



<b>Date/Time</b>	18th Jan 2022, 7.30pm
<b>Location</b>	ZOOM (Video Conference)
<b>Attendees</b>	<p><b>Trust Directors:</b> Craig Smith (Chair, CS), Jacqui Bennett (JaBe), Jamie MacDonald (JMD), Rhoda Meek (RM), John Bowler (JoBo)</p> <p><b>Apologies:</b> Ann MacDonald (AMD), Ian Smith (IS)</p> <p><b>Trust Staff:</b> Kate Bauen (minutes) (KB), Phyl Meyer (PM)</p> <p>Part time: Brodie Sim (BrS) and Jack Green-Morgan (JGM)</p>

### 1. Welcome & Apologies

CS welcomed all to the meeting and indicated apologies from Ann MacDonald and Ian Smith.

### 2. New Community Project Officer Introduction

The Board welcomed new CPOs Brodie Sim (BrS) and Jack Green Morgan (JGM) with a roundtable of introductions.

### 3. Community Growth Plan Status

- BrS presented the document 'Community Growth Plan, Consultation Process Planning'.
- BrS will distribute the document to the Board.
- The proposed timeline includes publication of the Growth Plan by end of June 2022.
- Volunteers from the board to support BrS with development of both the community consultation and the Growth Plan included: RM, JaBe, JMD. The group will start with email exchange and meet by ZOOM if needed.

### 4. Declaration of Conflicts

PM will follow up on annual declaration update for current directors.

**PM to Action**

The following directors indicted a CoE and will not take part in associated discussion:

- JaBe - has conflict of interest with Windfall Application from Coll & Tiree Gaelic Partnership
- JMD - has conflict of interest with Windfall Application from Coll & Tiree Gaelic Partnership
- JoBo - has conflict of interest with Windfall Application from Janet Bowler for the bumblebee book.

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

Minutes of the previous meeting (14<sup>th</sup> December 2021) were approved: proposed by JMD and seconded by JaBe.

Actions carried forward

#	Action	Owner	Due Date
1	Review and update the Performance and Disciplinary Policy.	PM/IS/CS	CFWD
27	Prepare a skills audit of the new TCDT Board to identify skills gap.	PM	CFWD



#	Action	Owner	Due Date
30	Ask staff how they feel about mentoring by the Board and what they would like to see put in place.	PM	CLOSED
31	PM will review the policies and staff handbook and inform the Board of progress.	PM	C/FWD
33	Windfall Fund requests for the Bumblebee Book will be reviewed, full summary of the 'to-date' cost to the Trust to be prepared.	PM	CLOSED

Actions assigned 14<sup>th</sup> Dec 2021

#	Action	Owner	Due Date
28	Investigate ways to introduce a young person to leadership and the Board with the Youth Worker and bring proposal to the Board.	PM	CFWD
35	PM will send a link to the recording of the Director training to directors.	PM	CLOSED
36	PM will inform Trudy MacKenzie of the decision to form a Trust Working Group regarding the Hynish Centre.	PM	CLOSED
37	RM requested access to previous work done on Hynish.	PM	CLOSED
38	Consolidate a cost summary related to the Bumblebee book to date and answer the open questions by email for a decision from the Board on the Windfall Application.	PM	CLOSED
39	Make amendment to the Windfall Fund Application Process and templates and circulate in 2022 by email for sign off.	KB	Feb 2022
40	PM to inform the DT Committee and EL on need to submit a project specification including detail on the value of the Sustainable Tourism Consultancy to the TCDT Board.	PM	CLOSED
41	Follow up on funding and Modern Apprenticeship possibility for part time Admin Assistant role in 2022.	PM	CFWD

#### Action 30:

PM gave an update to the Board:

As the Trust has changed and grown over the years, the role of 'Line Mentor' has also changed.

Staff generally thought that Line Mentors were a good idea in the event that they needed guidance and expertise. This would be subject to their role and whatever initiatives or projects they were involved in at the time.

Staff also need a route to raise issues in confidence where they do not wish to go to their Line Manager.

A Policy is needed to allow both Board Members and Staff to have clear guidelines on the Mentor - Mentee relationship. This will be rolled into Action 31 going forward.

## 6. Funding Update

### a. RCGF: Business Units

PM informed the Board:

- The RCGF funding application for the business units has been approved. There are still some formal processes to go through, including at HIE and an award letter is expected soon.
- HIE have offered to procure on our behalf and pay for Delphinity to support us in carrying out the procurement exercise to appoint a "framework" of three "design teams" via Public Contract Scotland who we would then be able to use for a period of four years to carry out projects (i.e.



