



Date/Time	10 th May 2022, 7.30pm
Location	ZOOM (Video Conference)
Attendees	<p>Trust Directors: Craig Smith (Chair, CS), Ann MacDonald (AMD), Rhoda Meek (RM), Jamie MacDonald (JMD)</p> <p>Trust Staff: Phyl Meyer (PM), Kate Bauen (KB, Minutes), Lauren MacArthur (LMA), Jack Green-Morgan (JGM)</p>

1. Welcome & Apologies

CS welcomed all to the meeting and indicated apologies from John Bowler (JoBo), Ian Smith (IS), Jacqui Bennett (JaBe), Elspeth MacKinnon (EMK)

2. Declaration of Conflicts

None were declared.

3. Minutes of Previous Meeting and Matters Arising

a. Minutes of the previous meeting

Minutes of the meeting 19th April 2022 were approved: proposed by CS and seconded by RM.

b. Actions Update

Actions Carried Forward 19th April

#	Action	Owner	Deadline
28	Investigate ways to introduce a young person to leadership and the Board with the Youth Worker and bring proposal to the Board.	PM	Close
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	Close
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	Close
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	Close
60	Follow up with KMK re publicising Gaelic Activities over the holidays.	PM	Close
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



Actions assigned 19th April 2022

#	Action	Owner	Deadline
67	Board Members will complete the finalised skills audit template (PM will circulate) and send back to PM by email.	BOARD	Close
68	Fuel Poverty <ul style="list-style-type: none"> PM will check with SMK about balances on the SETT Fund and the Cruas Fund. 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. 	PM BS PM	Close
69	EL will send draft Trust newsletter around by email for approval.	EL	Close
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	Close

Action 28: This will be picked up on at the Community Consultation on Saturday 14th May. Close action

Action 39: Carry forward.

Action 49: PM has been in touch with TSI and DTAS and has template documentation to base the work on. Close action.

Action 55: No progress to date on work being done. Materials have been ordered. Close action.

Action 56: Minibus currently awaiting DVLA Testing, signage already in place. Close action.

Action 60: KMK has resigned and will finish w/c 16th May. PM will follow up with her as part of her leaving discussion. Close action.

Action 61: Carry Forward Personal data is collected and used by the Youth Worker for contact purposes mainly on Facebook and by phone. Discussion is still ongoing with WMK, carry forward.

Action 62: Directors will discuss further and feedback. Carry Forward.

Action 67: Template has been circulated and directors are asked to complete and return to PM as soon as possible. Close action.

Action 68: PM circulated proposal today to the Board. See [section 7](#). Close action.

Action 69: Newsletter send out to TCDT Membership

Action 70: PM has circulated a summary of the meeting to the Board. See [section 11](#).

4. Community Consultation

JGM gave an update on the progression of the planning for the community consultation

- Prep is complete and logistics are finalised.
- Facilitators have been given their briefings, scribes will capture key points and concerns.
- Organisation of youth events finalised, and bookings are filling up.
- Graphic facilitator booked and will arrive on Saturday morning.
- Communications are underway with high visibility & engagement and positive responses
- Consultant from the Innovative Island Housing Project will attend on the day to listen to the housing discussions for future reference.
- Sustainable Tourism Consultant will work on her own brief and questions.



- Retrospective input will be facilitated by going back to the community with the output from the session and asking for further feedback including sending comments to a dedicated email address.

5. Hynish Working Group

No progress since last Board Meeting.

6. Windfall Fund

No applications this month.

7. Reports

a. Staff Report

- The Posters from TREL which will be used on Saturday are requested to be put up in the visitor's office after the event.
- A call out for a translator has been unsuccessful. With KMK leaving, the urgency of this has increased. PM will investigate external services and RM will supply the names of some contacts.

b. Core Report

Funding in General

PM indicated that staff have been asked to research and consider external funding sources to support their roles at the Trust to move toward a more balanced funding model (external versus Trust generated).

Bòrd na Gàidhlig Funding:

The full amount of £5k has now been awarded.

HIE Visit 1

Three representatives from HIE will visit the island on 17th May.

AMD, RM will join PM during the visit and JM may also be able to attend (pending travel return to island).

TCEL - Fuel Station

- Issues with the final concrete pour are being dealt with and have been escalated to a senior level at Adler and Allen by Stewart Carr.
- Planning is critical at this stage: Jock Breckney will be on site on 30th May to commission the pumps however the concrete pour needs to be done 14 days before a tanker can drive on it to fill up the tanks, and, in parallel we need a petroleum license to fill the tanks. The license should be issued w/c 23rd May if the electrical work are completed
- Video tour of the site for the Petroleum Office will be done by David Gunn or PM or JGM.
- Every effort is being made to install the meter on 13th May 12, 2022.
- On track to have the station completed and handed over at end of May 2022.



Several topics were raised and discussed:

Limits for fuel transactions:

For boat users: No inappropriate filling of containers (large volume of fuel and/or illegal containers). Encourage boat users to contact the petroleum office and apply for a fuel storage license and they can be supplied in bulk.

Jerrycans: The fuel dispenser will only work if a numberplate is recognized - to fill a jerrycan someone must come in a vehicle. It is legally allowed to fill 2x5l jerrycans. Larger containers have to be of a specific (approved) type.

