



<b>Date/Time</b>	14 <sup>th</sup> June 2022, 7.30pm
<b>Location</b>	ZOOM (Video Conference)
<b>Attendees</b>	<p><b>Trust Directors:</b> Craig Smith (Chair, CS), Ann MacDonald (AMD), Rhoda Meek (RM), Jamie MacDonald (JMD), John Bowler (JB), Jacquie Bennet (JaB), Ian Smith (IS), Elspeth MacKinnon (EMK)</p> <p><b>Trust Staff:</b> Phyl Meyer (PM), Kate Bauen (KB), Lauren MacArthur (LMA, Minutes), Jack Green-Morgan (JGM), Brodie Sim (BS)</p>

### 1. Welcome & Apologies

CS welcomed all to the meeting. No apologies were received.

### 2. Declaration of Conflicts

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

- JMD for TCDT Sponsorship of TMF Community Tent
- JaB for TCMAL topics (Core Report)
- RM for Isle Holidays - Wild About Argyll/Loganair campaign (decision)

### 3. Minutes of Previous Meeting

#### a. May meeting minutes draft

Minutes of the previous meeting, 10<sup>th</sup> May 2022, were approved pending two editorial changes: proposed by AMD and seconded by CS.

#### b. Matters Arising

##### Actions Carried Forward 10<sup>th</sup> 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	Closed
62	Discuss by email the implications of staff working hours to cover the fuel station rota and inform PM of any decision.	CS	Closed

##### Actions assigned 10<sup>th</sup> 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.	PM	CFWD
72	Provide feedback on Cruas Funding by TCDT to John Holiday and set up a meeting to determine the parameters and admin of the fund	PM	Closed



**Action 39:** Action Closed. See [Section 6](#).

**Action 61:** Privacy forms are being updated and handed out. Only parents are involved with an expected minimum impact. Being kept under review. Action closed.

**Action 71:** Meeting has taken place. PM will write up the summary and distribute. Carry Forward.

**Action 72:** Brodie met with John Holliday and Gerard McGoogan. Action Closed.

#### 4. Community Consultation

JGM gave an overview on the outcome of the Community Survey and Consultation Event held at An Talla on 14<sup>th</sup> May 2022.

- 248 responses from the survey and over 100 people attended the Consultation Event.
- Feedback suggested there was too big a gap between the last consultation and the final output from the Trust. The feeling was that a summary report would address this.
- Overall, TCDT staff received excellent feedback, particularly on the Community Event in Talla. The quality of discussions was excellent.
- A verbal summary report was given to the community at the Community Council meeting on 8<sup>th</sup> June 2022.
- The Working Group met to review the output and decide which topics indicated had need of further solution-oriented discussion in the community and which topics the Trust has enough expertise in to start to formulate solutions.

#### Next Steps

- Trust Staff will consult with the community on those areas where a gap in knowledge/experience/specialism means solutions cannot be formulated without their help.
- Data has yet to be fully analysed and summarised.
- Working Group will start to establish what the structure and content of the plan will look like.
- The Board suggested that it is not necessary to feed everything back to the community and to reword/contextualise and rephrase some content and take a more visual approach .
- Next communication should be word cloud style. Use of the graphic prepared by the Graphic Illustrator could be a key feature of the next community update.

#### 5. Hynish Working Group

PM circulated updates by email to the Board from Trudy MacKenzie at Hebridean Trust.

- No formal progress or meetings since last TCDT Board Meeting.
- From the recent emails, it is clear that there are more options on the table with the potential for the site being divided into different sections attracting different funding opportunities and also the option for the HT retaining guardianship in certain scenarios.
- Trudi McKenzie issued an Occupancy Report regarding the current letting situation. It clearly highlights the importance of long term and shorter term lets (particularly for seasonal workers, etc).
- It is still unclear as to how the Clachan Model could fit into the future options for the site.
- An Iodhlann have been approached regarding the heritage aspects of the site and exhibitions.
- The HT need dedicated resource in place to manage the current lets. Trudy currently operates as a volunteer.
- Hebridean Trust still have a deadline of December 2022 for community options or the property will be placed back on the open market.

The Board discussed further; the following questions and points were raised:



- Is parcelling up the site for lease or for sale - this needs to be clarified.
- An operating model for how leasing parts of the site is not available, in particular what the 'parcels' would look like and their legal status.
- The topic of dividing up the site is too big for a TCDT Board discussion, a dedicated meeting is needed to discuss in detail what TCDT want to do going forward then meet with HT.
- The Topic is taking up too much of the GM resource and could impact on other construction projects. The TCDT Board needs to either allocate Project Time or a dedicated Resource to this topic. PM indicated it may be possible to get funding for resource.

