



Date/Time	8 th June 2021, 7pm
Location	ZOOM (Video Conference)
Attendees	Trust Directors: Ian Smith (IS) (Chairperson), Craig Smith (CS), Ann MacDonald (AMD), Jamie MacDonald (JMD), Martin Finnigan (MF), Janet Bowler (JB), Derek Campbell (DC) Trust Staff: Kate Bauen (minutes) (KB), Kathleen MacKinnon (KMK, Item 2 Only), Phyl Meyer (PM)

1. Welcome & Apologies

- IS welcomed all to the meeting
- Apologies were received from Andy Hayes, Adam Milne, Elspeth MacKinnon and William Angus MacLean.

2. Gaelic Development Worker Update

KMK joined the meeting at 7.10pm and gave an overview on the key current and future areas related to Gaelic Development to the Board.

Key Points:

- Sradagan: Good numbers attending for Sradagan. KMK is the process of asking parents if they would like to continue through summer.
- Gaelic Lessons: Gaelic classes continue with 2 regulars and one other who joins when he can. Online classes are not ideal for complete beginners. Marketing/advertising for the classes needs to improve - some people are not aware the classes are still running.
- Fèis Thiriodh: KMK has been involved in the organising of the event which is to be held on the 26th of June. She will be doing a Gaelic treasure hunt game with the kids. The Fèis committee are looking to organise a small taster of the Fèis to encourage more local children to attend and add more Gaelic activities.
- Siuthad!: Siuthad!: KMK will take part in an online careers event for pupils in secondary schools who are in fluent and also learner's classes to showcase how they can benefit from having Gaelic and the jobs that they could get in the future. KMK will talk about her work with the Trust.
- Iorram: KMK participated in an online film panel for the Gaelic film Iorram about fishing communities on the West coast of Scotland. There was a good turnout at the event. Screen Argyll are hoping to show the film on Tiree and KMK hopes to be involved in the organisation.
- Gaelic Development Plan: KMK informed the Board that the draft plan is now finished. Next steps include public consultation and then publication on the Trust website. The Board stressed how important this plan is to long term development and thanked KMK for her efforts in this.

The Board thanked KMK for her update and her valuable work across all of the Gaelic Development activities and look forward to taking the Gaelic Development Plan forward.

3. Declaration of Conflicts

None



4. Minutes of Previous Meeting and Matters Arising

a. Minutes

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

Action update from May Meeting

Action	Owner	Status
Review and update the Performance and Disciplinary Policy. (c/fwd)	CS	C/FWD
Informally contact Fiona Malcolm, Trudy MacKenzie to get a feel for perspectives since resignation and feedback to Board. (c/fwd)	IS	C/FWD
TCB to clarify and push back on the Insurance terms with Argyll and Bute council and provide feedback to Board. (c/fwd)	JB*/IS	C/FWD
Approach Kathleen MacKinnon with a view to offering her an extension of her contract	IS/JMD	Completed
Housing/Business Units -a briefing paper on this project and funding is needed. IS will contact Louise to find out more.	IS	C/FWD
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	Completed
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	Completed
Creating a manned reception area in Rangers office, contingent on repairs, should be progressed with agreement of staff team.	KB	Completed
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	Completed
The Board suggested renting office space for storage in the main TCB building. KB will find out costs and feedback.	KB	Completed

JB* John Bottomley

The following matters arising were discussed:

- Gaelic Development Officer Post: KMK was approached about extending her contract to which she agreed.
- PM will prepare contracts for both KMK and Louise Reid (moving to reduced hours) as well as reviewing Job Descriptions.
- Repairs and modification to the Trust Office as well as renting office space for storage are ongoing and taking place in the context of negotiating the new lease. PM will keep the Board informed as part of his monthly report.



b. Joint Tiree Community Council/TCDT Meeting Agenda

The Board discussed several topics which could be included in the agenda of the next joint TCC/TCDT taking place on 24th June at 7pm. These included:

- The Parliamentary event which was postponed in 2020
- Defining a cooperative agreement and shared goals
- Investigation of setting up a Tiree Community Housing Association
- Curam paper for development of a new Care Home - this was discussed with TCDT in March 2020 but has not been progressed

The Board discussed the potential need for a policy now that two Trust staff members were also councillors on the Community Council with respect to roles in joint meetings/ventures. It was decided that there is no conflict anticipated as the aims and goals of TCDT and TCC are aligned.

