

## DEVELOPMENT COLL

Minutes of the Meeting of Directors held on Thursday, 7th November 2013  
at 7.30 pm at An Cridhe

Present: Jen Byram, (Chair)  
Lavinia Maclean-Bristol, Seonaid Maclean-Bristol, Nic Smith,

Internet Link: Juliette Summers (Skype Link from start until Item 7.4 \* resuming  
at Item 10.1 \*\*)

In Attendance: One member of the public attended

1 Apologies: John Fraser, Louis Romeo, Sophie Woods  
George McConnachie (Staff)

2 Register of Interest - Nic declared an interest in Recycoll Item 10.1  
Juliette declared an interest in Affordable Housing Item 7.2  
Our Island Home competition

3 The Minute of the previous meeting held on 2nd October 2013 was agreed to be an  
accurate record of the meeting.

4 Matters Arising - Jen highlighted the items in the previous minute requiring action.  
Item 6.1 - actioned by Louis and Jean - Item 7.1 - not actioned. Item 7.5 - not  
actioned. Item 7.7 actioned. Item 7.8 - action in progress. Item 9.1 - not actioned.

5 Finance

5.1 Fra circulated reports to those present on profit and Loss for the period 1st May  
2013 to 12th April 2014 and a Budget Report for the period 4th August 2013 to 6th  
October 2013.

5.2 Fra reported that a narrative is required to accompany the accounts to be reported  
at the AGM in February 2014. Nic offered to do the framework for the narrative and  
circulate it to Directors. **Action: Nic**

5.3 Fra reported that the accountant had drawn attention to the issue of VAT. Nic  
suggested that this information should go into the Directors Handbook. Fra  
explained the complexity involved in the VAT arrangements. Fra to forward further  
information to Directors. **Action: Fra**

5.4 Restricted and non-restricted funds need to be worked out. Fra explained that a  
sum of 2.5k was recoverable from VAT paid against the EGF gross funds.  
Following discussion it was agreed that Fra instruct the accountant to write to EGF  
requesting that this recoverable sum be used by Development Coll. Fra suggested  
that this additional money be used for Business Development as this was the  
purpose of the EGF funding. Seonaid disagreed and suggested that there could be  
other uses for the money.

5.5 Profit and Loss report - Fra explained the report and agreed to circulate the  
document to all Directors. It was agreed that codes used in reporting needed to be

looked at to ensure that they were both useful and meaningful. This issue to be discussed further at the meeting to take place on 27th November to discuss finance in detail. Seonaid noted that she would not be available for this meeting. Nic congratulated Fra on her reports.

**Action: Fra**

5.6 The vacant position of Treasurer was raised by Jen but not discussed by Directors.

6 EGF Update

6.1 Directors' Handbook - Jean confirmed that she would not be involved in updating the Handbook. Seonaid circulated a list of her personal suggestions for inclusion in the Handbook. These were listed under the headings of 'The Basics', 'Reputation' 'Representation' and 'Due Process'. The document was not discussed. Lavinia proposed that one or two Directors look at the Directors' Handbook and Seonaid's document in detail. Seonaid and Nic offered to do this and proposed that Louis might like to join them. It was agreed that this would be undertaken prior to the next Board meeting in December. Jean agreed to resend the Handbook to all Directors.

**Action: Jean, Seonaid, Nic**

6.2 Memo of Understanding - Coll Half Marathon Committee response

Fra confirmed that the Coll Half Marathon Committee were happy with the Memo of Understanding. This item to be removed from future Agenda. **Action: Secretary**

7 Company Business

Fra asked Directors to consider a proposal she had received from an independent advisor. The advisor had been asked to produce an Economic Impact Survey for Marine Harvest. Fra had been asked if she could provide up-to-date information on population statistics, demographics etc for the Survey. Fra informed the advisor that she held this information but that it was no longer up-to-date. The advisor asked Fra if she could update this information and offered a remuneration. Fra asked Directors if she should undertake this work.

A lengthy discussion followed regarding the ethics of the proposal. It was noted that Development Coll had a neutral stance concerning the proposed Marine Harvest development. Juliette asked for clarification on who was paying the independent advisor. Nic suggested that this was the sort of thing that DC as a business should be doing to raise money, and noted that the advisor could gather the information he required by other means. Seonaid stated that she saw no conflict of interest for DC. Fra agreed to ask the advisor for further information. Seonaid suggested that a decision be taken on the issue at this meeting but that the final decision would depend on further information from the advisor. Both Juliette and Lavinia expressed reservations regarding the matter. Seonaid, Nic and Jen voted in support of the proposal, Juliette and Lavinia abstained. Fra to advise Directors of further information regarding the proposal in order to inform a final decision.

