



Date/Time	14 th February 2023, 7.00pm
Location	ZOOM (Video Conference)
Attendees	Trust Directors: Rhoda Meek (RM, Chair), Eoghann McGregor (EMG), Christine Coghill (CC), John Bowler (JB) and Martin Finnigan (MF). Trust Staff: Phyl Meyer (PM), Kate Bauen (KB, Minutes), Jack Green-Morgan (JGM)

1. Welcome, Apologies & Introductions

RM welcomed all to the meeting.
Apologies were received from Jacqui Bennett.

2. Declaration of Conflicts

EMG declared a conflict of interest relate to the Business Units topic and will take no part in discussions or decisions.

3. Previous Meeting Minutes

The previous minutes (Feb 2023) could not be approved as only one director present at the meeting had attended the last meeting. It was agreed that the Feb 2023 minutes would be circulated by email for approval. **Action KB** (action 120)

Actions Update

See the TCDT Actions Tracker sheet with March 2023 updates in red text.

4. Other Actions taken between meetings

- a. Argyll Estates: A response to the letter regarding extraction of gravel/sand was sent to Argyll Estates.
- b. Windfall Application: (SETT 23_004) Contribution from the fund toward community ADR Training organised by Tìree Sea Tours was approved by the Board via email.
- c. Jan 2023 Minutes: These were approved by email. Approved by John Bowler and Christine Coghill

5. Business Unit Allocation Process

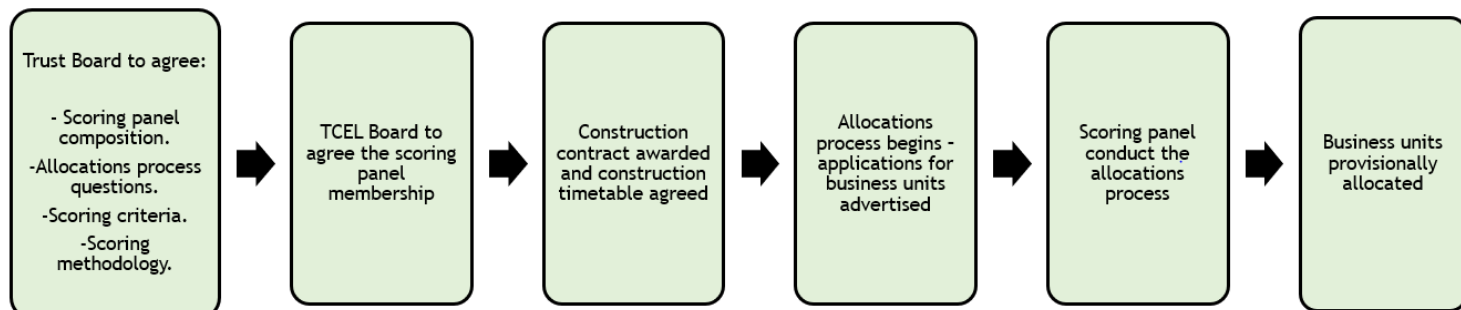
EMG left the meeting due to conflict of interest.

JGM presented a proposal for the Business Unit Allocation process (pre-read item).
TCDT Board approval is requested on 3 points:

- Agree the high-level allocations process
- Agree the composition of the scoring panel
- Agree the scoring criteria, weighting, and scoring methodology



a. Allocations Process



The Board approved the allocations process as indicated above.

b. Scoring Panel

The Board approved Option 1 for the scoring panel:

- 3 TCEL Board and/ BUWG Members
- 2 “Independent” Members

c. Scoring Criteria and Methodology

The Board requested that JGM/PM revisit the scoring criteria and methodology to come up with different options (including a scenario giving greater weighting to job retention/creation) with a few worked examples. **Action JGM** (action 121)

The Board agreed that the scoring criteria and methodology should be published in the community only with the invitation to apply for a business unit.

6. Recruitment & Staffing

a. CPO (Gaelic) Post:

Deadline for applications is Friday 17th March. One application has been received so far.

b. Finance Assistant Post:

PM informed the Board that he would like to repatch the Finance Support post as Finance and Governance but will come back with detail at a later date.



c. Cruas Project Posts:

Waiting in funding outcome to determine if staff members will continue after end March. This is not ideal for the two affected members of staff however is unavoidable. Both staff members would like to carry on part time if possible – it may also be possible to close some of the Communications gap with one of the roles, but PM will come back to the Board on this after the funding outcome is known.

7. Windfall Applications

a. Tìree Primary School, Gaelic medium primary trip - SETT 23_003

The school has requested a total of £1500 toward flights, bus, accommodation and meals for 15 pupils and 2 teachers to attend a Gaelic medium residential trip at Edinburgh Gaelic Week.

Total costs £5746.90.

The Board discussed this and approved an award of £1500

b. Tìree Community Enterprise Limited, Crossapol fencing – SUB 23_001

TCEL have made a TCDT Subsidiary Application for funding toward the Crossapol fencing installation and repair. The application is for a £4,302.39 contribution toward total costs of £9604.77.

The Board discussed this and approved the award of £4302.39.

8. Funding Update

a. Lottery Fund: Cost of Living programme

Application submitted to Lottery Fund Cost of Living programme, for Cruas. 1 year funding April-March, 50% of budgeted staffing and overheads. We should hear back by end of w/c 20th March.

b. Scottish Land Fund

Second stage application to Scottish Land Fund for the Business Units land (plus 0.5 FTE and costs toward electricity supply) decision expected by end of March.

c. 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). HIE have just informed us that funding is approved and will be increased from £170k to £395k to cover the additional build costs of the Business Units.



d. Bòrd na Gàidhlig

An application for funding has been approved Bòrd na Gàidhlig for the Gaelic Community Projects Officer.

e. Empowering Communities Fund

The TCDT Empowering Communities Fund application was not successful.

f. Argyll and Bute Council

A&BC have offered us an increase in funding toward the Business Units project at £40k.

