



Date/Time	20 th July 2021, 7pm
Location	ZOOM (Video Conference)
Attendees	Trust Directors: Andy Hayes (Chair, AH), Ann MacDonald (AMD), Jamie MacDonald (JMD), Martin Finnigan (MF), Janet Bowler (JB), Elspeth MacKinnon (EMK) Trust Staff: Kate Bauen (minutes) (KB), Phyl Meyer (PM)

1. Welcome & Apologies

- AH welcomed all to the meeting
- Apologies were received from, William Angus MacLean (WAM), Ian Smith (IS), Derek Campbell (DC)

2. Declaration of Conflicts

JB declared a conflict for agenda item 3G. Bumblebee Book Progress. A vote is requested for which she will be excluded and excuse herself from the meeting.

3. Minutes of Previous Meeting and Matters Arising

a. Minutes

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

Action update from June Meeting

Action	Owner	Status
Review and update the Performance and Disciplinary Policy.	CS	Carried Fwd
Informally contact Fiona Malcolm, Trudy MacKenzie to get a feel for perspectives since resignation and feedback to Board.	IS	Carried Fwd
TCB to clarify and push back on the Insurance terms with Argyll and Bute council and provide feedback to Board.	JB*	Carried Fwd
Housing/Business Units - a briefing paper on this project and funding is needed. IS will contact Louise to find out more. (c/fwd)	IS	Cancelled
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	Completed
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	Completed
'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	Completed
For the AGM, the Board requested that SMK compile a summary of service length of Board members and circulate to the Board.	SMK	Completed
Upgrade of the TCDT ZOOM account.	PM	Completed
Define status of the Bumblebee book with Colin Woodcock and feedback to the Board in July	IS	Completed

JB* John Bottomley



b. Joint Tiree Community Council/TCDT Meeting Feedback

PM provided an update on the joint TCC/TCDT Meeting which took place on 7th July.

- There was a shared recognition that the meeting pattern for the joint meetings was not an effective way to move forward in an efficient and productive way.
- A Working Group was agreed to define and document a cooperative agreement, shared objectives and future ways of working. Working Group will meet in August and consist of, from TCC John Holliday and Iona Campbell, from TCDT PM plus one TCDT Board Member
- TCC and TCDT will meet MSP Jenni Minto jointly on 21st July 2021
- Curam paper for development of a new Care Home - this was discussed with TCDT in March 2020 but has not been progressed

For detail, please see '*Minutes_TCDT_TCC Joint_7thJuly2021_v3 DRAFT*'.

c. Joint HIE/TCDT Meeting Feedback

PM provide an update on the meeting with Peter McDonald and Claire McMurchie from Highlands and Islands Enterprise which took place on 13th July.

- Overwhelmingly positive meeting with a strong emphasis on Housing.
- They see Tiree as a potential showcase due to the TCDT excellence in delivering capital projects.
- They had met with Hugh Nicol, Argyll Estates Factor, to discuss a plot of land zoned for housing in the Local Development Plan beside Pier View.
- This small plot could potentially facilitate 4 houses and could be a rapid win to initiate a TCDT Housing Strategy with Church land being part of a medium to longer term strategy.
- HIE discussed executing the Housing Strategy and Housing Management and potentially the need for a dedicated employee over a 3 to 4 year period.
- The Rural Housing Fund is open for applications however TCDT would need a clear Housing Strategy (which in turn would be referenced in the Tiree Growth Plan).

Discussion followed and the following points were raised:

- Other areas of land on the island may be available for sale.
- Funding models should be investigated further.
- Flats as well as houses are needed, we should look at a spread of housing types.
- The Board were in unanimous favour of forming a dedicated working group to consult the community and define a Housing Strategy. Members of the working group should include a diverse community representation to include TCDT Board Members, TCC Members, Builder, Scottish Water, Island Youth, Special Needs Representative, etc
- We should identify and be mindful of issues up front, for example, timescales for funding, Scottish Water connection issues, decrofting timelines

PM will contact TCDT Board Members asking for volunteers for the Working Group

PM to ACTION

For detail, please see '*Minutes_TCDT_HIE_Joint_13thJuly2021_v2 DRAFT*'

d. Cruas Fund Review

- The Cruas Fund is currently funded via TCDT and managed via Curam.
- AMD indicated that the fund had been used 7 times and there is obviously a need for it. This fund may be needed more over winter.



- The question was raised of whether we should continue with the fund was raised - an extension had been granted in March 2021 when it was due to run out.

