



Date/Time	11 th May 2021, 7pm
Location	ZOOM (Video Conference)
Attendees	<p>Trust Directors: Ian Smith (IS) (Chairperson), Craig Smith (CS), William Angus MacLean (WAM), Ann MacDonald (AMD), Jamie MacDonald (JMD), Martin Finnigan (MF), Janet Bowler (JB)</p> <p>Trust Staff: Kate Bauen (minutes) (KB), Willie MacKinnon (Item 2 Only) (WMK)</p> <p>Guest: Phyl Meyer (PM)</p>

1. Welcome & Apologies

- IS welcomed all to the meeting including guest attendee Phyl Meyer as the new GM from June 2021
- Apologies were received from Andy Hayes, Elspeth MacKinnon and Derek Campbell

2. Youth Worker Update

WMK gave an overview on the weekly schedule/planner for Youth Work to the Board.

Key Points:

- The older kids normally attending the Youth Club have been very academically focused since Easter due to assessments etc, so numbers are reduced slightly
- Football group B are excelling. This is an exciting stage for the group as WMK feels they are ready for tournament participation and he is actively looking for opportunities.
- The current position of Argyll and Bute Council is that only school pupils can use facilities in the school. As activities have been taking place outdoors during lockdown, this has given an opportunity for home schooled children to attend the clubs. WMK indicated his concerns that as we return to 'normal' he does not want to exclude any of these children if he returns to using school facilities. This ultimately means he would have to pay for hire of a building to ensure they are included.
- WMK has been approached with proposals for new clubs which he is following up on as follows:
 - Tiree Sea Tours (TST) are proposing a Sunday Sea Club to cover fishing, nature trips, etc. TST would provide the crew and boat but would ask the Trust to pay fuel costs. CS suggested that this could also be done in conjunction with Tiree Maritime Trust.
 - Horse Riding Club - the local horse-riding club had changed its status from a private business to a not-for-profit. WMK has been asked to support this.
 - Vaul Golf Club have indicated that they would like to get a weekly youth golf session organised.
- The booking system is working well, numbers have increased, and it allows for better planning
- WMK indicated that Risk Assessment training is needed to ensure that all TCDT staff are using the same methodology and templates. Insurance terms and conditions should also be checked to ensure that it is fit for purpose in the current climate.
- The Board thanked WMK for his update and his efforts across all of the Youth Work activities.

3. Declaration of Conflicts

JMD indicated a conflict with Agenda item 7b - Tiree Music Festival proposal.



4. Minutes of Previous Meeting and Matters Arising

a. Minutes

Minutes of the previous meeting (April 2021) were approved: proposed by MF and seconded by CS.

Action update from April Meeting

Action	Owner	Status
Discuss Cùram proposal with Scottish Islands Federation	AMD	Completed
Review and update the Performance and Disciplinary Policy	CS	C/FWD
Finalise the GM draft contract with solicitors, send the draft to Board	WAM	Completed
Informally contact Fiona Malcolm, Trudy MacKenzie to get a feel for perspectives since resignation and feedback to Board	IS	C/FWD
Inform Trudy MacKenzie that TCDT would meet with the HT for discussion about community consultation	IS	Completed
Supply the Trust Logos electronically to TCB	SMK	Completed
TCB to clarify and push back on the Insurance terms with Argyll and Bute council and provide feedback to Board	JB	C/FWD
Inform John Holliday of the outcome of funding request for Public Toilets	IS	Completed
Draft Covid 19 Return to Office Risk Assessment to be distributed to Board and Staff	KB	Completed
Define the reasons behind the decision for CIT to increase the Tiree Broadband installation fee to £90	CS	Completed
Clarify with Phyl Meyer on 'soft' integration, handover and introduction to the team - feedback to Board	WAM	Completed
Confirm to HIE to appoint a consultant to prepare a Phase One application to RCGF for TCDT	WAM	C/FWD**

** Regeneration Capital Grant Fund (RCGF) Fund: Unspecified Industrial Workspace Application. WAM had proposed that we go ahead with this venture and allow HIE to appoint a consultant to prepare a Phase One application for us. However, the decision has been taken that WAM will prepare the application with support from Louise and input from HIE. PM indicated he would like to be involved with this. The topic of RCGF will be carried forward for the June Board meeting.