### Actions

PM to create a high-level script on the status of the topic and forward a summary of Trudy's emails. **PM to Action**

Doodle Poll to be circulated for dedicated Board meeting on Hynish before end of June 22. **KB to Action.**

### 6. Windfall Fund

- a. No applications this month.
- b. Subsidiary Windfall Application Template was approved. KB will circulate to the subsidiaries.

### 7. Gaelic Development Plan & Job Role

- The meeting was very successful, but the development plan and draft job description have not been written up yet. PM will complete this and circulate to the Board. **PM to ACTION**
- The development plan and job description is needed to move forward with funders.

Points raised included:

- More effort or focus is needed on linking into the work being done at the school.
- Find creative ways to engage existing vernacular speakers in the community where they have no opportunity to engage elsewhere.
- Feedback from parents indicated their preference for after school clubs to be held in the school instead of at the hall and this may help attendance.
- Integrate Gaelic into the wider youth work activities.
- Not all parents were notified about Kathleen's leaving the post. PM will address this.

### 8. Communication

#### a. New Trust website template

EL presented a draft template for the revamp of the Trust Website.

The Board discussed this and approved with the following amendments:

- Use of people focused photographs, Tiree life and videos to be used rather than Tiree scenery.
- Use of footage from the consultation day to be used if possible - permissions for use of footage were clearly indicated on the day. EL will contact Jack Lockhart about edited material.

#### b. Loganair Campaign via Wild About Argyll

EL and PM previously circulated emails from Wild about Argyll regarding the participation of Tiree/Discover Tiree in the Loganair Summer Campaign.



The Board discussed this and the following points were raised:

- How are Wild About Argyll framing this and what direction they are moving in?
- How can we be included to steer the narrative - the focus should be on regenerative and sustainable approaches (for example the collaboration with Isle Holiday).
- Would it be possible to meet with Loganair directly?
- Travel to the islands needs to go beyond tourists and focus on lifeline services.
- Rona McMillan was suggested as the influencer who should visit.

### Decision

The Board agreed to be involved if one of the DT Committee is at the discussion table with Loganair and WAA. PM/EL will follow up on this.

**PM/EL to ACTION**

## 9. Reports

### a. Staff Reports

- The Trust youth worker has flagged up the lack of communication about the school theatre group clashing with his activities and affecting attendance. PM will contact Aine Cooney and Peter Bain regarding improving communications. **PM to ACTION**
- The Ranger has been asked to be involved the school National 5 and Highers.
- There is a need to highlight a more obvious way to let people (locals and visitors) know the Trust are running these youth events. WMK and EL to discuss potential branding options (e.g. banners, tarps) for the youth group activities.
- BS will be going on maternity leave in November 2022. PM will work on a cover plan for her maternity leave and discuss leave terms and conditions in the coming weeks.

### b. Core Report

#### CRUAS Fund

- BS has met with J. Holliday and G. McGoogan of SOLAR.
- SOLAR Resource is maxed - it is only the two of them, they have no community worker.
- TCDT still to determine what the funding application and award parameters will be, how the fund will be administered etc and how to network with other organisations for delivery.

The Board agreed that PM/BS will compile a proposal for the Board on the fund parameters, its administration and distribution pathways including options for funding and management of a resource for SOLAR.

**PM/BS to ACTION**

#### TREL

- Tilly was generating reliably however the Statcom, which is owned and operated by SSE, is not functioning due to issues with the software upgrade. Tilly is generating at 50KW currently.
- The new EPK has come into force.
- We are expecting a routine maintenance visit from Enercon this month.
- Financial forecasts are being refreshed and Board will provide an update in due course
- Communications programme initiated with live updates on the website and update in An Tirisdeach every 2 weeks by JGM

#### TCEL

### 1. Fuel Station



- Still issues with BT regarding the phone line installation date which has now been pushed off to the end of the month.
- If there is no confirmation from BT on install date by the end of the week the engineer will be called off which will cause further delays (i.e. Staff Training). The station cannot open without an emergency phone which is a requirement of the petroleum license.
- A meeting with David Gunn was held to discuss the following:
  - Proposed maintenance schedule and quotes/tender
  - Operating Model paper based on 12 months of operation

These will be presented to the TCEL Board on 22<sup>nd</sup> June for discussion.

- Staff rota has been circulated and approved. 4 Staff are rota'd (PM, KB, JGM, LMA) with 3 staff providing back up (BS, WMK, SMK). Staff will work every 4<sup>th</sup> Saturday.
- Saturday shift work at 1.5 times TOIL will be handled on a trial basis.
- Staff will have daily maintenance duties at the fuel station and will provide assisted service when needed.

The Board encouraged contacting MSP and MP to help with BT Issues.

JGM to ACTION

### 2. Business Units

- During recent discussions, some concerns were raised regarding timeframe and availability of construction teams. It is looking likely that the Business Unit construction will not start until 2023.
- The contract has to be awarded by the end of the financial year according to the funding conditions however we are likely to have some flexibility.
- ACHA has not come back with a price for the land yet.
- PM is organising a consultation event for the community to present the concept, plans and discuss expectations and issues.

