



Date/Time	8 th Feb 2022, 7.30pm
Location	ZOOM (Video Conference)
Attendees	Trust Directors: Ann MacDonald (AMD), Ian Smith (IS) Jacqui Bennett (JaBe), Jamie MacDonald (JMD), Rhoda Meek (RM), John Bowler (JoBo) Apologies: Craig Smith (Chair, CS), Trust Staff: Kate Bauen (minutes) (KB), Phyl Meyer (PM)

1. Welcome & Apologies

IS welcomed all to the meeting and indicated apologies from Craig Smith (CS). The Board passed on congratulations on his recent marriage.

2. Declaration of Conflicts

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

- JaBe - potential conflict of interest with Windfall Application from Tiree Equestrian

3. Minutes of Previous Meeting and Matters Arising

Minutes of the previous meeting (18th Jan 2022) were approved: proposed by RM and seconded by JMD.

Actions Carried Forward

#	Action	Owner	Due Date
1	Review and update the Performance and Disciplinary Policy.	PM/IS/CS	Combine with action 31
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	Combine with action 1
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	CLOSED

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	CLOSED
43	Organise a discussion between TCDT Board Members and HT only (no external players).	PM	C/FWD
44	Clarity is required on the role of the Ranger and/or Nadair Thiriodh in the Bumblebee Book project.	PM	CLOSED
45	Draft a letter to the TCEL Board indicating: 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.	CS/PM	CLOSED



	o Request the TCEL Board ensures smooth communication and working relationship between the site contractor and the installers of the EV Chargers.		
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	CLOSED
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	CLOSED

Actions 1 & 31: Policy and Procedure

These two actions will be combined.

PM gave an update to the Board:

- A summary of current policies and procedures is in progress. Almost everything needs to be reviewed and there is a significant amount of work involved which will probably be a rolling project over the remainder of the year.
- The Board expressed the desire for TCDT Staff to be involved in review and update according to role and expertise.
- JoBo indicated Janet Bowler is still working on the Director Induction program and will come back to the Board on status.
- Health and Safety Policy is the highest priority and will be tackled first.
- Funder’s expectations mean that some policies need to be provided for applications and hence may take a high priority given the funding application situation.
- The Board indicated that external bodies may be of use in supporting the writing of Policy content (e.g. DTAS).

The summary that has been compiled will be sent to the Board for review.

PM to ACTION

Contact external bodies for content preparation.

PM to ACTION

Action 46: TCEL

This action is completed however the Board discussed the need to address the Governance and Operating Model of TCEL given the pending initiation of the Business Units Project (award letter from ScotGov is outstanding).

- The current Chair of TCEL has stepped down from the Chair but will remain as a director to liaise with contractors until the fuel station is completed and handed over to TCDT for operational execution.
- **The Board approved JaBe in the role of TCEL Chair going forward.**
- The vast majority of TCEL directors have indicated that they will stand down once the fuel station is completed and there is a need to recruit new directors before the current directors step down.
- Any new directors would have joint liability for the Fuel Station and any other asset created under the umbrella of TCEL and this must be made clear to them.
- One option for a new Governance Model would be a Core Director Group with TCEL oversight and accountability but with project/asset delivery groups for each TCEL asset/project with the char of the group liaising with the Core Director Group. There would be a ‘crossover’ TCEL Board member (from the Core Director Group) on each project/asset delivery group committee. This model would allow for clearly defined remit, objectives and deliverables for each group and may make it easier to recruit members.

Contact will be made with Mark Ewing to determine the legality and options for a new Governance Structure for TCEL.

PM to ACTION



4. Funding Update

PM informed the Board:

a. RCGF: Business Units

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. PM has been asked to supply a range of documents on the initiative to HIE and is working to provide them.

b. Greening Community Assets: Bùth a' Bhaile

Several local contractors have been to the shop to look over the scope of the work and he is awaiting quotes.

c. ICF Funding: Minibus and EV Chargers

PM has recently spoken to Lucy Conway at ICF regarding further spend options and he is happy with the direction of travel. Purchase of a third EV charger is an option but only if it will be installed (the funding does not cover the installation fee). PM is exploring options for installing locally.

d. HIE Development Support Funding

PM is awaiting feedback from HIE on funding to support 50% of his role for further 2 years.

5. Hynish Working Group

Meeting date (TCDT and HT) is pending.

PM has been invited to a meeting of Rural Housing Scotland regarding the Clachan Project. Purpose of the meeting is to review the status of the feasibility study for Hynish in relation to Smart Clachan initiative.

The Board agreed that PM could attend however he should clearly state his role (in relation to TCDT attendance at the meeting) as an observer at the outset.

6. Windfall Fund

a. SET 22_001 Tiree High School English Department

The Board approved the application from Tiree High School to attend a National Theatre of Scotland event linked to curricular activity.

The Board agreed that if the travel situation is such that extra accommodation needs arise then the Windfall Fund would cover it and the applicant should submit receipts post event.

Total Cost of Event: £441.60. Total Funds Requested £277.20 (63% of total costs)

b. CSI 22_002 Tiree Equestrian CIC

The Board discussed the application by Tiree Equestrian CIC to install electricity at the premises in order to provide winter services.

Total Cost of Installation: £5250. Total Funds Requested £4500 (86% of total costs)



The Board expressed their desire to support this CIC however there are certain caveats in the application, which must be addressed before the application can be considered further:

The SSE quote supplied with the application for installation of electricity is not in the name of the applicant and is for a house, not a business premises. The quote should be in the name of Tiree Equestrian CIC.