PM will contact Curam, discuss the need for the fund and feedback to the Board. **PM to ACTION**

e. Hynish Developments - feedback from Hebridean Trust

Carried forward to August Board Meeting

f. AGM date

The following points were raised:

- We have until December 2021 to have the AGM according to the constitution.
- Signed Accounts are not yet available.
- Trustees Report is underway
- Coincide the AGM with some 'big' community news. Some examples were:
 - Housing Project
 - Fuel Station
 - Gaelic Development Plan
 - Tiree Growth Plan
- AGM format and communication could be improved. Ideas included:
 - Video on what has been achieved this year
 - Simultaneous Gaelic Translation
 - Pre meeting Community Poll on Tiree residents' priorities for the Island and present the results

The topic will be carried forward to August Board Meeting. If Board members have ideas for the AGM, send to PM who will collate. **All to ACTION**

g. Bumblebee Book progress

An update on the situation was given by JB.

IS met with Colin Woodcock (CW) regarding the status Bumblebee book. The outcome of the conversation was formation of 2 options for the Stakeholders, Funders to take a decision on:

Option 1

CW will hand over all of the native files for the book and a summary of all the technical needs to finish the project.

Option 2

CW will carry on with the project as planned (but behind schedule) subject to the exclusion of JB from all further project involvement.

Project Stakeholders include:

- School and School children
- RSPB Scotland
- Tiree Association
- Gaelic Book Council



- TCDT
- Rou Worsley

All Stakeholders have voted except two - one of which is the Gaelic Book Council who should respond (as a major funder) shortly.

JB left the meeting to allow discussion and vote.

The Board discussed the benefits and disadvantages of both options.

The decision by the Board was to go for Option 1 allowing control of the project to go back to the school children. CW should be paid when the necessary files and supporting information are handed over.

The question of who holds the ISBN registration for the book was raised as something the project team should clarify with CW.

JB re-joined the meeting and was informed of the decision.

JB will now initiate the next steps of the project and give an update the next Board Meeting.

JB to ACTION

h. Support request from Coll CC & RecyColl (TSI)

PM informed the Board that he had been in touch with Julian Senior, Secretary of Coll Community Council regarding a support request that came through the TSI Islands Agent role.

There are two projects they have requested help with:

1. The Coll Coronation Hall is held in Trust by Coll Community Council for the community, and it is managed by RecyColl who run a second hand/recycling shop from the hall. The hall is in need of some refurbishment - part of which includes a car park (planning permission is already obtained), toilet upgrade and some electrical work. However, in order to apply for funding, they need to get some quotes for the work and have not been able to get anyone to do this. A&B Council also made a request on their behalf and were unsuccessful. Is there any way we can help with this? They also need some help to apply for funding and provide some interim project manpower to help get the project up and running (see request 2).
2. Employing a RecyColl Project Officer to help them achieve their aims (including the project above), undertake project and administration work and produce a newsletter. Support to find funding for this comes through TSI role.

The Board discussed and the following points were raised:

1. TSI support has already been offered - KB has been in touch with both Julian and RecyColl regarding this.
2. TCDT are not in a position to provide manpower to support at this point in time due to our own resourcing gap.

4. Finance and Project Reports

a. Finance Report

No questions were raised.



b. Core Activities Reports

- **RCGF Application - Community Business Units**

- PM informed the Board that there would be a shortfall in funding, but this would be discussed as we move toward stage 2 application.

- **Island Communities Fund Application - EV Charing Point & Electric Minibus**

During the application process several points were highlighted:

- We could apply to the fund on behalf of TCEL which allows VAT to be reclaimed but leads to governance and audit issues for Curam as they are donating £20k which had been fundraised as a charity.
- We could apply to the fund on behalf of TCDDT which does not allow for VAT to be reclaimed.

Due to the very short timelines, PM submitted the application on behalf of TCDDT with a note to the funders that there may be a possible way to resolve the VAT reclaim point if TCDDT fund the EV charging point via TCEL.

The funding request was for over £140k and, in order to make the figures work, TCDDT would need to match the Curam donation of £20k.

No decision was taken at this stage.

PM requested that if Directors become aware of funding opportunities and can contribute time to help with funding applications, to contact him.

- **Staffing:**

Kathleen MacKinnon has been informed by letter of her contract extension.

Kate Bauen is confirmed in post and is now full time.

A Working Group was agreed by the Board to look at resourcing the Project Manager Role

- **TCEL**

Planning has been approved for the Fuel Station.