### TCMAL

- Meeting postponed to 21<sup>st</sup> June 2022.
- Several topics need urgent discussion (Scarinish Regatta and Moorings).

## 10. Funding

- Two big funding opportunities have recently opened:
  - **Investing in Communities Fund** - Grants of up to £350,000 are available over three years from 1 April 2023 to 31 March 2026 however the application deadline is in the next two weeks. The fund aims to empower communities enabling them to tackle poverty, inequality and disadvantage on their own terms. PM/JGM are working on a funding bid however they may need to use the draft output from the Community Consultation focusing on Poverty, Housing and Sustainability. Due to the short deadline, there is no time to bring a detailed proposal to the Board - the draft bid will be circulated by email.
  - **DTAS** - PM has been contacted by Development Trust Association of Scotland looking ready to go capital projects which can be delivered by the end of this financial year. The fund is not as close a fit as ICF, but we could potentially use Gaelic development/job role, SOLAR Resource and Childcare as a basis for funding.
- AMD indicated in both applications to ensure flexible outcomes, make them measurable and define how they will be measured.
- Concern was raised that project work has to be set aside to apply for funding and that this needs to be managed.



### 11. Finance / Budget / Cashflow Report

- PM indicate that the report indicated an overspend on IT Equipment which is not actually the case. The costs should have been spread over three years as capital expenditure.
- Rent is not in overspend - it may be that there are late invoices. This will be clarified for the next report.

### 12. AOCB

#### a. TCDT Office Phone proposal

PM had circulated detail and costs of the proposal by email in advance of the Board Meeting.

The Board discussed the proposal - an expenditure of £3994 + VAT (in advance) or £121.40 + VAT (monthly) in detail. Several other options were discussed and discounted as unsuitable.

The proposal was approved. PM will progress.

#### b. Buth a'Bhaile Extension proposal

PM had circulated a map of the proposed extension for the Community Shop.

The Board discussed the proposal, the options and implications for the future of the shop.

The Board agreed the following:

- PM will go back to Elaine Hayes and determine her expectations for the future of the shop
- PM will check any restrictions to the funding for the shop from current sponsors.

PM to ACTION

#### c. TCDT Sponsor of TMF Community Tent

An opportunity, from TMF organisers, has arisen for TCDT to sponsor the Community Village Tent at TMF 2022. This gives the Trust the opportunity to brand the tent with the Trust logo

This tent is community focused and is occupied by hosts providing various activities for kids, some run by community groups including the hockey club, churches, BookBug, Screen Tiree, Resource Club, etc.

The Board agreed sponsorship of the Community Village Tent and will donate £3000 on the proviso that:

- JMD work up a one-page paper on the benefits of this sponsorship for TCDT and circulate by email.
- Assurance from TMF Committee that the people hosting activities are not having to pay to do so.

JMD to ACTION

### 13. DONM

- Tuesday 12<sup>th</sup> July 2022, 7.30pm by ZOOM.

Due to the holiday period, CS will email the Board to clarify if the meeting will go ahead on this date.

# Tiree Community Development Trust

## Board Meeting Minutes



### Actions Carried Forward from 14th June 2022

#	Action	Owner	Deadline
71	Gaelic Development Plan & Job Role - Compile a meeting summary and job description, circulate by email to make recommendations to the Board on way forward.	PM	12 <sup>th</sup> July

### Actions assigned 14<sup>th</sup> June 2022

#	Action	Owner	Deadline
73	Write overview paper on the status of the Hynish topic and forward a summary of Trudy's emails to the Board in advance of the meeting on TCDT Strategy.	PM	12th July
75	Contact WAA regarding assurances that TCDT will be at the table for discussion with Loganair.	PM/EL	12th July
76	Contact Aine Cooney and Peter Bain regarding improving communications between the Trust Youth Worker and the School.	PM	12th July
77	The Board agreed that PM/BS will compile a proposal for the Board on the fund parameters, its administration and distribution pathways including options for funding and management of a resource for SOLAR.	PM/BS	12th July
78	Contact MSP and MP to help with Fuel Station BT Issues.	JGM	12th July
79	<ul style="list-style-type: none"> <li>a. PM will go back to Elaine Hayes and determine her expectations for the future of the shop</li> <li>b. PM will check any restrictions to the funding for the shop from current sponsors.</li> </ul>	PM	12th July
80	<ul style="list-style-type: none"> <li>c. Work up a one-page paper on the benefits of TMF sponsorship for TCDT and circulate by email to Board.</li> <li>d. Assurance from TMF Committee that the people hosting activities are not having to pay to do so.</li> </ul>	JMD	12th July