**Business Units, future Housing projects, etc)** and meet funding requirements to go through a public procurement process. They will work for us once appointed, not for HIE.

### **b. Greening Community Assets: Bùth a' Bhaile**

PM informed the board that the funding application to the Greening Community Assets Fund for green credential improvements at Bùth a' Bhaile has not been approved due largely to the perception that the shop has the means to self-fund improvements.

## **7. Hynish Working Group**

The minutes of the Hynish working group meeting were circulated to the Board.

The feeling of the working group was to proceed with caution and diplomacy. This is an emotional subject for the community and is also a significant potential liability.

The key outcomes of the working group meeting were:

- To seek TCDT Board approval for next steps - the proposal is to organise a discussion with TCDT Board Members and HT only (no external players) to determine HT intention and status.
- To define, with TCDT Board, a list of 'Red Lines' (or showstoppers) before any discussion took place

The Board discussed the topic:

- Concern was expressed that the community have the perception that TCC is committed to taking this project forward which is not the case. In order to manage expectations, care must be taken with community messaging and public comment should come only from TCDT.
- Ownership of the land was discussed, and JMD proposed looking at the New Adopted Local Development Plan to clarify the status of the land at Hynish. It is necessary to determine the position or intention of HT regarding the land inclusion in any asset transfer.
- Recent contact with Trudi MacKenzie indicated HT have received funding for a feasibility study related to housing on the site.
- Any action needs to be considered in relation to the Growth Plan which is still under development
- PM proposed using John Holliday as a third-party facilitator in any discussion with HT.

PM indicate he would welcome any additional 'red line' issues from the Board by email.

**The Board approved organisation of a discussion between TCDT Board Members and HT only (no external players) to determine fact finding on intention and status. PM to ACTION**

## **8. Windfall Fund**

### **c. CSF21 001 Bumblebee Book**

This application applies for additional top-up of £275 to the funds already received to make up the shortfall caused by having to seek an alternative designer who can work with the software the book as originally created on and to liaise on final edits, ISBN registration, printing and delivery. The additional funds would be matched by £275 from Pairwood Publishing.

The Board discussed the cost summary to date, previously circulated. Clarity is required on the role of the Ranger and/or Nadair Thiriodh in the project. **PM to ACTION**

**The Board approved the additional £275 request from Janet Bowler for CSF21 001, The Great Yellow Bumblebee Book Project.**



**d. New Application: Tiree and Coll Gaelic Partnership: Tìr Ìseal nan Òran**

The Board discussed the application from Tiree and Coll Gaelic Partnership regarding the project Tìr Ìseal nan Òran which aims to bring historic Tiree stories back to life using established local artists working with young people at the school.

This application had been previously made by An Iodhlann and approved by the TCDT Board as part of CSF 013 in 2019 (details below). The project had been shelved due to Covid.

Awarded To	Amount Awarded	Total Project Cost	Difference	Percentage of Project Funded by Trust
An Iodhlann Tìe Ìseal nan Oran	£900.00	£38,535.00	£37,635.00	2%

The new application sees an increase in total cost of the project however funding has increased from other sources and there is a minimal increase of £100 versus the original requested windfall amount.

- Total costs of the project = £63,000
- Windfall Amount applied for = £1000 (1.6% of total)

The Board approved the award of £1000 to Tiree and Coll Gaelic Partnership for the project Tìr Ìseal nan Òran.

**9. TCEL**

**a. EV Charger Decision**

Several of the TCDT Board met with the Board of TCEL before Christmas to discuss the options for the EV Charger for the Fuel Station.

The discussion resulted in the TCEL Board being requested to review the points raised at the discussion and determine if their position had changed on which charger they preferred and inform the TCDT Board accordingly.

No feedback has been received and due to timing a decision must be taken now.

The Board discussed the key points. The decision by the TCDT Board is:

- CS and PM will draft a letter to the TCEL Board indicating:
  - TCDT would like the funding applied to the twin 60Kw chargers which should be installed by HF Electrical (as quoted). The cot is VAT reclaimable and TCDT will make that available to TCEL.
  - Request the TCEL Board ensures smooth communication and working relationship between the site contractor and the installers of the EV Chargers.

**CS/PM to ACTION**

The question of how to spend the remaining funds will come to the agenda of the February TCDT Board Meeting.

**b. Business Units Next Steps & Governance**

Now that there is an indication of the RCGF funding being secured for the Business Units Project, the Board discussed the topic of the project fit with TCEL and Governance model moving forward.