9. Working Group (WG) Reports

a. Finance Sub Group (FSG)

Fund Transfer from TREL to TCDT

The Finance Sub Group met last week. PM and SMK has prepared a baseline cashflow for TREL and TCDT based on a contribution of £150k from TREL in April and a further £40k in June. However, Tilly is offline and may not be fixed until April making the TREL income and therefore the tax calculation uncertain and we do not have our new accountants/auditors in place yet to support further analysis.

The FSG has recommended that no transfer of funds from TREL to TCDT should take place at this time until an analysis and estimation of tax liability can be done, and a decision made on how much and when should be transferred to the Trust.

Based on the cashflows prepared, TCDT does not in principle need the cash immediately and this recommendation can be implemented without a detrimental effect. The Board agreed that this was the best course of action.

The FSG also urged that new accountants/auditors be sought and put in place with the highest level of urgency. **Action PM** (action 122)

TCDT Business Continuity Reserve

The Board requested that the FSG look at the topic of a reserve fund to ensure Business Continuity for the Trust – namely, how much that fund should contain and how it would be held in reserve.

Action FSG (action 123)

b. Hynish

The Open Day went well and was well attended by the community. PM will meet with the Hynish WG on Friday for a debrief. The results of the consultation are available, and the Board requested they be circulated by email. **Action PM** (action 124)



c. Housing

A date is still being identified to have a first Working Group Meeting.

d. Childcare

Consultation is going well, with latest meeting on Monday 13th March being held in TCDT Office. A meeting also took place at the school regarding the project with no proactive help being offered. Next discussions will be conducted via Argyll and Bute Council to try to overcome some of the issues that are being identified.

The question of funding for a staff position for Childcare within the Trust was raised. PM informed the Board that without the results of the consultation, the outcome of which cannot be assumed, we would have no justification in looking for funding for the position at this point in time.

e. Memo and Arts updates group

A date is still being identified to have a first Working Group Meeting.

f. Gaelic

There has been no Working Group activity in the last month.

g. Cruas

Phase two – the additional payment with signposting - is now live and open for applications which are coming in at a steady rate.

There may be a small amount of funding heading our way via the children at the school who are entering a competition using the Cruas Project as the basis for a presentation. Both Emmie and Fiona are supporting them in this.

h. Discover Tìree

There has been no Working Group activity in the last month.

10. Reports

a. Trust Activities Report

Business Units Funding Gap

PM informed the Board that the difference between the original construction quote and the actual contractor bids have resulted in a value engineering exercise with the preferred supplier to try to bring costs down as much as possible.

Regardless of the increased funding to support the business units project, there is still a potential shortfall of £23k therefore TCEL are requesting the TCDT Board consider covering this amount from the Windfall Fund. Covering this gap is critical to getting construction contracts signed to secure all of the other funding by the end of March.

There is no formal written Windfall Application currently – this will be done in retrospect.



The Board discussed this at length. The following points were made:

- All tenders came in over budget against the original construction quote most likely because of an underestimation in the cost of island building projects.
- £23k is the worst-case scenario and we may be able to secure some of that from other routes a little further down the line.
- This situation is uncomfortable given the situation with TREL and moving into the Housing projects.
- Without the £23k to cover the gap we may need to remove one business unit from the design which will only reduce 10% of the cost.
- The FSG support the award of £23k from the windfall fund.

The Board approved the award of £23k to TCEL to close the gap in funding pending circulation (by email) of a detailed paper/windfall application from PM/TCEL breaking down the cost and funding for the project.

TREL

- MF informed the Board that Enercon have had several teams on the island to repair the coils on the wind turbine generator. This fault should not have happened as the generator is only 1 year old (part of the refurbishment) but the repair will be underway into April. Compensation will be available for the downtime but will not cover the loss of earning.
- A new Power Purchase agreement is now in place.
- Final report from the Renewables Study is now available.

b. Finance/ Budget/ Cashflow Report

- This was pre-circulated to the Board.
- No questions were raised about the report.
- PM informed the Board that JGM will undertake a Prince II project Management Training program which is £700 plus VAT – more than the normal individual training budget. The Board supported paying for this course plus the VAT. It is an investment in Jack and the Board recognise the value of the contribution he makes to the Trust.

11. AOCB

a. Policy Updates – Flexible Working & Fair Working

This will be dealt with and closed out by email.

b. Appointment of Subsidiary Directors

- William Angus MacLean and Mark Vale are approved to join the Board of TCEL
- Gordon MacArthur is approved to join the Housing Working Group.



12. DONM

Trust Board - Tuesday **18th April 2023 at 7.00pm** by Zoom. **PLEASE NOTE CHANGE OF DATE**

There being no further business the meeting concluded at 9.15 pm.

March 2023 Actions Summary

Action #	Meeting Date	Action Description	Action Owner	Deadline
120	Mar-23	Circulate the minutes of the Feb 23 Board Meeting for approval by email.	KB	30 March 2023
121	Mar-23	Revisit the BU allocation scoring criteria and methodology to come up with different options (including a scenario giving greater weighting to job retention/creation) with a few worked examples.	JGM	18 April 2023
122	Mar-23	New accountants/auditors be sought and put in place with the highest level of urgency.	PM	18 April 2023
123	Mar-23	The FSG are requested to look at the topic of a reserve fund to ensure Business Continuity for the Trust – namely, how much that fund should contain and how it would be held in reserve.	FSG	18 April 2023
124	Mar-23	The Hynish consultation output to be circulated by email to the Board.	PM	30 March 2023