The following matters arising were discussed:

b. General Manager Position

- The position has been accepted by Phyl Meyer and contract has been signed.
- Phyl introduced himself to the board of directors and indicated that a soft integration will take place until end of June when he should be fully installed in the GM position.

c. Gaelic Development Officer Post

- Ishbel Campbell, who is currently on a break from the Trust, will step down as Gaelic Development Officer to continue teaching at the school. Kathleen MacKinnon is currently replacing her in the Trust role on contract till August.
- The Board agreed that IS and JMD will approach Kathleen with a view to offering her an extension of her contract before it runs out in August.

IS/JMD to Action



d. Hynish Developments

IS indicated that Hebridean Trust have been informed that TCDT would be willing to hold discussions regarding development of the Hynish. No response yet.

e. Windfall Fund

TCMAL: Gott Bay Moorings (see Core Activities Report 5b)

5. Finance and Project Reports

a. Finance Report

CS Presented the Finance Report. The TCMAL loan is fully repaid, and the account is healthy.

b. Staff and Project Reports

- Project Reports
 - **Discover Tiree** - AMD gave an overview of the need for another crossover director. JMD accepted this role.
 - **Housing/Business Units** - The Board are asked to prioritise the project and consider approval of £95,000 funding. The Board agreed that this project should be prioritised but before any commitment is given at this stage a briefing paper is needed. IS will contact Louise to find out more. **IS to ACTION**

• Core Activities Report

TCMAL

- CS informed the board that TCMAL received initial quotes of £4800 and £5800 from two companies to undertake a mandatory Health and Safety Executive accredited inspection of the Moorings at Gott bay. The TCMAL board have since been able to secure a quote of £2500+VAT from the Puffin Dive Centre, Oban. This quote is contingent on use of a boat which is insured for divers.
- An unknown potential additional cost will be if any repairs are required to be carried out which will not be known until the inspection takes place; however, it is expected that the costs will be minimal given the moorings were not put out last year.
- TCMAL directors can provide the boat and insurance cover for this visit which has reduced some of the costs. They will also be observing the inspections which will hopefully allow future inspections to be carried out at a further reduced cost. The TCMAL board are applying to TCDT for the £2500 & VAT cost of the inspection.
The TCDT Board discussed and approved the request from TCMAL for £2500 & VAT.

TCEL

- TCEL board are seeking approval from TCDT that administration resource will be available in relation to management of fuel card accounts & billing. Emergency services and likely some off island businesses (SSE/Scottish Water/BT etc.) will be issued with fuel cards. Administration will be required for issuing invoices/checking payments.
The TCDT Board discussed and approved this request for use of Admin resource.
- £70,000 has been ring-fenced in the Windfall Fund for the project for a first fill of the tanks. This was established when it was proposed that the total storage capacity would be 60k litres. TCEL have reduced this volume to 40k litres. Consequently, there is potentially



one third of the original £70k figure which will not be required to fill the tanks - approximately £23.5k. TCEL Board have asked TCDT Board to consider if the remaining £23.5k could be re-allocated toward the construction phase of the project if necessary, as contingency.

- The TCDT Board discussed this request. The following points were made:
 - The true amount of saving on fuel will depend on fuel prices at the time of filling the tanks.
 - In order to work, this proposal would need to be based on CMAC (MacLennans) fuel repayment of £40k

The Board approved in principle the use of the £23.5k saving as contingency for the construction phase on condition that they are kept closely informed on activities. IS will follow up with Stewart Carr. IS to ACTION

c. Staffing Update

The Project Officer position will be added to the agenda of the June Board meeting for discussion and decision.

d. TCEL Update

- IS informed the Board that the Planning Application for the Fuel station has now been submitted
- The schedule of work should start July 2021 and end October 2021 contingent on the planning application progress.

e. TREL Update

- MF informed the Board that currently all activities are on plan.
- The groundworks are almost complete in advance of plate testing commencing Wednesday 12th May. The Enercon Crane crew and Engineer arrive on Wednesday 12th May to walk the site out. They leave Thursday 13th May. This means they will be in situ when the plate testing is being done.
- Work is ongoing on claims with Insurers and Loss Adjuster.

f. CIT Update

- CS gave an overview of the CIT Key activities
- No One Left Behind project is now closed. Several recipients of the fund have now moved to Tiree Broadband which has installed a Basic Tariff with no connection fee.
- Colin Woodcock has stepped down as Chairperson and Rhoda Meek will take over, officially, from the AGM.
- CS explained the reasoning for the increased connection fee cost to the Board: Installation equipment cost is £220 and kit upgrade is free. CIT are taking an overall loss on this. The new connection fee will provide more of a financial buffer, is on par with other providers and hopefully will discourage holiday home owners from asking for disconnection at the end of the tourist season then reconnection for the next season. The costs to run the service do not reduce over the winter months and equipment needs to be maintained.
- WAM expressed concern that there is no unnecessary accrual of funds. CS assured the board that while the accounts are healthy, no unnecessary accrual is evident. JB stated that as equipment is now reaching the 10-year-old mark it needs to be replaced and forward planning for fibre rollout also has to be considered.



