



Date/Time	23rd Aug 2021, 7.30pm
Location	ZOOM (Video Conference)
Attendees	<p>Trust Directors: Andy Hayes (Chair, AH), Ann MacDonald (AMD), Jamie MacDonald (JMD),</p> <p>Observer: Martin Finnigan (MF)</p> <p>Trust Staff: Kate Bauen (minutes) (KB), Phyl Meyer (PM)</p>

1. Welcome & Apologies

AH welcomed all to the meeting. Apologies were received from Ian Smith (IS) and Janet Bowler (JB)

2. Declaration of Conflicts

- None

3. Minutes of Previous Meeting and Matters Arising

a. Minutes

Minutes of the previous meeting (July 2021) were approved: proposed by JMD and seconded by AMD.

Action update from July Meeting

Action	Owner	Status
Review and update the Performance and Disciplinary Policy.	CS	c/fwd
Informally contact Fiona Malcolm, Trudy MacKenzie to get a feel for perspectives since resignation and feedback to Board.	IS	c/fwd
TCB to clarify and push back on the Insurance terms with Argyll and Bute council and provide feedback to Board.	JB*	CLOSED
Contact TCDT Board Members asking for volunteers for the Housing Strategy Working Group	PM	CLOSED
Contact Curam, discuss the need for the Cruas fund and feedback to the Board.	PM	CLOSED
Board members with ideas for the AGM, send to PM who will collate.	All	CLOSED
JB will now initiate the next steps of the Bumblebee Book project and give an update the next Board Meeting.	JB	c/fwd
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	CLOSED
Set up a meeting with PM, MF and WAM to look at the Ranger Activities.	PM	CLOSED
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	CLOSED
JB will send the relevant Director training documents to PM who will progress this after the AGM.	JB	CLOSED

JB* John Bottomley



Matter arising from actions update:

- KB contacted John Bottomley regarding Insurance terms with ACHA/Argyll and Bute council. No progress made. PM will follow up alongside discussion on lease. Action to be assigned as closed.
- PM contacted Curam - no response regarding the need for the Cruas fund.
- PM informed the board that Colin Woodcock has now been paid for his work on the Bumblebee Book project.
- TCEL - PM stated that there have been further developments regarding projected cashflow. The ringfenced £70k will be paid and £20K bookmarked for payment only if needed.
- Ranger position - AMD, JMD, MF, PM met to discuss the Ranger role:
 - The role is working well within the community
 - Job description is generally consistent with the role
 - Funding objectives of Nature Scotland and the role are aligned
 - Future consideration may be given to a seasonal assistant for the Ranger due to the breadth of the job
 - In winter months, a public campaign will be considered to clarify the roles of the Ranger, Police and Argyll Estate
 - The Rangers contract will be updated and extended - funding is in place until January
 - The Ranger Service is considered an asset for Tiree - the community would be let down if we had no Ranger.

b. Hynish Developments

- PM indicated that Tiree Community Council are looking into community speculation regarding a new buyer.

c. AGM date

- Financials need to be submitted end September.
- Financials are approved by the Board before the AGM and presented at AGM.
- AGM 2021 needs to be within 15 months of last years (Sep 2020) - giving a deadline of December 2021.
- A public notice period is required.
- The current Board are asked to start canvassing for new directors from the community.
- Will be carried forward to next Board Meeting.

d. Bumblebee Book progress

Not discussed.

4. Finance and Project Reports

a. Core Activities Reports

- **Trust Grant Request for Volunteer Travel Costs**
 - A request has been received from C. Spink (Oceangives) regarding a Trust grant for beach clean volunteers' travel costs. The following points were raised by the Board:
 - This would need to be considered as part of a formal approach - either volunteers work for TCDT or, alternatively, Oceangives would need to apply for a Windfall Grant



- Documentation needs to be supplied in line with Windfall Fund applications including a volunteer action plan and beach clean schedule.
- Risk to be considered - Argyll council may see this as collection of commercial waste and apply charges for landfill tax and other fees.
- PM will provide feedback to C. Spink. She will be provisionally invited to present the case and take questions at the September Board Meeting. **PM to ACTION**
- **RCGF Application - Community Business Units**
 - No feedback from fund yet however work will need to be initiated soon for the second phase of the application with respect to procurement and planning -this could potentially be packaged with any potential Hosing Project.
 - With respect to the land for the Business Units, TCDT need a contingency/Plan B in place in the event of issues.
 - PM will speak to other island communities regarding their experiences particularly with procurement and construction (e.g. Colonsay, Mull, Jura, Bunessan). **PM to ACTION**
- **Housing Development**

