial Support: A quote has been received from an Accountancy firm, and an Accountant based on Islay has approached the Trust. JM is to set up interviews with both interested parties.

### **4. Zero Tolerance Policy**

Delfinity HR Consultancy has drafted a policy to protect staff, trustees, and members from unacceptable behaviour. JM is to set up a call with Sarah Whitman to discuss this in more detail.

### **5. AGM Arrangements**

Voting – IP (Company Secretary) will not be in attendance, therefore asked if LM would read out the membership list with support from Shona Bannatyne.

Information packs – Director Undertakings, Register of Interest, and a copy of the Constitution should be made available for all Directors to take home after the AGM to review and complete.

Training – Director training will be scheduled once the new board is formed.

Membership Register – JM is to check the Electoral Roll again on 6<sup>th</sup> December.

### **6. Community Council Update**

IW met with Jim Beagan from the Gigha Community Council. Keil road was discussed, and the CC are looking to clarify how many houses is required before a road should be adopted by the Council.

JM is to email Morven Beagan to say the board are happy to go 50/50 with the CC on the cost of defibs.

Discussions will be on-going with regards to motorhome bookings on the ferry for the campsite.

### **7. Correspondence**

A member has raised issues with certain members eligibility. The board has reviewed this information and are content these members are eligible.

A member has requested a copy of the 2018 membership register. The board recognised that GDPR was introduced to the Trust in 2018, and as a result, historic data held on ex-members was deleted. The board have recognised that the Companies Act requires Members details to be held for 10 years, therefore will ensure that future removals are noted and not deleted.

A member identified a shotgun cartage in village which was suspected from a shooting party. AC contacted the shooting party who confirmed that they do not carry these cartages as they were shooting geese. AC told the member to raise this matter with the police directly.