



Date/Time	13 th April 2021, 7pm
Location	ZOOM (Video Conference)
Attendees	Trust Directors: Ian Smith (Chairperson), Craig Smith, William Angus MacLean, Ann MacDonald, Andy Hayes, Martin Finnigan, Derek Campbell Trust Staff: Kate Bauen (minutes), Shari MacKinnon (Item 3 only) Guest: John Bottomley (Item 2 Only)

1. Welcome & Apologies

- IS welcomed all to the meeting.
- Apologies were received from Janet Bowler, Jamie MacDonald, Elspeth MacKinnon and Adam Milne

2. Windfall Presentation

a. Cùram Thiriodh Application

John Bottomley presented the background to the Cùram Thiriodh Windfall application.

- The Windfall application requests £8,000 of funding toward continued employment of an Outreach Worker.
- Total costs are £30,050 and funding has been either applied for or confirmed from other bodies including: Lottery Fund, CalMac Community Fund, Robertson Trust and Argyll and Bute Supporting Communities fund.
- Curam will contribute £4,800 from their unrestricted reserve - a significant amount of Curam available funds are restricted for the Solar Project and minibus fund.
- The fund for the minibus replacement has a reserved £22,000 however Cùram are looking at the best way forward for the project.

b. Tiree Community Business (TCB) - Play Park Application

John Bottomley presented the background to the TCB Windfall application for replacement of equipment at the Crossapol play park.

- Argyll and Bute Council own the land at the playpark and insure it - insurance being contingent on equipment being replaced every 10 years.
- TCB were 'forced' into ordering the equipment before Brexit as it comes from Belgium.
- The project does have reserves available from previous appeals and public donations however, when estimating the work, 'guesstimations' did not consider cost of dismantling the current equipment and consequently there is a shortfall of £7,800.
- The project is already underway - a contractor has been identified to dismantle the current equipment, perform remedial works and install the new equipment. Work starts w/c 19th April 2021.
- Most likely not possible to compensate some of the shortfall costs by selling the old equipment due to Health and Safety regulations.

See Point 6 for decisions



3. Update from Finance & Admin Officer (FAO)

SMK presented an overview of her role as FAO together with a calendar view of what her Yearly and Monthly key action items are.

- Previous to Jan 2021 the spread of resource was equal across all subsidiaries however in recent months TCEL has required more resource due to the status of the project and absence of a General Manger (GM).
- The Board were unanimous in their appreciation for SMKs significant contribution especially since resignation of the previous GM and thanked her for her presentation.
- The Board indicted that SMK is empowered to say no to requests or activities where she feels it is appropriate.

4. Declaration of Conflicts

No Conflicts raised.

5. Minutes of Previous Meeting and Matters Arising

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

Action update from March Meeting

March Meeting Action	Owner	Status
Discuss Cùram proposal with Scottish Islands Federation (c/fwd)	AMD	c/fwd
KB contact/circulate CV	WAML	Done
Feedback to TCEL - proceed with stage one	MF	Done
Feedback to Cùram - Windfall	SMK	Done
Feedback to JB - induction pack	ALL	Done
Check files/records to determine if there is a previous Directors Induction pack in existence	SMK	c/fwd

The following matters arising were discussed:

a. General Manager Position

- The position has now been offered.
- Performance review periods would be at 6 and 12 months then annually.
- CS indicated it may be prudent to review and update the Performance and Disciplinary Policy at this stage to ensure it is robust - support may be needed from solicitor. **CS to ACTION**
- WAM will take comments on board and finalise the contract with solicitors and send the draft to Board. **WAM to ACTION**

b. Gaelic Development Officer Post

- IS informed the board that Ishbel Campbell, who is currently on a break from the Trust, will step down as Gaelic Development Officer to continue teaching at the school.
- The board thanked her for her work and wished her much success in her new role.
- Kathleen MacKinnon is currently replacing her in the Trust role on contract till August.
- Next steps will be addressed at the next board meeting.



c. Hynish Developments

Background provided in IS email of 9th April.

- Hebridean Trust (HT) met with Argyll & Bute Housing Services, Scottish Govt representative, Rural Housing Scotland, Highlands & Islands Enterprise (HIE), Home Energy Scotland on 5th March 2021. All agreed that development of Hynish as part of the Clachan Project was a great initiative.
- HT would like to engage with TCDT to engage the community and wider stakeholders in the master planning exercise to look at how Hynish could be put to best use in the future and enhance Tiree.
- It was agreed that TCDT would meet with the HT to have discussions without commitment.

IS to ACTION

d. Scarinish Public Toilets

IS informed the Board that John Holliday, Chair of Tiree Community Council (TCC) has contacted the Trust with respect to the public toilets in Scarinish. TCC have had complaints about the condition of the toilets. Argyll and Bute council are responsible for the upkeep but due to resource limitations this done not get done as frequently or to a decent standard. A&B council have previously refused to sell or lease the building. Councillor Roddy McCuish has indicated that A&B Council are happy to let a local organisation take over cleaning for one year but this would need to be locally funded and managed.

JH indicated that TCB would take responsibility as employer for a cleaner, a donations box could be set up but is requesting £2,000 from TCDT to put the project in place.

The Board raised the following points:

- It is a statutory duty for the Council to maintain the Public Toilet and there could be issues in passing responsibility to TCB.
- The state of the toilets is a bad image for the island but the council should either sell or rent the building to an island organisation or step up and provide adequate maintenance.

The board unanimously declined to provide funding for this initiative. IS will contact John Holliday to let him know the outcome.

