



Date/Time	19 th Apr 2022, 7.30pm
Location	ZOOM (Video Conference)
Attendees	<p>Trust Directors: Craig Smith (Chair, CS), Ian Smith (IS), Jacqui Bennett (JaBe), Ann MacDonald (AMD), Rhoda Meek (RM).</p> <p>Trust Staff: Phyl Meyer (PM), Jack Green-Morgan (JGM), Emma Leslie (EM), Brodie Sim (BS).</p> <p>Minutes prepared from recording by Kate Bauen (KB)</p>

1. Welcome & Apologies

CS welcomed all to the meeting and indicated apologies from John Bowler (JoBo), Jamie MacDonald (JMD), Elspeth MacKinnon (EMK).

2. Declaration of Conflicts

- IS has a conflict of interest with Windfall Application CSI 22 004 - Community. Feis Thiriodh 2022.
- JaBe has conflict of interest with the Heylipol Church topic.
- AMD has a conflict of interest with Digital Access Fund.

3. Minutes of Previous Meeting and Matters Arising

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

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

Actions Carried Forward

#	Action	Owner	Status
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
39	Make amendments to the Windfall Fund Application Process and templates and circulate by email for sign off.	KB	CFWD
49	Contact external bodies for Policy content preparation.	PM	CFWD

Actions assigned 8th Mar 2022

#	Action	Owner	Status
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	CFWD
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	CFWD



#	Action	Owner	Status
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	CLOSED
58	Contact PMD at HIE regarding supporting TCDT in discussions with Community Land Scotland on potential Hynish funding.	PM	CLOSED
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	CLOSED
60	Follow up with KMK re publicising Gaelic Activities over the holidays.	PM	CFWD
61	A GDPR review will need to be undertaken for website & socials related to TCDT run Groups (Youth work etc).	PM	CFWD
62	Discuss by email the implications of staff working hours to cover the fuel station rota and inform PM of any decision.	CS	CFWD

b. Board skills audit draft template

Board Members will complete the finalised template (PM will circulate) and send back to PM by email.

BOARD to ACTION

PM will collate the information and feedback to Board.

PM to ACTION

c. Policies and procedures update tracker

The work is ongoing - PM now has access to contemporary handbooks and other source material and will progress this in next weeks.

4. Funding Update

PM informed the Board:

a. Business Covid Scheme

Funding came through from Business Covid scheme to pay for 4 HEPA Air Filtration Units now in use at the office. These are portable and can be used for events.

b. HIE Development Funding

This has now started for this year and covers 50% of the cost of the General Manager post.

c. NatureScot Funding

The paperwork has been received for funding for the Ranger post. PM will progress this. No deviation is expected versus previous years.

d. Bòrd na Gàidhlig Funding

After an arithmetic error during submission was corrected, Bòrd na Gàidhlig have come back to offer £4k funding (versus £5k on previous year). With Community Land Scotland funding, the position is still covered.

e. RCGF: Business Units



Awaiting paperwork for this grant. HIE: are aware of how escalating construction costs and have suggested they hold back on making a firm and formal offer on funding until costings are obtained for the project. They suspect we will be under far greater cost pressure than anticipated even though extra funding has been factored in to cover this. Lack of labour and shortage of building materials also must be factored in.

f. ICF Funding: Minibus and EV Chargers

Payment of the grant has been made in full. Awaiting invoice for minibus.