Awaiting feedback from HIE
- **Island Communities Fund Application - EV Charging Point & Electric Minibus**

No feedback yet.
- **Staffing**
 - Lottery Application for funding of the Youth Worker position has been submitted, feedback is expected in November.
 - The two Community Project Officer role are now advertised and being widely shared on social media. 2 applications have been received. High level of interest with PM receiving questions from interested individuals. The selection panel will consist of PM, MF, JMD. AMD will send the interview pack with PM (in particular candidate scoring).
 - Graduate Apprentice role for Sustainable Tourism is also advertised. No applications as yet. Universities and Colleges will be contacted to share the opportunity on their mailing lists. **PM to ACTION**
- **TCEL**
 - Ongoing definition of the Operating Model for the fuel station. Insurance and HSE considerations in hand. Adler & Allen (A&A) will hand over regulatory detail and HSE requirements at project closure. PM plans to speak to A&A and the Petroleum Officer in coming days.
 - Construction has been instructed, planned December operating date for the fuel station.
 - Lease has been finalised and is awaiting approval and signature.
 - MacLennan's plan to run down and close their fuel pumps end of December. This needs to be considered and aligned accordingly.
 - Retention of the soil sods for placement on top of the mounds that will be created behind station (as part of the planning approval) is required to ensure stability over the winter months.
- **TREL**
 - Terra Marique will meet Enercon to load equipment, most likely at Ayr harbour on 1st September. Two sailings will be required. Detailed planning is underway as well as contract finalisation.
 - An interim Insurance payment of £150K has been received.
 - Work is underway to resolve some questions from the accountants, as they finalise accounts, regarding reduction of tax liability.



- **TCMAL**

- Bin options for Scarinish Harbour are being investigated
- Several directors are working on HSE for all harbours but Milton in particular.
- Signage needs improved and a second honesty box at Scarinish harbour

- **CIT Ltd**

- Currently the technical work done depends on a small pool of two individuals. Concern has been raised over the continuity and resilience over mid to long term.
- The R100 project is underway however CIT Ltd need to consider the future strategy in relation to this as it may mean a change to the mission of CIT Ltd - Does Tiree Broadband wish to become the provider of choice on Tiree or continue servicing only those customers that R100 will not reach?
- Storage of technical equipment has become an issue. Options are being considered including the storage area at the Rural Centre.
- Insurance risks need to be addressed with the TCDT Insurance broker - for example risk to property from CIT Ltd equipment. PM is addressing this as part of a larger insurance review.

b. Staff and Projects Report

- **Discover Tiree**

- Website upgrade is underway although no timescale for completion as yet.
- The new website will be more functional and less resource intensive for TCDT staff with subscribers updating their own listings.
- The DT website does not take accommodation bookings but is a central information source for all things Tiree.
- A venture being established by Isle Develop CIC, called Isle Lets, will allow potential linking between accommodation info and booking. Rhoda Meek is keen to collaborate and partner with TCDT and DT to ensure alignment and an integrated approach. She will prepare a discussion paper to be shared with the TCDT Board and will be invited to a future Board Meeting to discuss in more detail. **PM to ACTION**
- AMD indicated that a financial summary is needed to address several questions:
 - Does the DT income match the costs?
 - What is the projected financial affect from the new website and subscription charges?
 - What is the impact from the future financials for the Ranger Service?**AMD to ACTION**
- PM indicated that there may be a way to bundle a subscription to DT and a TBB package together for holiday home owners.
- The strategy for Discover Tiree requires rewriting with aid of a consultant - the positioning of DT may need redefined as an information point only.
- This project will be a priority for the incoming CPOs and Sustainable Tourism apprentice.



c. Finance Report

- AMD informed the Board that the FSG is working on future income, expenditure and what can be realistically included in the growth plan. There are several high-cost items to consider in terms of match funding, for example Housing Development, Business Units, as well as changes to the insurance for TREL, etc. This will be discussed in more detail at the September Board Meeting.

5. Directors Induction Pack

Not discussed.

6. AOCB

a. Resignation of A. Milne as a Director

PM will send an email acknowledging A. Milne's resignation.

