



<b>Date/Time</b>	28 <sup>th</sup> Sep 2021, 7.30pm
<b>Location</b>	ZOOM (Video Conference)
<b>Attendees</b>	<b>Trust Directors:</b> Ian Smith (Chair, IS), Ann MacDonald (AMD), Jamie MacDonald (JMD), Elspeth MacKinnon (EMK), Martin Finnigan (MF), Craig Smith (CS) <b>Trust Staff:</b> Kate Bauen (minutes) (KB), Phyl Meyer (PM)

### 1. Welcome & Apologies

IS welcomed all to the meeting and indicated apologies from Andy Hayes as well as the resignation of Janet Bowler.

### 2. Declaration of Conflicts

None

### 3. Minutes of Previous Meeting and Matters Arising

#### a. Minutes

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

### Actions Carried Forward 23<sup>rd</sup> Aug 2021

#	Action	Owner	Status
1	Review and update the Performance and Disciplinary Policy.	CS	C/FWD
2	Informally contact Fiona Malcolm, Trudy MacKenzie to get a feel for perspectives since resignation and feedback to Board.	IS	CLOSED
3	JB will now initiate the next steps of the Bumblebee Book project and give an update the next Board Meeting.	JB	CLOSED

### Actions 23<sup>rd</sup> Aug 2021

#	Action	Owner	Status
4	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	CLOSED
5	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	C/FWD
6	Universities and Colleges will be contacted to share the Graduate Apprentice opportunity on their mailing lists.	PM	CLOSED
7	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	CLOSED
8	AMD will work with SMK to create a financial summary for DT covering future impacts.	AMD	CLOSED
9	PM will send an email acknowledging A. Milnes' resignation.	PM	CLOSED
10	Community Fireworks - options for more environmentally friendly approach to be discussed with staff at next meeting.	PM	CLOSED



#	Action	Owner	Status
11	Island Signage, Tourist Information and Leaflets to be raised at the next Staff meeting.	PM	CLOSED
12	Ask Fiona @ Lodge Farm to delay progressing a funding application until we have the CPOs in place.	PM	CLOSED
13	PM will pass on information about Healthy Islands Fund to WMK.	PM	CLOSED

**Matter arising from actions update:**

- Action 1:** PM/IS will liaise with CS and bring to next Board Meeting. **Carry Forward**
- Action 2:** There has been a significant ideology change at Hebridean Trust in relation to Hynish. Action is no longer valid and will be closed and topic removed from the agenda. **Action Closed.**
- Action 3:** IS will speak to JB and follow up as an agenda item at next Board Meeting. **Action Closed.**
- Action 4:** PM has contacted C. Spink and will meet with her in the next week. **Action Closed.**
- Action 5:** PM has initiated contact with other island communities regarding their community Business Unit experiences. PMD from HIE will support with further contacts if needed. **Carry Forward.**
- Action 7:** Isle Holidays Paper is discussed in section 3e. **Action Closed**
- Action 8:** This is part of ongoing financial planning work. **Action Closed**
- Action 12:** Fiona @ Lodge Farm will delay her application until December to tie in with potential funding through volunteer recruitment and the offer of support from the owner of the Scarinish Hotel who will be doing road construction work at same time. **Action Closed.**

**b. Hynish Developments**

This topic is no longer valid due to changes in ideology at the Hebridean Trust in relation to Hynish.

**c. AGM date**

The Board discussed options and agreed to the AGM for TCDT and subsidiaries taking place on Monday 8th November at 7pm by ZOOM.

- PM will inform the subsidiaries of the mandated AGM date. **PM to ACTION**
- PM will prepare a summary of TCDT resolution change options to bring to the October Board Meeting for discussion. **PM to ACTION**

**d. Bumblebee Book progress**

See Action 3.