5. Hynish Working Group

No progress since last Board Meeting

6. Community Consultation

BS/JGM gave an overview of the planning status for the Community Consultation:

- Community survey has had 150 responses so far (online) with some days still to go and paper submissions still to be collated.
- Focus group engagement has begun and will take place over next weeks.
- Consultation event will take place Saturday 14th May.
- Morning: will be a drop-in session including the Sustainable Tourism Consultant.
- Afternoon: Round Table (World Café) and further drop in, Youth activities, raffle.
- World Café:
 - topics may include Housing, Economic Development, Infrastructure, Climate Change, Wellbeing, Life on Tiree, Sustainable Tourism - the final list will depend on survey outcomes.
 - Facilitators for each topic has been suggested, perhaps TCDT and/or Subsidiary directors. A brief will be prepared per topic for the facilitator.
- Catering suggestions include tea/coffee and cake or soup and sandwiches.
- Raffle - BS is approaching people of Raffle Prizes and raffle fund recipient suggested is the Cruas Fund.
- Jack Lockhart will document the event
- Communications will be ramped up over the next weeks to encourage attendance

Feedback and suggestions from the Board:

- Count how many people have attended.
- Trust Member sign in option.
- Capture fuel poverty in some way.
- Contact TCDT Membership before Friday survey deadline asking to complete it and encouraging attendance at the consultation event.
- Not sure if World Café method will work on Tiree. Perhaps post it note responses to the topic questions on A3 poster will be better or have both options.
- Can we capture verbal contributions - by dictaphone or captured by Jack Lockhart?
- Token scheme to vote for certain projects or topics may be useful. Wording of questions has to be done carefully.
- Subjective or qualitative questions like 'DO you think you will be living here in 10 years' time?' or 'Are you happy living on Tiree?' may be useful for voting for or to trigger conversation.
- A graphic facilitator to 'draw' a conversation would be useful.
- Huge brown paper along one wall with questions and get people to draw or write their answers. May help to engage younger folk.



Board Meeting Minutes

- It may be more preferable for people to come in on the day of the event and interact with something rather than sit at a table and have a conversation. Weighting the emphasis is important. Not everyone is happy having group conversations.
- People need to know the opportunity to have round table conversation is there.
- Zoom Portal could be set up in the room for people to join remotely.
- QR code/email address to submit ideas or suggestions for the week after the event. Could look at anonymous submission - could also be included on TCDT website.
- Surgery fund could be a good recipient of the raffle fund.

PM raised the topic of Covid Safety:

- It is up to the Trust to define what their guidance/policy should be for the event despite the legal position changing.
- HEPA air filters will be in place.
- Advise if people wish they can wear a mask, ask to respect people's space on the day, request people to inform us of when they will attend on the day.
- 'Keep your distance badges' at door.
- One way system around the room.
- We could keep some drop-in sessions as 'book in' to control numbers.

The Board approved the catering offering should be Tea/Coffee & Cake.

Board members should drop an email to BS to indicate whether they would be willing to facilitate at the event.

7. Fuel Poverty

BS informed the Board that, given the cost of living and fuel poverty crisis currently, BS and EL reached out to John Holiday/Solar Fund to offer communications support for the Cruas Fund.

The Cruas Fund was not widely advertised and was essentially a discretionary fund distributed through Solar. It is felt that the purpose of the fund needs revised as well as the access parameters and commitment financially by the Trust.

John Holliday (JH) is currently running the Solar project alone with the help of volunteers one day a week (delivering food parcels and vouchers) and perhaps TCDT could look at ways to support him. There is currently no Citizens Advice Bureau on Tiree to advise people on grants and support available to them. JH currently has no time to do this.

What can TCDT do to support Solar and the community? It is felt that people are more likely to come forward for help if they have fuel bills they can't pay rather than if they need food.

Community Consultation responses indicate a high number of people raising fuel poverty as an issue. This has come up under the question 'Will you still be living here in 5 years' time?' - responses indicate people will not be if they can't afford to heat their homes.

PM indicated that the issue of fuel poverty came up in his conversation with Peter McDonald at HIE. He raised the prospect of funds being available for focused capacity of addressing the issue of insulation.

The topic could be addressed on multiple fronts - Solar support, insulation for island homes, etc.

Should people have to be means tested for it?