6. Directors Induction Pack

Carried over to the next Board Meeting.

7. AOCB

a. Return to Office: Working Group Feedback

The minutes of the meeting, which took place on 5th May, were circulated as pre-read.

WAM, PM and KB gave an overview of the discussions and the key outcomes.

- The Scottish Government announcement today that Islands will move to Level 1 on 17th May could mean that office return rules and guidance may change - this is something we need to clarify going forward.
- Repairs and preparation are fundamental to getting back to the office and utilising the Rangers office will be a key to putting the final plan in place. The repairs needed are being addressed with TCB by WAM. PM indicated he would like to be involved with these discussions. KB to be kept informed to ensure alignment of other work. **WAM to Action**
- All members of staff were keen on creating a manned reception area in the current Rangers office to ensure the public did not have direct access to Trust office personnel in the dedicated office space. The Board supported this approach and indicated that, contingent on repairs, we should go ahead and put this in place with staff agreement. **KB to ACTION**
- The Board indicated that the office should be a pleasant, comfortable place to work - currently it is quite stark. We should consider putting things in place to support this. KB will take this to next team meeting. **KB to ACTION**
- There is still work to be done by the team on agreeing an office layout, what phased means and any kind of schedule for office staff and how/when we man any reception area. It is hoped this will be addressed at the next meeting on 1st June, minutes will be distributed to the Board.
- The Board suggested renting office space for storage in the main TCB building. KB will find out costs and feedback. **KB to Action**

b. Tiree Music Festival Feasibility Study

IS had circulated a tender document for feasibility study from TMF as pre-read. TMF are working alongside HIE who are supporting their proposal for a Community Hub.

The Board discussed the proposal and agreed it was an exciting venture, potentially with a unique selling point for Tiree, however the following points were made:

- Is there an assumption that TCDT will be involved with funding for all HIE supported projects?
- There is mention of workspace/commercial units in the proposal. HIE are supporting the project but, in parallel, HIE are keen for TCDT to apply to Regeneration Capital Grant Fund to build unspecified workspaces. There seems to be a lack of clarity of how some of HIE supported projects on Tiree actually 'fit together'. This should be raised as part of the discussion at the HIE meeting in July (see point 7c).

c. HIE Visit to Tiree

Peter MacDonald from HIE will visit Tiree in July. He has offered to meet with the Directors during the day and join for the Board meeting in the evening.

The June TCDT Board Meeting will include discussion on some of the agenda points for the meetings, including:



- Future Growth Plan and way forward
- Clarity on how the current Tiree HIE supported projects integrate
- TCDT taking a less operational and more strategic approach

d. AGM

Potential date in Mid-August was agreed in principle for the AGM.

This will be confirmed at a later date.

8. Date of Next Meeting

8th June 2021 at 7pm.

There being no other business the meeting concluded at 9.20pm

9. Action Summary

Action	Owner	Due Date
Review and update the Performance and Disciplinary Policy. (c/fwd)	CS	8 th June 2021
Informally contact Fiona Malcolm, Trudy MacKenzie to get a feel for perspectives since resignation and feedback to Board. (c/fwd)	IS	8 th June 2021
TCB to clarify and push back on the Insurance terms with Argyll and Bute council and provide feedback to Board. (c/fwd)	JB*	8 th June 2021
Approach Kathleen MacKinnon with a view to offering her an extension of her contract	IS/JMD	8 th June 2021
Housing/Business Units -a briefing paper on this project and funding is needed. IS will contact Louise to find out more.	IS	8 th June 2021
The Board approved in principle the use of the £23.5k saving as contingency for the TCEL construction phase on condition that they are kept closely informed on activities. IS will follow up with Stewart Carr.	IS	8 th June 2021
Repairs to Ranger's office are being addressed with TCB. PM indicated he would like to be involved with these discussions. KB to be kept informed to ensure alignment of other work.	WAM	8 th June 2021
Creating a manned reception area in Rangers office, contingent on repairs, should be progressed with agreement of staff team.	KB	8 th June 2021
Staff to consider what needs to be put in place to make the office a more comfortable place to work. KB will take this to next team meeting.	KB	8 th June 2021
The Board suggested renting office space for storage in the main TCB building. KB will find out costs and feedback.	KB	8 th June 2021

JB* John Bottomley