IS to Action

e. Trust GDPR Approval

GDPR policy version date April 2021 is approved.

f. Risk Planning for Office Return

It was agreed to set up a working group consisting of all staff members and two directors (WAM and CS) to ensure engagement, identify preferences and obtain input to the return to office approach.

The draft Risk Assessment will be distributed to Board and Staff

KB to Action

g. Line Mentors for K. Bauen

KB should approach Directors personally.



h. Cùram Website Management

Due to resource issues with Cùram Directors Group, they have asked for help managing the website at 4 hours per month maximum. KB will absorb this into her role. If any more than 4 hours per month is required, then this will be flagged and Cùram will be requested to make a formal request to the Board.

6. Windfall Fund

a. Cùram Thiriodh Application: Outreach Worker

An Application was received from Cùram Thiriodh for £8,000 to go towards their project **Resource Club 2021**. The total cost of this project is £30,500. This application was approved and Cùram Thiriodh will receive £8,000 from the Community Investment Fund to go towards this project.

b. Tiree Community Business Application: Playpark

An Application was received from **Tiree Community Business** for £7,800 to go towards their project **Crossapol Play Park Renovation**. The total cost of this project is £30,375. This application was conditionally approved, and **Tiree Community Business** will receive £7,800 from the Community Investment Fund to go towards this project. The following condition was attached to this award: transparent future TCB communications on the TCDT contribution to funding and a display at the playpark indicating this. KB will supply the necessary Trust Logos to TCB. **SMK to ACTION**

It was also requested by CS that TCB clarify and push back on the Insurance terms with Argyll and Bute Council and provide feedback to Board. **JB to ACTION**

7. Finance and Project Reports

a. Finance Report

CS Presented the Finance Report. The account is healthy.

- £110k lottery grant will be paid out to Tiree Community Enterprise Ltd (TCEL) this coming week.

b. Staff and Project Reports

WAM raised a question around the decision by CIT to instigate a Broadband Installation Fee increase from £20 to £90. This is a significant hike and may put off new subscribers. If CIT have a healthy income stream, why is the price hike needed if demand is satisfied? Clarity is needed on the reasoning behind the decision. **CS to ACTION**

c. Staffing Update

- GM Position: A two-month transition from Phyl's current role at Inclusion Scotland is expected with a phased 'soft' handover/integration into the Trust GM role.
- WAM indicated that he had originally taken on the role of interim, temporary, General Manager based on his free resource through mid-March. He will now stand down from this role. The staff team are working well and, until the new GM is in place, in the interim need a go to mechanism. WAM will clarify with Phyl on 'soft' integration, handover and introduction to the team and come back to the board with an update. **WAM to ACTION**



d. TCEL Update

- DC indicated that the project is on track to deliver Autumn 2021 but timelines had slipped. A progress meeting was taking place 13th April - he will clarify and feedback at the next Board Meeting.
- C. MacLennan is notified about timelines and is still on board to provide fuel in meantime.

e. TREL Update

- MF informed the Board that the tender for groundworks is out and bids due back by deadline of 14th April.
- On target for upgrade mid-June through mid-July.

8. Directors Induction Pack

Carried over to the next Board Meeting.

9. AOCB

Regeneration Capital Grant Fund (RCGF) Fund: Unspecified Industrial Workspace Application

WAM recently had a conversation with Peter MacDonald from HIE regarding application for funding of unspecified industrial workspaces on Tiree. There is currently funding available from the RCGF fund and both HIE and the council are keen to see an application from Tiree.

The suggestion is that with the 50% offset of AWs wages to date, HIE would cover the remaining cost to pay a consultant to complete a TCDT application which would then come to the Board for approval. The timeline is to have the first phase application submitted in June with second phase applications in September - this would be more in depth and at that point further consideration of delivery may be needed. Delivery of the project would not be before April 2022 which then potentially gives us a target focus for that year.

WAM proposed that we go ahead with this venture and allow HIE to appoint a consultant to prepare a Phase One application for us. The Board approved this. **WAM to ACTION**

It was suggested that we should have more prepared project or feasibility studies to 'pick off the shelf' if funding becomes available. Taking a more proactive approach to preparation means we can react quickly.

10. Date of Next Meeting

11th May 2021 at 7pm.

There being no other business the meeting concluded at 10.10pm

Tiree Community Development Trust

Board Meeting Minutes



11. Action Summary

Action	Owner	Due Date
Discuss Cùram proposal with Scottish Islands Federation (c/fwd)	AMD	11 May 2021
Review and update the Performance and Disciplinary Policy	CS	11 May 2021
Finalise the GM draft contract with solicitors, send the draft to Board	WAM	11 May 2021
Inform Trudy MacKenzie that TCDT would meet with the HT for discussion about community consultation	IS	11 May 2021
Supply the Trust Logos electronically to TCB	KB	11 May 2021
TCB to clarify and push back on the Insurance terms with Argyll and Bute council and provide feedback to Board	JB*	11 May 2021
Inform John Holliday of the outcome of funding request for Public Toilets	IS	11 May 2021
Draft Covid 19 Return to Office Risk Assessment to be distributed to Board and Staff	KB	11 May 2021
Define the reasons behind the decision for CIT to increase the Tiree Broadband installation fee to £90	CS	11 May 2021
Clarify with new GM on 'soft' integration, handover and introduction to the team - feedback to Board	WAM	11 May 2021
Confirm to HIE to appoint a consultant to prepare a Phase One application to RTIF for TCDT	WAM	11 May 2021

JB* John Bottomley