Points raised by the Board included:

- We could redesignate the Skills and Education Fund as a Fuel Poverty Fund - this could be discussed at the next Board Meeting. The misses Nisbet Fund could pick up on funding for skills, education and training.



- The Cruas fund could be rebranded as a Fuel Poverty Fund? The Cruas fund was an ad hoc arrangement reviewed every 6 months.
- We should have a fund set up by Autumn before Winter bills come in.
- We need to have a plan or some answers now for people if this comes up at the consultation.
- We need to clarify fuel versus energy.
- We could work up examples of cost to heat insulated versus non insulated home, homes heated with electricity, oil, heat pump, etc which may have more of an impact in the community.

Actions and next steps:

- **PM will check with SMK about balances on the SETT Fund and the Cruas Fund.**
PM to ACTION
- **BS will go back to JH and indicate positive initial discussions with the Board and a review of the Windfall Funds.**
BS to ACTION
- **A proposal paper will be prepared for the next Board Meeting for discussion.**
PM to ACTION

8. Windfall Fund

a. SETT 22 002 - Tiree Primary School Residential Trip

The Board discussed the application for £2474.50 from the Windfall Fund.

They are asking for more money than they normally would given the notice period has been reduced for parents. Parental contribution is still £150 - some parents cannot afford this.

The Board approved the Windfall application for £2474.50 (33.8% of total costs of £7324.50) and would support an extra award if the school come back to the Trust indicating children missing out. They will be happy to award up to £3000 (41% of total cost).

b. CSI 22 004 - Community Fèis Thiriodh 2022

IS has a conflict of interest and took no part in the discussion.

The Board discussed the application for £2000.

The Board approved the Windfall application for £2000 (14.5% of total costs of £13,790) on condition that the award is generic and not specifically toward reducing the costs of tickets.

9. Recruitment of new governance volunteers

TCEL Directors

Aisling Milne - TCEL Business Units Project: Trust Board approved her appointment.

PM repeated the call for support to find committee members for Discover Tiree. There is a plan to ask DT Members to join the committee however this has still to be discussed in detail.



10. Reports

a. Staff Report

Comment in the Staff report (Ranger section) about pallets from the fuel station being burnt on the beach. JaBe will raise this at the TCEL meeting.

Staff Cover for Fuel Station

- No feedback from closed item at the last Board meeting.
- CS has not progressed this. This will be progressed in coming weeks.
- Formal opening date has not been agreed yet.
- PM requested that he be involved in the discussion. The Board agreed.

b. Core Report

HIE Visit May 17th

- Want to meet Board Members, particularly Rhoda Meek.
- Particularly wish to chat about Housing
- Board Members are encouraged to join at the office on the day (AMD will join).
- PM is putting together an itinerary.

Internet Connection in TCDT Office

- Internet in the office cuts out regularly.
- PM will follow up with Mark Vale as this needs to be corrected.
- We do not officially have an IT Support service for TCDT. We may need to look at this - there is no formal agreement in place.
- IT security and resilience needs to be addressed as part of the service.

Procurement Process for Design Team Framework

- Process went smoothly with Delphinitys' assistance.
- We now have a set of 3 architect led design teams that we have access to for the next 5 years for build projects.
- Cool Off period ends on 26th April.
- We are in a position after 26th to appoint the team for Business Units and get the project up and running. PM will have an inception meeting with them and look at pre-planning work.

TCMAL

- Moorings continue to raise issues - JGM is working on trying to resolve the issues. PM has had a recent complaint.
- The owner of The Scarinish Hotel has been in touch with PM. He has bought a floating pontoon that he wants to put in Scarinish Harbour. PM will follow up with him to determine what his plans and expectations are regarding TCDT can support. Care needs to be taken regarding communication about this.
- The Board requested that the recent Regatta proposal to TCMAL should be treated carefully as there is an existing regatta committee (Tiree Maritime Trust).