**e. Isle Holiday Proposal from Rhoda Meek**

PM summarised the proposal from Rhoda Meek regarding Isle Holidays and its relationship to Discover Tiree. The following points were raised:

- The concept is fully backed by HIE
- Isle Holidays works on a commission basis while Discover Tiree works on a membership basis
- Rhoda has agreed to an exclusivity agreement whereby Tiree accommodations wishing to take advantage of her booking system must be a member of Discover Tiree. In return she asks that we promote and support her site.



- Generation of revenue from the commission-based booking service will be used for funding housing surveys, projects and campaigns relating to long term affordable island accommodation.
- The venture is seen as synergistic by the DT Committee.

Due to the potential need to link between websites - Isle Holidays will also use the Bookster platform - the timing of the new DT website is crucial.

- The DT new 'development' website will be available mid-October. This will be partially populated.
- Business and Accommodation listings will need to be validated and updated.
- Communication is required to subscribers in advance of this with instructions, timelines and an explanation of the offer from Isle Holidays and how to sign up.
- Subscribers will need a new login and instruction guides for DT to support the update of their site.
- A booking button will be added with a link to Isle Holidays booking tool.
- DT Subscription renewals will be sent out late November/early December for the January 2022 renewal deadline - the accommodation listings part of the website must be in place for a soft launch.
- A full DT website launch will take place Q1 2022.

**The TCDT Board supports the venture and sees the synergies and benefits for DT.**

### f. Windfall Fund

#### i. Resuming the Windfall Fund

The Board discussed the potential re-opening of the Windfall Fund for all requests (rather than urgent or financially minimal requests at present).

The following points were raised:

- TREL are in a period of financial change with several high impact financial outcomes/decisions to be made in the coming months regarding TREL operations, including:
  - Renewal of the maintenance contract with Enercon which has potentially a significant impact.
  - Bank loan finishing in August 2022
  - Insurance provision for Tilly is no longer possible. Financial reserves will need to be calculated and ringfenced to cover outage, loss of income and repairs
- Financially supporting the changes in staffing at the Trust is a priority.

No formal announcement of closure of the Windfall Fund has ever taken place however the Board agreed to continue to support high priority, small financial requests where possible and on a case-by-case basis.

Budget planning is ongoing, and an update will be given at the next Board Meeting.

#### ii. Tiree Wave Classic

Windfall Fund request CSF 20 004 was received from Tiree Wave Classic in 2020 requesting £3k toward the cost of Team Accommodation for judges/crew/media (64% of the total cost of £4800).

This was approved by the Board in 2020 but due to COVID restriction was rolled over to 2021.

**Award of this Windfall Grant as soon as possible is approved by the Board.**

#### iii. Query from Zoe Wilson

The Board discussed the inquiry from Zoe Wilson (not a full Windfall Application). The following points were raised:



- This is a private business enterprise and, as such, does not qualify for any of the Windfall Fund grants.
- It may be more appropriate for Zoe to approach Tiree Rural Development for funding and/or offer her services through them in some way
- There are several avenues where Zoe may obtain further guidance and help. PM will contact her and pass on the recommendations:
  - Coll and Tiree Vet
  - TRD
  - Isle Develop CIC
  - Women in Agriculture

PM to ACTION

#### iv. Cruas Fund/SOLAR

- The Cruas Fund has, since it was put in place, been operating under the direction of Curam.
- Hardship awards are requested through the Solar Officer, anonymity of the applicant is maintained, and a decision taken on award collectively by a TCDT Board Representative, Curam Board Member and the Solar Officer.
- Solar is now breaking away from Curam to form its own charity and a question has arisen as to how this should now be managed going forward especially as there is a new application awaiting decision.
- Feedback indicates that this fund is still needed and, as we move into Winter, will be needed more as food and fuel prices rise.
- **The Board discussed this and approved that hardship awards continue to be requested through the Solar Officer with anonymity of the applicant maintained, however decision taken on award collectively can be done by a TCDT Board Representative, a Solar Board Member and/or the Solar Officer.**
- PM will contact John Holliday to indicate that the decision and to allow progression of the current outstanding application.