**Action: Fra**

7.1 Human Resources

It was reported that there was no need to re-advertise the staff posts. This item to be discussed at the meeting on 27th November 2013.

## 7.2 Affordable Housing

Seonaid reported that a meeting is to take place on 19th November to involve the whole community. The Our Island Home competition is taking place and Seonaid will attend the shortlisting and judging events on Mull from 25th to 27th November. Funds may be available to secure land but no decision had been taken about where to build on Coll.

## 7.3 Education Growth Plan - no longer an item for the Agenda.

## 7.4 Mobile 'Phone Mast Proposal

Jen notified the meeting that she would not be the point of contact for this proposal. John Fraser has agreed to stake on this role. Lavinia mentioned an article in the Oban Times and suggested that it was relevant to the proposal for Coll. Jen read from a series of e-mails between Derek Graham and Alex Maclean-Bristol regarding the outstanding issue of suitable land to house the mast.

9 pm - Juliette ended her session on Skype \*

A meeting to take place on Coll week commencing 18th November. The Directors requested that this be a public meeting. Jen to advise Alex of this request. DC recommend that the meeting be an open discussion with the community.

**Action: Jen**

## 7.5 Community Shed Proposal - to be carried forward

## 7.6 Capacity Building Programme

Fra reported that they were awaiting information regarding this funding request.

## 7.7 Communities and Families Fund (CFF)

No update available.

## 8 An Cridhe - no report

## 9 Management Team

### 9.1 Remit document - update - carried forward

### 9.2 Volunteers - Update on training session

Nic reported that the training went well. The problem of finding volunteers remained. Lavinia reported that she was concentrating on the older age group as a potential source of volunteers for office administration work.

### 9.3 Film Club - Nic reported that they were keen to organise volunteers for this work. Seonaid stated that she was happy to help. Nic stressed the need to generate a profit from films being shown. Lavinia noted that Coll Senior Social Club had organised a film to be shown in December. Lavinia noted that there was not enough follow-up on volunteers.

9.4 Nic reported that there was a possible risk in relation to the car park ditch. The MC had discussed this and suggested that a sign be displayed saying 'park at own risk'. Fra confirmed that the car park was covered under the present insurance. Nic agreed to take this issue back to the MC. **Action: Nic**

9.5 Work Plan - Nic reported that Jane had the plan on track.

Lavinia stated that the outside lighting was not sufficient.

10 Affiliated Groups

10.1 Recycoll

10.1.1 Recruitment - Louis had previously circulated information to all Directors regarding the timing issue relating to the recruitment process. It was confirmed that it was within the remit of DC and that DC had agreed at a quorate meeting on 14th October to take on the recruitment process on behalf of Recycoll. Seonaid stated that she was uncomfortable with the haste. It was confirmed that Jane would be paid for the work undertaken so far, which she had carried out in her own time. It was noted that DC was not to be involved in the interview panel. Seonaid stressed that DC must act professionally.

\*\* Juliette reconnected on Skype at 9.29 pm

Fra confirmed that CRNS had agreed to be on the interview panel.

Nic left the room at 9.30 pm.

10.1.2 Jen agreed to contact Louis regarding clarification on the recruitment process. Jen read from an e-mail from Louis dated 3rd November which was sent to all Directors and which confirmed that the process was being managed. Seonaid confirmed that she had not read the e-mail. Seonaid stated that there was a criteria for recruitment with DC and outlined various requirements. Fra observed that there was time to get the structure in place. Jen to e-mail Louis and Sophie regarding process. Seonaid added that she was supportive of DC's involvement. **Action: Jen**

11 Other Business

11.1 Lavinia referred to monies held on behalf of Coll Music Society and which now had only one signatory for the account. Lavinia asked if it could be included in DC Restricted Funds budget. Fra explained the complexity involved and it was generally agreed that these funds could not be included. Lavinia to ask John McLean to be the second signatory.

Nic returned to the meeting.

12 Date of Next Meeting

Thursday, 5th December 2013 at 7.30 pm at An Cridhe