Large volume of fuel: If a numberplate is present and an unusually large volume of fuel is dispensed, an alert will be raised to TCDT staff.

Running out of Fuel: Monitoring of the tank levels by TCDT staff will be done and we can order when the tanks get to about 40% capacity.

Self-Serve -v- Supported Service: Concern was raised that some vulnerable members of the community have always been used to a supported service rather than self-service as they are physical incapable of using the pumps. There will also be a section of the fuel using community who have never self-dispensed fuel before and will need help to do this. Shop staff are not allowed (under their insurance terms) to do this. It was agreed by the Board that Trust Staff will provide a supported service either at certain times or on certain days. A webpage has been created and this topic will be included as well as communications sent out nearer the fuel station opening day. Details will be discussed with relevant TCDT Staff.

Trust Staff Training: The Board expressed concern that Trust Staff will need to be aware of all of the regulations on what can and cannot be done at the station (for example what type of jerry cans, how much fuel limits are, etc.). PM informed the Board that Adler and Allen will provide training for staff on operation and regulations before opening as well as staff having a handbook and written procedures in place.

Employer Liability: PM informed the Board that the TCEL Policy may cover the additional employer liability needed and, if not, extra cover will need to be put in place.

Gaelic Development

A Gaelic Development Plan was drafted some time ago and the questions were raised on:

- Where we are with the plan in terms of the Development Officer position?
- How will we integrate it with the Community Development Plan?
- How aligned we are with Bòrd na Gàidhlig aims and objectives?

JMD informed the Board that the plan had gone through a redraft and was in the process of going through translation.

The Board agreed that the plan would be finalized and become integral to the job description, and inform a working plan, for the new incumbent.

Work still needs to be done on how to integrate the Gaelic Development Plan into the Community Consultation output, but this will be considered on Saturday at the Community Consultation Event.

The Board discussed the potential need to break down the post into two:

- Arranging events, setting up groups etc.
- Strategic Development

KMK will be asked how she could see improvement in the post and in Gaelic Development as part of her exit interview.



It may be that the events aspect of the post could be integrated into the communications role once the Sustainable Tourism Plan is in place however the plan does need to be executed.

PM asked those with availability to have a focused discussion on the topic and provide feedback to the Board. PM will set this up. **PM TO ACTION**

Housing Projects Learning Exchange: Mull & Appin

PM, EL and JGM recently took part in a housing learning exchange with Mull and Appin funded by the Scottish Communities Association.

- The exchange was an interesting and valuable one.
- Mull and Appin are both at different stages in housing development versus TCDT.
- One concept raised was the idea of a short-term win by putting in place a model for financing the purchase of housing that comes on to the commercial market locally and make them available for rent. This would support keeping populations in existing townships versus land buy out and house build. The two projects could run in parallel.

c. Finance Reports

These were circulated for the meeting. No questions were raised. There will be a full budget update at next month's Board Meeting.

8. AOCB

a. Heylipol Church: Meeting 20th April.

PM gave a summary of the meeting held at Heylipol Church with the congregation regarding the future of the Church building:.

- The Church of Scotland has decided to sell Heylipol Church and the land that surrounds it and will dispose of the asset either to the community or by private sale by 2025.
- The congregation would like to retain Heylipol Church as a community space and still possibly have access to it as a church. They are keen to look at options for community ownership but still need to undertake a significant amount of work to determine a strategy for how this would happen.
- PM indicated that the Trust could help signpost them and put them in touch with some key contacts.
- The topic is expected to arise on Saturday at the Community Consultation - the consultant from the Innovative Island Housing Project who will be in attendance may be of some support.

b. Next AGM

The question was raised about date for the next AGM.

It is anticipated that this will be in September however may be influenced by audit and accounts sign off.

Both AMD and CS will step down at the next AGM and recruitment for Board positions and succession planning should ideally be taking place now given their specialist skill sets.

9. Fuel Poverty

- PM and SMK have gone over the Windfall Funds and looked at the current ringfenced and non-ringfenced funds.



- A minimum of £20k could be set aside for Cruas as a minimum starting point and could, if needed, be extended to £40k with no major impact elsewhere on the budget.
- Significant further work is required on administration, criteria and method for application, limit on maximum award. This needs to be undertaken with SOLAR. PM will look at potential funding sources for this.
- PM will go back to JH with feedback and determine next steps. PM to ACTION

The Board agreed to ringfence a minimum of £20k for the Cruas fund.

10. Date of Next Meetings

14th June at 7.30pm/

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

11. Action Summary

Actions Carried Forward 10th May 2022

#	Action	Owner	Deadline
39	Make amendments to the Windfall Fund Application Process and templates and circulate by email for sign off.	KB	CLOSED
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

Actions assigned 10th May 2022

#	Action	Owner	Deadline
71	Gaelic Development Plan & Job Role - organise a focus group meeting to discuss the topic and make recommendations to the Board. will set this up.	PM	14 th Jun 22
72	Provide feedback on Cruas Funding by TCDT to John Holliday and set up a meeting to determine the parameters and admin of the fund.	PM	14 th Jun 22

2022 Board Meeting Schedule

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