PM to ACTION

#### g. TCEL

##### i. Operating Model Options for Fuel Station

PM circulated a paper listing three Operating Model options as pre-read. Key tasks were listed, and each model indicated responsibilities as well as pro's and con's.

Option A: Direct daily operation by TCEL directors.

Option B: Contract out management of station to a private operator in the community.

Option C: TCDT Staff capacity provision to TCEL for operating the fuel station.

The Board discussed the options, the following points were made:

- Option A: The TREL Board will be moving on to new construction projects and capacity will most likely not be available to run a fuel station among the directors. The role of the TCEL directors is largely to deliver the project then provide governance oversight on the asset.
- Insurance provision can be added to our existing policy in case of Option C. However, with Options A, a separate insurance contract will need to be established for Trustees (not employees) and may not be straightforward.
- In the case of Option A or B: The Community will see the Fuel Station as a Trust run enterprise and when things go wrong we will take the negative PR impact.
- The Trust could be seen as either an Asset Development machine or a Service Provision machine - designing and building a facility (for example, the fuel station) is not the same as operationally running it. We have the skillset in the Board to cover Asset Development but for



Service Provision, back office and operational infrastructure needs to be in place to deliver the service.

- There is a direct request from the TCEL Board to have the expectations of the TCDT Board about their responsibilities, in relation to operation of the Fuel Station, categorically defined.
- Adler and Allen will provide full training to any Operational Staff and handover a complete Operational Guideline and Health and Safety book.
- Filling and dipping of the tanks and tank maintenance have been contracted out to Tommy Barbour.
- Everyday oversight of the payment at pump will be done within Buth a' Bhaile.
- The Trust is already set up to provide back office financial management and provide an on-call service to ensure a 'responsible' person is always available.

**The following decision was made:**

- **The TCDT Board, as the subsidiary parent, feels most comfortable with option C - operational responsibility for running the fuel station falling to TCDT Staff.**

EMK and PM will take this back to the TCEL Board Meeting Thu 30<sup>th</sup> September for the final decision to be made. The TCDT Board are happy to meet with the TREL Board to discuss further.

**EMK and PM to ACTION**

### ii. Future for TCEL / Construction Projects

- The Board agreed that TCEL was set up as a VAT registered subsidiary to run Community Enterprise projects for the Trust. The current Business Units project will fall within this remit, as will future building projects.
- Currently the Stage 2 application for Business Units is underway and funding will not be awarded until February at which time the fuel station will be up and running so TCEL Director capacity should be freed up.
- It was pointed out that the TCEL directors, if taking on a new project, may wish to be involved at an earlier stage before funding is awarded. This will be raised at TCEL board meeting Thursday 30<sup>th</sup> Sep.
- More Directors could be recruited as the transition from the Fuel Station to Business Units projects nears specifically those with a particular interest in using the Business Units or with a related skillset.

### h. TREL - Approval of Loan Repayments Holiday

AMD gave an overview of the need to reschedule TREL loan repayments due to reclassification of 2 loan payments as gift aid to TCDT for 2020.

This was approved by the Board.

### i. An Turas - request from Tiree Art Enterprises

PM was contacted by Liz Kerr of Tiree Art Enterprises (TAE) regarding a proposal for TCDT to take on ownership of An Turas (art installation at Pier) as a community asset.

It has recently been repaired by TAE. CMAL own the land it is constructed on.

The Board discussed several points including history of repairs, public liability, potential uses, signage, etc. PM will go back to Liz Kerr and request more information including:

- Repair history and cost
- Clarity on the legalities of changing ownership
- Any transfer stipulations or restrictions

**PM to ACTION**



The information will be circulated to Board and added to agenda of next Board Meeting.

### j. COVID Policy Office Board Meetings

The Board acknowledged the COVID Policy for meeting in the office.