The minutes and agenda of the previous meeting in November 2020 will be distributed to the Board and an agenda for the upcoming meeting prepared. **IS to ACTION**

c. Hynish Developments

IS indicated that there has been no response yet from the Hebridean Trust as to TCDT being willing to hold discussions regarding development of Hynish.

5. Finance and Project Reports

a. Finance Report

CS Presented the Finance Report.

- There are some timing issues with invoices and grant payments.
- There has been an increase in Legal fees.
- Awaiting feedback from the Audit.
- The account is healthy.

b. Core Activities Reports

- RCGF Application - Community Business Units -
 - The 1st stage application has been submitted.
 - The 2nd stage of the project will involve financial outlay in order to have a successful application, for example for ground investigations, design plans.
 - The grant cannot be backdated so the outlay for 2nd stage application will need to be absorbed by TCDT
 - The 2nd stage application should contain evidence that the project would go ahead regardless of the RCGF funding
 - The Board agreed to ringfence £70k for this project, extra financial outlays for stage 2 submission to be absorbed in the £70k.
 - Preparation of a Briefing paper for the Board is still outstanding. (already actioned)
 - If 50% or more of the funding comes from the Scottish Government, then TCDT would need to go through Public Procurement.
- TREL
 - MF informed the board that all is on track.
 - Awaiting technical report from Enercon in next days to move forward with the Loss Adjuster processing the insurance claim (approx. £150k interim payment). Insurance for



next year will only cover 3rd party and total loss, the remaining cover will need to be funded by TREL.

- The technical crew start arriving on 21st June with equipment coming later.
- Discussion regarding transport of equipment has now been raised to a senior level at CalMac
- TCEL
 - The Financial Sub-group have concluded discussions regarding a change from a two to three phase project. Three phases will not work in this instance due to funding constraints and the project will continue with two phases ultimately meaning that procurement cannot go ahead until planning permission is given.
 - MF indicated that the best strategy at this stage is to move the planning process along as quickly as possible to, in turn, move the procurement along
 - Worst case scenario is that a planning decision will come in September, but lobbying is ongoing, and feedback is positive that a planning decision may come earlier.
 - The TCEL board will look at fuel supplier at the next board meeting.

6. Directors Induction Pack

- The board discussed and agreed inclusion of a section in the Induction Pack on the code of conduct, principles and ways of working between Subsidiary Boards, Trust General Manager and Staff and TCDT Directors.
- JB informed the Board that a draft of the Induction pack will be completed by the AGM.
- There are likely to be several topics that require discussion and agreement by the Board before the pack is finalised.
- Carried over to the agenda of the next Board Meeting.

7. AOCB

a. HIE Visit to Tiree

Peter MacDonald from HIE will visit Tiree on 13th and 14th July 2021 together with Claire MacMurchie. They will meet with TCDT Directors on the evening of 13th July - the monthly TCDT Board meeting will now be rescheduled to w/c 19th July 2021.

The meeting agenda with HIE to include:

- Current Trust activities.
- Future Tiree Growth Plan activities
- Financials, current and planned in relation to the Growth Plan
- Way forward with HIE including funding for Roles.
- Clarity on how the current Tiree HIE supported projects (beyond TCDT) integrate with TCDT aims, mission and values.
- TCDT taking a less operational and more strategic approach with HIE

HIE representatives will meet with Neil MacPhail at Milton Harbour at 11am on 14th July, MF will join.