PM has been in touch with the Lottery Grants Officer. TCEL will now be able to drawdown funding based on receipt of an invoicing and not on payment of the invoice. The full 10% contingency for increased tender costs should also be available.

HIE have agreed to the same arrangement to pay out funding on invoice receipt and not on payment of invoice. This significantly helps cashflow which SC/PM/SMK have been working on.

Significant work has gone into determining the cashflow however supporting actions are needed. PM informed the Board that the most prudent course of action is to release the £70k funding from the Trust ringfenced for first tank fill together with the £40K loan. This should be paid to TCEL as soon as possible to support a credit balance and allow instruction of the contractor.

The repayment date of the £40k loan will be determined by the VAT being reclaimed on time and the 10% contingency from the Lottery fund being paid. Worst case scenario is it will not be paid immediately on Project Closure but may take a little longer.



SC needs to give the 'go ahead' to the contractor to order the materials within 14 days to get the best fixed price for the raw materials and be able to stick to the construction timeline (2 to 3 week lead time).

With 24hour opening there will likely be a full time role required to operate the fuel station. PM volunteered to take the lead on defining options for Operational Management of the fuel station for the TCEL Board to consider.

The Board agreed that PM should check the status of the Investment Fund with SMK and, if appropriate, pay out the ringfenced £70k plus £40K loan to TCEL. PM to Action

- **TREL**

- MF informed the board that discussion regarding transport of equipment by CalMac is ongoing.
- Concerns and request for support for transport of equipment will be raised at a meeting with Jenni Minto, MSP during her visit to Tiree on 21st July, where MF and AMD will attend.
- Confirmation has been received that RSA will honour the claim for loss of income and transport costs and are in the process of progressing the interim payment.

- **TCMAL**

- PM informed the Board that he continues to receive irate correspondence related to moorings at Scarinish. HE will meet with RML to discuss administrative management of the moorings and how it can be improved.
- Funding for a floating pontoon and ramp from the Crown Estates Fund is underway.

c. Staff and Projects Report

- Ranger work: a separate meeting will be held with PM, MF and WAM to look at the Ranger Activities. **PM to ACTION**
- Youth Work:
 - visitor attendance at youth activities is high and we need to raise the profile of the Trust as the provider of these activities.
 - a bucket for donations was suggested at each activity. PM will speak to WMK about what can be done. **PM to ACTION**

5. Directors Induction Pack

- JB informed the Board that work is ongoing, and a draft of the Induction pack will be completed by the AGM.
- Training for Directors is available through Inspiring Scotland, JB has been in touch with them and indicated that after the AGM it may be valuable for new directors as well as existing ones and those of Trust Subsidiary Groups. She will send the relevant documents to PM who will progress this after the AGM. **JB to ACTION**

6. AOCB

Timing of TCDT Board Meetings

The Board discussed the timings and dates of Board Meetings due to difficulties in attendance.



Decision was taken by the Board for the same schedule to run (Second Tuesday of the Month) but the time of the meeting will move to 7.30pm.

There being no other business the meeting closed at 9.45pm

7. Date of Next Meeting

Tuesday 10th August at 7.30pm

8. Action Summary

Action	Owner	Due Date
Review and update the Performance and Disciplinary Policy. (c/fwd)	CS	10 th Aug
Informally contact Fiona Malcolm, Trudy MacKenzie to get a feel for perspectives since resignation and feedback to Board. (c/fwd)	IS	10 th Aug
TCB to clarify and push back on the Insurance terms with Argyll and Bute council and provide feedback to Board. (c/fwd)	JB*	10 th Aug
Contact TCDT Board Members asking for volunteers for the Housing Strategy Working Group	PM	10 th Aug
Contact Curam, discuss the need for the Cruas fund and feedback to the Board.	PM	10 th Aug
Board members with creative ideas for the AGM, send to PM who will collate.	All	10 th Aug
JB will now initiate the next steps of the Bumblebee Book project and give an update the next Board Meeting.	JB	10 th Aug
The Board agreed that PM should check the status of the Investment Fund with SMK and, if appropriate, pay out the ringfenced £70k plus £40K loan to TCEL.	PM	10 th Aug
Set up a meeting with PM, MF and WAM to look at the Ranger Activities.	PM	10 th Aug
Work on raising the profile of the Trust as the provider of youth activities within the island visitor group and collect donations at the events - PM will speak to WMK about what can be done.	PM	10 th Aug
JB will send the relevant Director training documents to PM who will progress this after the AGM.	JB	10 th Aug

JB* John Bottomley