



Date/Time	8 th Mar 2022, 7.30pm
Location	ZOOM (Video Conference)
Attendees	<p>Trust Directors: Craig Smith (Chair, CS), Ian Smith (IS) Jacqui Bennett (JaBe), Jamie MacDonald (Part Time) (JMD), Rhoda Meek (RM), John Bowler (JoBo)</p> <p>Apologies: Ann MacDonald (AMD),</p> <p>Trust Staff: Phyl Meyer (PM)</p> <p>Minutes prepared from recording by Kate Bauen (KB)</p>

1. Welcome & Apologies

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

2. Declaration of Conflicts

The following directors indicted a conflict of interest and will not take part in associated discussion:

- JoBo for TRD Land Purchase (as a director of TRD)
- IS for Buth a' Bhaile/Greening Community Assets

3. Minutes of Previous Meeting and Matters Arising

a. Minutes of the previous meeting (8th Feb 2022)

Minutes item 4c typo to be corrected.

Minutes were approved: proposed by IS and seconded by JoBo.

Actions Carried Forward

#	Action	Owner	Status
27	Prepare a skills audit of the new TCDT Board to identify skills gap.	JaBe	Close
31	Review the TCDT Policies, Procedures and Staff Handbook (inc Performance and Disciplinary Policy) and inform the Board of progress.	PM	Close
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	Closed

Actions assigned 8th Feb 2022

#	Action	Owner	Status
39	Make amendments to the Windfall Fund Application Process and templates and circulate by email for sign off.	KB	CFWD
48	The Policies summary will be sent to the Board for review.	PM	Closed
49	Contact external bodies for Policy content preparation.	PM	CFWD
50	Make contact with Mark Ewing to determine the legality and options for a new Governance Structure for TCEL.	PM	Close



51	Contact Tiree Equestrian CIC to discuss the application caveats and indicate what needs to be provided to progress the application.	PM	Close
52	The outstanding Discover Tiree subscription list will be circulated to the Board.	KB	Close
53	The Admin Assistant job advertisement will be circulated to the Board before publication.	PM	Close
54	Progress quotes and purchasing of equipment for hybrid meetings and feed back to the Board in March.	PM	Close

b. Board skills audit draft template

The template has been sent as pre-read for meeting by JaB.

Feedback is requested from Board members via email.

c. Policies and procedures update tracker

Feedback has been received; some Policies are more urgent than others. This will be progressed in next weeks.

A Volunteer Role Profile and Agreement has been circulated - there is an opportunity to onboard a member of the community for some communications and marketing work for Discover Tiree. A volunteer role profile and agreement help to ensure there is a clear understanding of a volunteer role particularly if there are insurance requirements, define expectations, support, training, etc.

The Board supported this approach.

4. Funding Update

PM informed the Board:

a. RCGF: Business Units

HIE are progressing their approval process for the funding towards the Business Units, this has passed a first stage and is expected to clear soon.

An opportunity arose for additional funding via Argyll and Bute Council's Infrastructure Investment Fund, facilitated by our account manager at HIE, which has resulted in the £45k we had identified as needing to be separately fundraised towards the Business Units being awarded to us. We are awaiting the paperwork for this.

b. Greening Community Assets: Bùth a' Bhaile

PM has been working on getting quotes for insulation and lighting work at Buth a' Bhaile.

A quote has been received for insulation improvement which has been sent for approval - we already have a satisfactory quote for electrical/lighting work. Once approval is complete, progress on this will have to be made quickly as some of the money needs to be used this month so materials will need to be ordered ASAP.

The funding maxes out at £30k with a maximum "intervention rate" of 90% - meaning either Elaine or TCDT would need to cover 10% of the costs, and any excess over £30k. PM has spoken with Elaine about this and asked her to indicate if she would be able to cover the 10% and potentially a bit more.



PM asked if the TCDT Board would be happy to meet some of this cost (given it would be an upgrade to a TCDT asset).

The Board discussed this **and approved payment of the 10% and excess over £30k**. There was consensus that the shop has had reduced business over the Covid pandemic period, and we should support the continuity of the business. PM will inform Elaine Hayes and determine a work schedule with the contractors.
PM to ACTION

IS was not involved in the discussion.

c. ICF Funding: Minibus and EV Chargers

PM is still working to define costs and scheduling of payments in relation to the Island Communities Fund award, but the funder has in principle indicated that we can carry over remaining funds after purchase of the minibus and chargers, etc, to set against the installation costs which will land in the April 2022-March 2023 financial year.

There is still no delivery date due to an issue with the towbar. The contractor is making modifications which is holding up the delivery. The trailers are ordered.

PM shared the draft signage for the minibus. The Board discussed this.

Points raised:

- Gaelic language should be the leading language for the minibus signage with English secondary.
- Gaelic language should be the leading language for our communications in future
- TCDT need to action promotion of Gaelic rather than just talk about it
- Representation of Gaelic on the TCDT website is virtually nonexistent, we need to do more.
- Is this a change we should make generally or just for the minibus?