PM to ACTION

b. Community Fireworks in November

- PM indicated that planning should begin soon on the Community Fireworks Event.
- PM proposed, and the Board supported, looking at environmentally friendly options rather than fireworks alone (e.g., laser or light shows, scientific experiments)
- Area at Tiree Lodge would be the preferred location
- Ideas will be collected for the event.
- PM will progress with TCDT Staff and new CPOs when in position.

PM to ACTION

c. Island Signage, Tourist Information and Leaflets

An island wide Signage Project is needed which should include (but not limited to):

- Parking
- Harbours - HSE, Moorings, Payment
- Tourist Information

This should be considered in conjunction with updating/location of Tourist Information points and stock taking and reorder of Tourist Information leaflets.

PM will raise this at the next staff meeting.

PM to ACTION

d. Accessibility to Chapel Ruins at Kirkapol

- The owners of Lodge Farm have been in touch with PM regarding access to the Chapel ruins at Kirkapol. The path providing access to the chapels was installed 10 years ago, it has deteriorated, and needs replaced.
- Funding has been identified however this must be applied for by an organisation and not an individual. The question of the Trust making the application has been requested with work being undertaken by Fiona.
- The board discussed and made the following suggestions and recommendations:
- In principle this could be considered however a formal business case/plan etc would be required
- PM to ask Fiona to delay until we have the CPOs in place.

PM to ACTION



- JMD suggested that the CPO could work in conjunction with An Iodhlann on a Gaelic Heritage Trail to include this specific topic.

e. Healthy Islands Fund

AMD informed the Board of a new funding opportunity called the Healthy Island funds. This covers funding for small scale sports kit, bikes, footpaths etc. PM will pass on information to WMK.

PM to ACTION

f. Departing Staff

- Gifts/Social Event
 - The Board agreed to pay for a staff meal for departure of L. Reid.
 - The Board agreed to a gift to the value of £50 per year of service for L. Reid and I. Campbell.
- Disposal of Equipment
 - L. Reid has requested to purchase her Apple Computer from TCDT. The board agreed to this providing PM investigating the value of the item in its current condition and deducts the value from the departure gift.

g. Community Vet

- PM is now in receipt of a draft business case for a Community Vet Practice from M. Stanley.
- This should be worked into the growth plan as a priority.
- It would be possible to locate a vet surgery in the Business Units. There is also a small flat planned in the roof space. This would allow TCDT to move quickly should the need arise.
- Any proposal to build a dedicated vet surgery with accommodation would need to either be worked into the housing project or require dedicated land as a separate build and would take some time to complete.

There being no other business the meeting closed at 10.10pm

7. Date of Next Meeting

Tuesday 14th Sep at 7.30pm by ZOOM



8. Action Summary

Actions Carried Forward

Action	Owner	Deadline
Review and update the Performance and Disciplinary Policy.	CS	c/fwd
Informally contact Fiona Malcolm, Trudy MacKenzie to get a feel for perspectives since resignation and feedback to Board.	IS	c/fwd
JB will now initiate the next steps of the Bumblebee Book project and give an update the next Board Meeting.	JB	c/fwd

Actions 23rd Aug 2021

Action	Owner	Deadline
PM will provide feedback to C. Spink on volunteer travel costs funding topic. She will be provisionally invited to present the case formally and take questions at the September Board Meeting.	PM	31 st Aug 21
PM will speak to other island communities regarding their community Business Unit experiences particularly with procurement and construction (e.g. Colonsay, Mull, Jura, Bunessan).	PM	14 th Sep 21
Universities and Colleges will be contacted to share the Graduate Apprentice opportunity on their mailing lists.	PM	31 st Aug 21
Rhoda Meeks' Isle Lets discussion paper to be shared with the TCDT Board and RM invited to a future Board Meeting to discuss in more detail.	PM	14 th Sep 21
AMD will work with SMK to create a financial summary for DT covering future impacts.	AMD	14 th Sep 21
PM will send an email acknowledging A. Milnes' resignation.	PM	31 st Aug 21
Community Fireworks - options for more environmentally friendly approach to be discussed with staff at next meeting.	PM	6 th Sep 21
Island Signage, Tourist Information and Leaflets to be raised at the next Staff meeting.	PM	6 th Sep 21
Ask Fiona @ Lodge Farm to delay progressing a funding application until we have the CPOs in place.	PM	31 st Aug 21
PM will pass on information about Healthy Islands Fund to WMK.	PM	31 st Aug 21