



<b>Date/Time</b>	14 <sup>th</sup> February 2023, 7.00pm
<b>Location</b>	ZOOM (Video Conference)
<b>Attendees</b>	<b>Trust Directors:</b> Rhoda Meek (RM, Chair), Elspeth MacKinnon (EMK), Jacqui Bennett (JaB), <b>Trust Staff:</b> Phyl Meyer (PM), Shari MacKinnon (SMK, Minutes)

## 1. Welcome, Apologies & Introductions

Apologies were received from Donnie Campbell (DC), Eoghann McGregor (EMG), Christine Coghill (CC), John Bowler (JB) and Martin Finnigan (MF).

## 2. Declaration of Conflicts

None were declared.

## 3. Previous Minutes and Matters Arising

The previous minutes were not able to be approved as only one director present at the meeting had been in attendance at the last meeting. It was agreed that the minutes would be circulated by email for approval.

**SMK TO ACTION (109).**

**Actions Update – See attached March Actions Tracker sheet**

## 4. Actions taken between meetings

### Argyll Estates – Gravel/Sand Extraction

A letter was received from Argyll Estates regarding illegal extraction of materials from Tìree beaches.

A response to this was agreed by email and will now be sent to Argyll Estates.

**PM TO ACTION (111).**

## 5. Gaelic Development

A draft job description for the proposed Gaelic Community Projects Officer has been circulated to the Gaelic Working Group for comment.

## 6. Recruitment & Staffing

A job description for the proposed new post Finance Assistant is currently being drafted and will be advertised externally.

A discussion took place regarding the replacement post for Sustainable Tourism & Communications Officer – a proposed Events and Communications Officer post. It was agreed to pause recruitment for this post, until the funding outcome from the Empowering Communities Fund is received. This is expected before the end of the month and a dialogue regarding this post should be started by email prior to the March board meeting.

**PM TO ACTION (112).**



## 7. Windfall Applications

### SETT 23 002 Tìre High School - Dramatization at Oban High School

- The total project cost is £69.00 and the request from Windfall is £69.00.
- This was discussed and unanimously approved.

### CSI 23 001 Hebridean Trust - Hynish Community Consultation Open Day

- The total project cost is £1,575 and the request from Windfall is £1,000.
- This was discussed and unanimously approved.

## 8. Funding

Application submitted to Lottery Fund Cost of Living programme, for Cruas. 1 year funding April-March, 50% of budgeted staffing and overheads.

Second stage application to Scottish Land Fund for the Business Units land is nearing completion and will be submitted imminently. The application includes revenue funding to go towards the Community Project Officer post for one year. Decision expected in March. Highlands & Islands Enterprise applications submitted for a) the construction of the Business Units, and b) two-year development support funding for our core delivery (50% of General Manager post salary).

An application for funding has been submitted to Bòrd na Gàidhlig for the Gaelic Community Projects Officer. It was noted that feedback regarding the application is expected in 4-6 weeks. It was agreed to continue with recruitment while awaiting funding decision.

Empowering Communities application outcome expected by end of February.

An Email was circulated prior to the meeting regarding TCDT using Windfall Funds to produce a Housing Need and Demand Analysis. The cost of this - £4,400 - could be covered by a Stage One application to the Scottish Land Fund, but as this would significantly delay the project it was proposed that this be paid for using Windfall funds. This proposal will be circulated to the full board for approval.

**PM TO ACTION (113).**

## 9. Working Group (WG) Reports

### a. Hynish

- Feedback from Hebridean Trust regarding the professional services provided by TCDT has been very positive.

### b. Housing

- Previous agreed that DC, RM and Andy Hayes would be part of the WG.
- Ann MacDonald, Heather MacArthur and John Patience have agreed to join the WG.
- It was suggested approaching Gordon MacArthur to join the WG.

**RM TO ACTION (114).**

- It was noted that it may be useful to involve Joe Bennett in the project, going forward.



- c. Childcare
  - The WG has not yet been formed but a list of potential members has been pulled together.
  - The Childcare Development Consultant (JA) is progressing the project and has recently met with the Childcare Inspectorate. Various ideas and options that could/would be suitable on Tìre are being investigated.
  - The next step with this project will be to seek input from Tìre High School.
- d. Cruas
  - Phase two – the additional payment is now live and open for applications. It was noted that there have been a few applications received since this opened on 7<sup>th</sup> February.
- e. Discover Tìre
  - It was noted that there is still a need to have additional members appointed to the WG.

## 10. Reports

### a. Trust Activities Report

- The report was pre-circulated to the board.
- It was noted that Enercon team arrived on Tìre this morning – 14<sup>th</sup> February.
- There have been 13 notes of interest received from the Business Units consultation currently taking place.
- Recent public discussion of the filling station service on Facebay has not been very positive for staff morale. The post included clear breaches of the Director Code of Conduct by a member of a subsidiary board.  
This incident was discussed, and the following next steps were agreed:
  - A written report of the situation will be compiled, which will include a copy of the comments from the post, and this will be circulated to the full board.  
**RM TO ACTION (115).**
  - A meeting will be arranged with the subsidiary board member. RM will attend this meeting along with at least one other TCDT director (and if possible, the chair of the relevant subsidiary). This meeting will be used to explain 1) that the comments were unacceptable and this is a warning that should the director breach the director Code of Conduct they will no longer be able to serve on the subsidiary company board and 2) the updated Director Code of Conduct, that will shortly be circulated to all Trust Group directors for signing will be enforced on a zero-tolerance basis moving forward.
  - Feedback to staff team that the incident is being addressed.  
**PM TO ACTION (116).**
- A paper will be presented at the next board meeting regarding the finances from the construction for the Business Units project and this will likely include a request to pre-approve additional funding from Windfall for the project, should it be needed.



**PM TO ACTION (117).**

**b. Finance/ Budget/ Cashflow Report**

- This was pre-circulated to the board
- Noted that margins on the document require reformatting.

**11. AOCB**

**a. Policy Updates – Flexible Working & Fair Working**

- A draft update to the Flexible Working policy has been produced.
- A draft new Fair Working policy has been produced.
- Policies have recently been circulated to Staff team for feedback. It was agreed to circulate both to board by email for approval.

**PM TO ACTION (118).**

**b. Appointment of Subsidiary Directors**

- A proposal to appoint Bud Greenlees to the TCEL Board was received. This was discussed and approved.
- A discussion took place regarding recruitment of additional directors to the TCEL board. It was suggested that this should be discussed at the TCEL board meeting next week. Include this on agenda for meeting.

**PM TO ACTION (119).**

**11. DONM**

- Trust Board - Tuesday 14<sup>th</sup> March 2023 at 7.00pm by Zoom.

**There being no further business the meeting concluded at 9.05 pm.**