Actions:

Minibus signage and TCDT branding will be modified to represent Gaelic language as the primary language.

Go back to Jack Lockhart asking him to redo the TCDT logo in Gaelic and define the correct Green colour to use.

Investigate ways to highlight the vehicle is electric in Gaelic language using the Tilley logo.

PM to ACTION

d. HIE Development Support Funding

HIE have now confirmed that they will offer TCDT development support funding again from April 2022 for another year. This will be on a basis of 50% of the GM post salary, NI and pension costs.

e. HIE Visit - 17th May 2022

Peter McDonald, his manager, and a colleague are planning to come to visit Tiree on May 17th and would like to go on a tour of the community assets they have been supporting. PM suggested that he could take them on this tour using the new EV minibus, and they have very much welcomed this suggestion.

They would also like to meet with some staff and board members informally, perhaps over lunch.

f. Office Ventilation



We have been offered funding to improve ventilation in the office. PM will look at ways to implement this.

5. Hynish Working Group

28th Feb 22 Meeting Feedback. RM, JaB, PM attended the meeting. Minutes have yet to be issued.

Attendees summarized the key points of the meeting.

- The meeting was very positive with a mutual acknowledgment of issues in the past and the desire to improve on the relationship on both sides.
- Confirmation was given that the project for Community Ownership is applicable to the whole site.
- Funding organisations are aware, and insistent upon, TCDT being involved and on board with the project.
- TCDT will be given the opportunity to feed into the feasibility study on housing and other uses of the site.
- It was clear that the focus was on 'What is the best solution for Community Ownership of Hynish' and not solely on TCDT taking on Community Ownership directly.
- They have offered to give TCDT a letter from accountants clarifying the VAT issue.
- Land ownership - Hebridean Trust have offered to initiate conversations with Argyll Estates regarding consolidation of land.
- Trust support is needed for the project - the HT desire to find a community answer and would prefer this to selling the property.
- The Smart Clachan project will encompass the entire site, not just the barracks, if it goes ahead. It is a very different model to the ideas tabled by TCDT to date.
- The feasibility study that was done previously, based around a structural survey and study, will be updated with a business plan as output.
- HT have funding agreed from Historic Environment Scotland, who would like to use Upper Square as a case study in how to improve the heat efficiency of older stone buildings. Part of this is to use more modern materials than they would previously have considered, and they will find roof repair and insulation of those buildings. There are several approaches they can take if not successful in improvement first time. Work on this project will help HES to inform work elsewhere.
- HT are willing to give time allowances (within reason) for discussions on a community-based solution however, to manage their financial position, may need to move quickly on other options.
- Hynish will need to be worked into the TCDT Community Consultation & Development Plan in some form. HT had planned a community consultation as part of the feasibility study - this needs to be planned carefully in terms looking at integration.
- Two actions for TCDT were suggested at the meeting:
 - TCDT to set up a discussion with Community Land Scotland to discuss funding bearing in mind the money spent last time
 - Have a second meeting with HT, as a full TCDT Board (if in agreement), by way of a brainstorming exercise, on what community ownership could look like for Hynish.

The Board discussed this

Actions:

- Go back to HT to have a second meeting with HT, with a wider group of people, by way of a brainstorming exercise, on what community ownership could look like for Hynish.
- Contact PMD at HIE regarding supporting TCDT in discussions with Community Land Scotland on funding.

PM to ACTION



6. Windfall Fund

CSI 22_003 Tiree Rural Development Land Purchase

The Board were issued with pre read documents to review. IS gave an overview of the application for an amount of £5000 for purchase of land from HIAL. Total cost of the project is £20,730.

The Board discussed this and the fact that a letter of support was provided to TRD from the TCDT Board in the past for this project.

The application for £5000 was approved unanimously (24% of Project Total Costs).

PM requested that TCDT support should be publicised in acknowledgement of support for Tiree crofters and the community.

JoBo took no part in the discussion.

7. Recruitment of new governance volunteers

PM updated the Board:

TC Young (Mark Ewing) confirmed the proposal to have the undernoted structure for TCEL as being acceptable providing there is a clear delegated authority of some kind to the working groups. Mark Ewing will provide a template for use.

- Small Core TCEL Board of Directors in situ longer term with accountability across the TCEL portfolio
- Working Groups for new projects with delegated authority from the TCE Board and a crossover director from the TCEL Board as part of the Working Group.

TCDT need to start recruiting some directors for TCEL on this basis as well as a Business Units Committee to take this project forward. PM requested input from the Board on how to pitch this.

Care must be taken in case there is a conflict of interest for any volunteers for Business Units project - they should have no personal interest in the Business Units in order to make decisions as part of the Committee.

PM/EL to liaise with TCDT Directors to prepare an article for An Tirisdeach to start recruitment.

PM/EL to ACTION

PM will work with any applicants on Candidate Statements to allow selection by TCDT Board.