TCEL

- Installation of an electricity meter continues to hold up completion, but it has been requested and booked in and we hope it will take place this month or early May, which will then allow completion of the electrical installation and commissioning with a view to a late May opening.



c. Finance Reports

No update.

11. AOCB

a. Marketing Plan: TCDT

Marketing Plans for both TCDT and Discover Tiree were distributed as pre-read for the meeting. EL presented the plans in order to get TCDT Board opinions on the marketing plan objectives before any communications start.

- At the moment the Trust is lacking a strong brand positive reputation.
- Trust Newsletter is proposed with first issue before the community consultation event in May to allow people to reconnect and have a greater understanding of what we are doing, new staff members, etc.
- Engagement is low with the TCDT Facebook page.
- Chat with An T new editors - getting regular Trust contact and updates. The newsletter could be a supplement to An T.
- JGM has been looking at regular TREL updates on Tilley.
- Idea of donation stream (fundraising income) in a more overt way. We do not ask for money unless we hold an event and claw back some of the costs. We do have a button on current website but is not easy to find.
- Would it be more effective to ask for donations to specific projects (e.g. Fuel Poverty) rather than giving generically to TCDT. There is a perception that the Trust gives out money but does not need it. Donation matching could also be used.
- TCDT Membership Fee of £1 in place currently. Admin of this costs more than £1 per member. We could have different levels of membership (which would affect M&As). There was no decision to change what we have currently in place.

The Board approved the objectives outlined in the TCDT marketing plans.

Next Steps

EL will send newsletter around by email for approval.

EL to ACTION

b. Marketing Plan: Discover Tiree

- DT have started receiving pushback on inclusion on visitors guide for members versus non-members. We did not include businesses which did not sign up again for 2022. The Board should be aware that these comments are in the community. Discover Tiree membership should have meaning, and members are paying for publicity.
- What is the policy on social media of how members are handled versus DT being tagged on Facebook?
 - As DT is the DMO for the island we share as much as possible, but we will give business spotlight for business members. This needs to be formalised in a document but we are currently not taking a discriminatory approach.

The Board approved the objectives outlined in the Discover Tiree marketing plan.



c. Friends of Nadair Thiriodh Governance & ToR

Not discussed.

d. Heylipol Church Update

The Heylipol Church will be closed by the Church of Scotland.

TCDT has been approached by Judith Boyle asking if we could discuss community ownership of the Church. PM will meet with members of the church on 20th April @ 7.30pm to information gather. CS and AMD will attend and provide feedback. **PM to ACTION**

e. Next CIT Ltd Board Meeting on 12th May.

Lobbying to get fiber broadband to the island has not been successful.

TBB has now closed its waiting list with no prospect of being able to provide an improved service in the near future.

f. Digital Access Fund

PM was contacted by A&B Council infrastructure, Digital Access Fund.

They are interested in installing Hybrid Meeting Technology in community spaces and PM has referred them to TCB and the An Talla Committee.

12. Date of Next Meetings

Tuesday 10th May at 7.30pm.

There being no other business, the meeting concluded at 22.50h

13. Action Summary

Actions Carried Forward 19th April

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Actions assigned 19th April 2022

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67	Board Members will complete the finalised skills audit template (PM will circulate) and send back to PM by email.	BOARD	10 th May 22
68	Fuel Poverty		10 th May 22
	<ul style="list-style-type: none"> PM will check with SMK about balances on the SETT Fund and the Cruas Fund. 	PM	
	<ul style="list-style-type: none"> BS will go back to JH and indicate positive initial discussions with the Board and a review of the Windfall Funds. A proposal paper will be prepared for the next Board Meeting for discussion. 	BS PM	
69	EL will send draft Trust newsletter around by email for approval.	EL	10 th May 22
70	PM will meet with members of Heylipol church on 20 th April @ 7.30pm to information gather. CS and AMD will attend and provide feedback.	PM	10 th May 22

2022 Board Meeting Schedule

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