The Board discussed the need to update the Growth Plan for the next 3 to 5 years and publish on TCDT Website. PM will review the Strategy Meeting documents from Nov 2020 and work with the Board to prepare the package for presentation to HIE and define if meeting will be online, a physical meeting or hybrid.

PM to ACTION

b. 'Species on the Edge' project.



JB informed the Board that she had been approached to complete a questionnaire for the ‘Species on the edge’ project. This is a partnership of NatureScot and seven nature conservation charities, all dedicated to improving the fortunes of 40 priority species found along Scotland’s coast and islands. The programme received £267k development funding from the National Lottery Heritage Fund in March 2020. Slightly delayed by the impacts of Covid-19, they are now developing a four-and-a-half-year programme of work to tackle the impacts of environmental change on wildlife, to benefit both nature and people and are at a point of consulting local island and coastal communities on this.

There is no commitment requested to anything other than completing the questionnaire. The Board agreed that it would be interesting to take part in the consultation at this stage and perhaps get more information in the future.

c. Cruas Fund

The Board were informed that the Cruas Hardship fund was originally supposed to run from August 2020 until March 2021 but is still paying out grants. This needs to be reviewed.

This will be added to the agenda of the July Board Meeting and a cost summary prepared by SMK for Board review. **SMK to Action**

d. PM IT Equipment

PM is buying his IT equipment from his previous employer. The invoice should be sent to Shari MacKinnon (SMK) for approval and payment. PM will comply with GDPR rules particularly on completion of his contract with Inclusion Scotland.

e. AGM

Potential date in Mid-August was agreed in principle for the AGM. This will be confirmed later and is dependent on the dates for completion of the audit.

The three longest serving members are required to stand down and can stand for re-election. The Board requested that SMK compile a summary and circulate to the Board. **SMK to Action**

f. ZOOM Account

There is increasing conflict with dates of meeting and the use of a single ZOOM account. The Board discussed and approved the upgrade of the TCDT ZOOM account. **PM to ACTION**

g. Bumblebee Book

There is currently no update however IS will take this up with Colin Woodcock and feedback to the Board at the next meeting. **IS to ACTION**

8. Date of Next Meetings

Joint Tiree Community Council/TCDT Board Meeting	Tuesday 22nd June at 7pm
HIE Meeting	Tuesday 13 th July at 7.30pm (online/physical office meeting option to be defined)
Next Board Meeting	TBC w/c 19 th July 2021. No Staff Project Report will be required.

Tiree Community Development Trust

Board Meeting Minutes



There being no other business the meeting concluded at 9.30pm



9. Action Summary

Action	Owner	Due Date
Review and update the Performance and Disciplinary Policy. (c/fwd)	CS	19 th July
Informally contact Fiona Malcolm, Trudy MacKenzie to get a feel for perspectives since resignation and feedback to Board. (c/fwd)	IS	19 th July
TCB to clarify and push back on the Insurance terms with Argyll and Bute council and provide feedback to Board. (c/fwd)	JB*	19 th July
Housing/Business Units -a briefing paper on this project and funding is needed. IS will contact Louise to find out more. (c/fwd)	IS	12 th July
The minutes and agenda of the previous TCC/TCDT joint meeting in November 2020 will be distributed to the Board and an agenda for the upcoming meeting prepared.	IS	23 rd June
PM will review the Strategy Meeting documents from Nov 2020 and work with the Board to prepare the package for presentation to HIE and define if the meeting will be online, a physical meeting or hybrid.	PM	12 th July
'Cruas Fund Review' will be added to the agenda of the July Board Meeting. A cost summary will be prepared by SMK for Board review.	SMK	19 th July
For the AGM, the Board requested that SMK compile a summary of service length of Board members and circulate to the Board.	SMK	19 th July
Upgrade of the TCDT ZOOM account.	PM	18 th June
Define status of the Bumblebee book with Colin Woodcock and feedback to the Board in July	IS	19 th July

JB* John Bottomley