It is not known how long the lease that Tiree Equestrian CIC is for - the Board would expect a minimum 5-year lease.

The Board asked that PM contact them to discuss these points and indicate what needs to be provided to progress the application. **PM to Action**

7. TCEL

- The current Chair of TCEL has stepped down from the Chair but will remain as a director to liaise with contractors until the fuel station is completed and handed over to TCDT for operational execution. The Board approved JaBe in the role of TCEL Chair going forward.
- The Board expressed thanks to Stewart Carr for his efforts and contribution to this project in the role of TCEL Chairman.
- TCDT Staff are now bringing operations online and currently liaison with Petroleum Office is ongoing to establish legal and regulatory requirements and progress license applications etc.
- Current progress updates from contractor still indicate mid-March completion date however given recent travel issues we should expect a further delay.

8. TREL

AMD gave an update:

- Statcom is now fixed
- Enercon still need to sort out communication issues and a yaw problem with the turbine.
- £250k is still owed to TREL by Enercon, this has been escalated to Germany.
- TREL currently in a 'hold' position in terms of generating revenue.
- New contract has been signed for sale of electricity which seen an increase in the unit price. This will have a positive effect for T|REL as soon as the turbine starts to generate again.

9. CIT Ltd

RM gave an update:

- The R100 project has a deadline of 2024 and will not reach all those who need superfast broadband in Tiree.
- In the meantime, there is an option for customers to drawdown vouchers for a supplier to provide a 30MB service. This must be drawn down before the end of March 2022.
- TBB is registered as an R100 provider and believe they could get enough subscriptions for the 30MB service to make the project viable. However, at this stage, a significant infrastructure update would be required to provide this service. That is not feasible within the allocated timeframes. The deadline for installation is 28 days after the scheme closes. In order to move forward TBB will have to lobby to have the deadline extended. An 'all hands on deck' approach from other bodies such as TCDT and TCC will be required.
- CIT Ltd continue to collaborate with Tiree Community Council on lobbying. There are local elections coming up and it may be a good opportunity to raise the profile of the issues that Tiree are tackling in relation to R100 and the implications for the community.



- The Board fully supports CIT Ltd in taking a sharper approach to raise public awareness and support the community in realising a 30MB broadband service.

10. Staff Report

- Absence of the Finance and Admin Officer has highlighted the need for PM to have access to the TCDT banking system to pay invoices.
- Sustainable Tourism Consultancy - 4 expressions of interest have been received to date. The Board discussed the interview panel - there should be one TCDT Board member, one committee member from DT and PM.
- The new isleoftiree.com website has gone live. Subscription period is now closed for existing members however some businesses are still outstanding. The outstanding list will be circulated to the Board. **KB to Action**
- Admin Assistant Position - after consultation and communication by email, PM indicated that he is ready to go with advertisement. The job advertisement will be circulated to the Board beforehand. AMD requested that PM let the school know in advance as there may be a school leaver in May who may be interested. **PM to Action**
- TCDT Staff hope to reopen the office in the next weeks.

11. AOCB

a. Ferries

PM informed the Board that Tiree Community Council will meet on Wednesday 9th February. Given the public outcry due to ongoing ferry issues the expectation is that this topic will form a large part of the TCC Meeting and comment may be expected from TCDT Board. AMD will attend and is happy to take any questions and comments on behalf of TCDT. The Board agreed that a united front is required (with TCC) in order to come to any agreeable resolution with CalMac.

b. Local Elections

PM informed the Board that he will stand as a candidate for election in the local elections coming up soon. He will connect with CS in order to make sure there is no conflict between this and his role as General Manager and on how to manage this during the election period.

c. Board Meetings in Person

The Board discussed the possibility of meeting in person with an option to ZOOM in, at the TCDT office. PM will progress quotes and purchasing of equipment for hybrid meetings and feed back to the Board in March.

PM to ACTION

12. Date of Next Meetings

TCDT Board Meeting 8th March 2022 at 7.30pm

There being no other business, the meeting concluded at 21.40h



13. Action Summary

Actions Carried Forward

#	Action	Owner	Due Date
27	Prepare a skills audit of the new TCDT Board to identify skills gap.	JaBe	CFWD
31	Review the TCDT Policies, Procedures and Staff Handbook (inc Performance and Disciplinary Policy) and inform the Board of progress.	PM	C/FWD
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
43	Organise a discussion between TCDT Board Members and HT only (no external players).	PM	C/FWD

Actions assigned 8th Feb 2022

#	Action	Owner	Due Date
39	Make amendments to the Windfall Fund Application Process and templates and circulate by email for sign off.	KB	end Feb 2022
48	The Policies summary will be sent to the Board for review.	PM	8 th Mar 22
49	Contact external bodies for Policy content preparation.	PM	8 th Mar 22
50	Make contact with Mark Ewing to determine the legality and options for a new Governance Structure for TCEL.	PM	8 th Mar 22
51	Contact Tiree Equestrian CIC to discuss the application caveats and indicate what needs to be provided to progress the application.	PM	8 th Mar 22
52	The outstanding Discover Tiree subscription list will be circulated to the Board.	KB	8 th Mar 22
53	The Admin Assistant job advertisement will be circulated to the Board before publication.	PM	8 th Mar 22
54	Progress quotes and purchasing of equipment for hybrid meetings and feed back to the Board in March.	PM	8 th Mar 22

2022 Board Meeting Schedule

TCDT Board Meetings 2nd Tuesday of Month
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