## 4. Finance and Project Reports

### a. Core Activities Report (GM & Subsidiaries)

#### i. Office Lease

TCB have taken the decision to 'level up' rent of office space at the Island Centre to the same rate as that paid by the ScotGov offices.

The rent for TCDT office space has increased from approx. £6000 p/a to £10,829 p/a. The additional Office/Storage Space will cost £1364K p/a and a separate electricity meter will be installed. The yearly rent would then total £12,193 (without utilities). The yearly/periodic rent rise is not indicated.

The Board approved the rent rise but requested that:

- Outstanding repairs be completed (window repair/replace etc).
- The rent should be fixed for a specific period (for example 6 years instead of 3 years).

#### ii. Recruitment

**Sustainable Tourism and Comms Officer:** Emma Lesley has accepted the post and will undertake a training on Leadership in Tourism before starting in post later in October

**Community Project Officer positions:** Mike Archer and Brodie Sim have both been offered and verbally accepted the CPO positions. Mike will start, full time, in position on 18<sup>th</sup> October working on the Business Units Project initially with PM. Brodie will start in position on 25<sup>th</sup> October and work 1.5 days per week until Christmas and then 2.5 days per week (50%) in 2022. She will work on the Growth Plan initially with PM.

#### iii. Funding

No feedback yet from the Island Challenge Fund and Plugged In Communities funds.

### b. Staff Projects Report

No questions were raised.

### c. Approval of Accounts

The TCDT 2020 Accounts were approved pending some minor editorial changes which PM will execute in the next days.

### d. Finance Report

PM will redistribute in the coming days and any questions should be directed to CS. **PM to ACTION**

## 5. Directors Induction Pack

- PM will follow up with Janet Bowler on handover of the draft induction pack and bring the topic to the October Board Meeting. **PM to ACTION**



## Board Meeting Minutes

- A suggestion was made to use Mark Ewing at TC Young to give a training to the TCDT Group directors on Director/Trustee duties and responsibilities.
- A Director Induction Pack is needed regardless of training

### 6. AOCB

- Recruitment suggestions for new directors for TCDT and subsidiaries was discussed.**  
Directors are asked to informally approach those who they think may be suitable or send names of the individuals to Ian Smith.
- Closed Item - Staffing**

### 7. Date of Next Meeting

Tuesday 12<sup>th</sup> October at 7.00pm by ZOOM

### 8. Action Summary

#### Actions Carried Forward

#	Action	Owner	Deadline
1	Review and update the Performance and Disciplinary Policy.	PM/IS/CS	10 <sup>th</sup> Oct 21
5	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	10 <sup>th</sup> Oct 21

#### Actions 28<sup>th</sup> Sep 2021

#	Action	Owner	Deadline
14	PM will inform the subsidiaries of the mandated AGM date.	PM	1st Oct 21
15	PM will prepare a summary of TCDT resolution change options to bring to the October Board Meeting for discussion.	PM	10th Oct 21
16	There are several avenues where Zoe Wilson may obtain further guidance and help. PM will contact her and pass on the recommendations:	PM	10th Oct 21
17	Contact John Holliday to indicate the decision regarding execution of the Cruas Fund to allow progression of the current outstanding application.	PM	4th Oct 21
18	EMK and PM will take this back to the TCEL Board Meeting Thu 30th September for the final decision to be made. The TCDT Board are happy to meet with the TREL Board to discuss further. EMK and PM to ACTION	EMK/PM	30th Sep 21
19	PM will go back to Liz Kerr regarding An Turas and request more information including repair history and cost, clarity on the legalities of changing ownership, any transfer stipulations or restrictions.	PM	10th Oct 21
20	PM will redistribute finance report in the coming days and any questions should be directed to CS.	PM	4th Oct 21
21	PM will follow up with Janet Bowler on handover of the draft induction pack and bring the topic to the October Board Meeting.	PM	10th Oct 21