Points raised include:

- TCEL is the commercial vehicle which will deliver the project.
- The fuel station project should be almost complete as the Business Units project begins.
- The majority of the current TCEL directors have indicated they are only interested in remaining on the Board until the fuel station project is delivered.



- New directors will need to be recruited who will not only be primarily responsible for the business units project but will also have Governance oversight for the Fuel Station under the current governance model.
- Moving forward, the potential options for governance for the TCEL Board include:
  - Retaining one Board of Directors, with new recruits and two TCDT crossover directors, covering all commercial projects.
  - Sub Board/Group for each commercial project, responsible for delivering the project, reporting to a 'Core' Board of Directors with responsibility for governance. The Core Board containing representation from each Sub Board/Group, two TCDT crossover directors and a chairperson.
- HIE, as a key funder, have indicated an expectation that that the level of involvement of TCEL directors in the delivery of future projects needs to be reconsidered and he would like clarity on the role of the General Manager in future projects.
- Discussion with TCEL needs to take place as soon as possible.

The Board agreed that CS and PM will draft a letter to TCEL stating the intention for expanding the remit of TCEL with the Business Units project, this draft will be circulated to the TCDT Board for comment before sending.

**CS/PM to ACTION**

### 10. AOCB

#### a. Administrative Support Role Proposal

PM tabled the topic of funding possibilities for the role of part time Admin Support Assistant for discussion by the Board.

There are several funds available ranging from Modern Apprenticeship to Young Persons Guarantee and for able bodied and impaired applicants.

The Board discussed and main points included:

- If a role is advertised for someone who is impaired or is challenged by the traditional employment application process, there may be pushback in the community.
- The Trust is perceived as a major employer on the island, and we need to be cautious about limiting the application pool.
- Some funding is specific to people with disabilities and there are restrictions on how interviews are set up and conducted. Other funds require that you identify the individual first then apply for funding.
- If we just advertise the position and reinforce encouragement for applications from those who have faced barriers because of impairment, how does this affect funding?
- Staff capacity to take on training of an individual depends on the candidate, our skills pool, and the context and extent of the funding parameters and role requirements.

The Board requested that PM prepare a summary of the funding options with scope, limitations and impact to the Board Meeting in February.

**PM to ACTION**

### 11. Date of Next Meetings

TCDT Board Meeting

8<sup>th</sup> February 2022 at 7.30pm

There being no other business, the meeting concluded at 22.20h



### 12. Action Summary

#### Actions Carried Forward

#	Action	Owner	Due Date
1	Review and update the Performance and Disciplinary Policy.	PM/IS/CS	CFWD
27	Prepare a skills audit of the new TCDT Board to identify skills gap.	PM	CFWD
31	PM will review the policies and staff handbook and inform the Board of progress.	PM	CFWD
28	Investigate ways to introduce a young person to leadership and the Board with the Youth Worker and bring proposal to the Board.	PM	CFWD
41	Follow up on funding and Modern Apprenticeship possibility for part time Admin Assistant role in 2022.	PM	CFWD

#### Actions assigned

#	Action	Owner	Due Date
39	Make amendments to the Windfall Fund Application Process and templates and circulate in 2022 by email for sign off.	KB	end Feb 2022
42	Follow up on the annual declaration update for current directors with SMK.	PM	8 <sup>th</sup> Feb 2022
43	Organise a discussion between TCDT Board Members and HT only (no external players).	PM	8th Feb 2022
44	Clarity is required on the role of the Ranger and/or Nadair Thiriodh in the Bumblebee Book project.	PM	8th Feb 2022
45	Draft a letter to the TCEL Board indicating: <ul style="list-style-type: none"> <li>o TCDT would like the funding applied to the twin 60Kw chargers which should be installed by HF Electrical (as quoted). The cot is VAT reclaimable and TCDT will make that available to TCEL.</li> <li>o Request the TCEL Board ensures smooth communication and working relationship between the site contractor and the installers of the EV Chargers.</li> </ul>	CS/PM	8th Feb 2022
46	Draft a letter to TCEL stating the intention for expanding the remit of TCEL with the Business Units project, this draft will be circulated to the TCDT Board for comment before sending.	CS/PM	8th Feb 2022
47	Prepare a summary of the funding options for the Admin Support Role with scope, limitations and impact for the Board Meeting in February.	PM	8th Feb 2022

#### 2022 Board Meeting Schedule

TCDT Board Meetings 2nd Tuesday of Month
8th Feb 2022
8th Mar 2022
12th Apr 2022
10th May 2022
14th Jun 2022
12th Jul 2022
9th Aug 2022
13th Sep 2022
11th Oct 2022
8th Nov 2022
13th Dec 2022