8. Reports

a. Staff Report

- PM will follow up with KMK re publicising Gaelic Activities over the holidays. **PM to ACTION**
- A GDPR review will need to be undertaken for website & socials related to TCDT run Groups (Youth work etc). **PM to ACTION**
- Resource with absence of FAO is stretched and changes to bank mandates is ongoing to allow PM access to accounts.



b. Core Report

Staff Cover for Fuel Station

There will be one named person holding the Fuel License (PM) but the responsible person will be delegated according to the fuel station duty rota.

Staff terms and conditions need to be considered to cover evening/weekend working. Feedback from staff indicates that they are happy to work out with standard business hours but would expect to be compensated for this. Occasional evening work is already set as part of the contract for all personnel but not unsocial or weekend hours.

For the incoming admin assistant, fuel station cover has been worked into the contract.

PM indicated that he would take part in the duty rota along with 4 other staff.

The fuel station rota ultimately means working one Thursday in 4 or 5 until 8pm and one Saturday in 4 or 5. Both Brodie Sim and the new Admin are part time and this needs to be accounted for in the rota.

Business norms for this situation include:

- Regular weekend working as part of your contract terms and conditions with no compensation.
- Time and half pay compensation for weekend hours worked.
- Additional TOIL for weekend hours worked.

The TCDT Board will discuss this by email and inform PM of the decision.

CS to ACTION

TREL

There was an issue raised via external complaint concerning the use of gravel from recent reinstatement works at the turbine site. TREL thoroughly investigated and discussed the matter at the last meeting and are satisfied no impropriety took place, with learning points noted for the future in terms of procedure.

It has been confirmed by the Insurance Broker that there is now no insurance cover available. Risks have been mitigated as far as possible.

TCEL

Extensive work has been ongoing over the last month with a view to progressing numerous items for the filling station, including the application for the petroleum licence, risk assessments for the site, putting service contracts in place for utilities, etc. However, there have been further delays to the civil engineering works which will further push back the handover date - currently anticipating an April handover at this time.

c. Finance Reports

No reports available.

The auditors have been in touch to ask when they can start work on the data for last year.

9. AOCB

a. Gaelic strapline for the Trust

PM presented a range of options, prepared by the Gaelic Development Worker, for a Gaelic Strapline for TCDT.

The second capitalization in the English version will be removed.

Ar n-eilean, ar dòchas - our island, our hope was agreed by the Board as the new strapline.



b. Discover Tiree Terms of Reference

PM proposed that the DT Terms of Reference document is retained as a draft for the time being due to the template that TC Young will supply for TCEL.

c. Potential expansion of Bùth a' Bhaile

EH has indicated interest in extending the shop to expand the hardware section and install a refill station for food to reduce plastic use.

The Board discussed this and are happy for her to progress this. PM will inform her and assist with funding advice and support if needed. **PM to ACTION**

10. Date of Next Meetings

PM indicated hybrid meeting technology is in place in the office and requested if directors wish to meet in the office it would be a good opportunity to try it out.

TCDT Board - next scheduled meeting 19th April 2022 at 7.30pm at the office and by ZOOM (Hybrid)

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



11. Action Summary

Actions Carried Forward

#	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	19 th Apr 22
39	Make amendments to the Windfall Fund Application Process and templates and circulate by email for sign off.	KB	19 th Apr 22
49	Contact external bodies for Policy content preparation.	PM	19 th Apr 22

Actions assigned 8th Feb 2022

#	Action	Owner	Due Date
55	<ul style="list-style-type: none"> PM will inform Elaine Hayes regarding the TCDT decision on finances for the current work at Buth a Bhaile and determine a work schedule with the contractors. PM will inform EH regarding the TCDT decision related to expansion of the shop. 	PM	19 th Apr 22
56	<ul style="list-style-type: none"> Minibus signage and TCDT branding will be modified to represent Gaelic language as the primary language. Go back to Jack Lockhart asking him to redo the TCDT logo in Gaelic and define the correct Green colour to use. Investigate ways to highlight the minibus is electric in Gaelic language using the Tilley logo. 	PM	19 th Apr 22
57	Contact HT to arrange a second meeting with a wider group of TCDT directors, by way of a brainstorming exercise, on what community ownership could look like for Hynish.	PM	19 th Apr 22
58	Contact PMD at HIE regarding supporting TCDT in discussions with Community Land Scotland on potential Hynish funding.	PM	19 th Apr 22
59	Liaise by email with TCDT Directors to prepare an article for An Tirisdeach to start recruitment for TCEL Board and Working Groups.	PM/EL	19 th Apr 22
60	Follow up with KMK re publicising Gaelic Activities over the holidays.	PM	19 th Apr 22
61	A GDPR review will need to be undertaken for website & socials related to TCDT run Groups (Youth work etc).	PM	19 th Apr 22
62	Discuss by email the implications of staff working hours to cover the fuel station rota and inform PM of any decision.	CS	19 th Apr 22

2022 Board Meeting Schedule

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