

Tiree Community Development Trust

Aug 2022 Board Meeting Minutes



Date/Time	9 th August 2022, 7.30pm
Location	ZOOM (Video Conference)
Attendees	<p>Trust Directors: Jamie MacDonald (JMD), Ann MacDonald (AMD), John Bowler (JMB), Jacqui Bennett (JaBe), Elspeth MacKinnon (EMK)</p> <p>Trust Staff: Phyl Myer (PM, Minutes) Lauren MacArthur (LMA, Minutes), Brodie Sim (BS), Emma Leslie (EL)</p>

1. Welcome & Apologies

JMD welcomed all to the meeting.

Apologies: Craig Smith (CS), Ian Smith (IS)

2. Declaration of Conflicts

No conflicts were declared

3. Minutes of Previous Meeting

a. July Meeting Minutes Draft

Minutes of the previous meeting, 12th July 2022, were approved pending two amendments, under attendees, change John Bowler to 'JMB' and Jacqui Bennett to 'JaBe'

Minutes proposed by AMD and seconded by JMB.

Actions Carried Forward from 12th July 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	CFWD
76	Contact Aine Cooney and Peter Bain regarding improving communications between the Trust Youth Worker and the School.	PM	CFWD
79	<p>PM will go back to Elaine Hayes and determine her expectations for the future of the shop</p> <p>PM will check any restrictions to the funding for the shop from current sponsors.</p>	PM	CLOSED

Actions assigned 12th July 2022

#	Action	Owner	Deadline
81	<p>Create a draft communication regarding where the Trust is with the Development Plan process and circulate to the Board for approval.</p> <p>Contact Mull and Iona Community Trust and ask them for info on the selection process for the childcare pilot.</p> <p>Create a plan on the next steps and timeframes for the Development Plan to include the Working Group milestones on</p>	BS	CLOSED



#	Action	Owner	Deadline
	discussing, refining and proposing solutions and on working up the structure and format. Schedule the next Working Group before the next Trust Board Meeting in August.		
82	Check with PM if any communication with Trudy MacKenzie has been made over the last few weeks Contact IS and EMK for formal approval of the negotiation strategy by email. Contact the lawyer after responses are received to validate the Trusts approach to the discussions. Organise the next joint Hynish discussion meeting with Trudy Mackenzie JGM to ACTION	JGM	CLOSED
83	BS will go back to the SOLAR team and provide feedback on the approvals taken for Option 2 and a self-assessment approach. Provide detail for the next board meeting about SOLAR delivery of the Cruas Fund and the minimum hours per week/month required. Together with details and plan on the communication approach and messaging.	BS	CLOSED
84	Contact Fiona Dix and the personnel at the Rural Centre about past community and craft markets. Feedback at the next Board Meeting.	EL	CLOSED

b. Matters Arising

Action 71. No further movement on this. Feedback on the proposal was received with no further specific changes to suggest PM to get back in touch with Bord Na Gaidhlig and co regarding funding

Action 76. PM has recently contacted the school (just coming off school holidays) and is awaiting a response now. Suggestion to have an informal discussion about what the possibilities might be of child care and working with the school on this

Action 79. Elaine Hayes is still interested with going ahead with the expansion of Buth a' Bhaile and is waiting on quotes for drawings. 10 year restriction for selling a new purchase paper work has been located and is likely that the shop cannot be sold for a further 18 months but this has not been confirmed with Peter MacDonald from HIE.

4. Community Consultation

BS is creating a short video and series of slides of information for Facebook and a short progress update for An Tirisdeach.

Mull and Iona Community Trust have been contacted and a meeting arranged for the end of August to talk about the selection process for the childcare pilot and information in more depths about everything they have been doing.

A time frame is in place for publication of the development plan. JGM has drafted possible solutions and structure which will be taken to the working group.

5. Hynish Working Group

Meeting with Trust lawyers scheduled for 10th August.



All Board Members have formally approved the negotiation strategy by email.

No date from Trudy MacKenzie yet for the next joint Hynish Discussion but she has been contacted to suggest a date for this

6. Communications

EL contacted Fiona Dix regarding the previous Craft Market at the Rural Centre and summarised the key points from this meeting and included these in the documents for feedback and recommendations

Overall positive feedback from this and a lot of interest from visitors and residents but stopped as it was only planned for an 8-week period.

Fiona Dix advised that this should be done on a monthly basis rather than weekly and hosted as an outdoor market at the Rural Centre.

Argyll & Bute Council have been contacted regarding the licenses.

EL will continue to:

- Reach out to parties committee to make sure there are no conflicts and work toward complementing their work.
- Look into a volunteers committee to help set this up.
- Look at options on how TCDT will oversee /support the Community Market

Board recommendations:

- Start with a monthly market in terms of resources but could increase in the summer months
- Reach out to people to see if the interest is there from local producers to see if this would be logistically possible
- Look into location and the possibility of it being held at An Talla as a first option due to weather reliability and this is an indoor space
- EL will put out a call for volunteers.

EL TO ACTION

7. Community Consultation

Childcare

Large number of respondents indicate a desperate need for child care on the island.

Meeting held with nursery on Uist to see how they operate.

Further work needed on what the solutions could look like. These could include for example:

- Wrap around, dependable, childcare including breakfast and after school clubs to allow parents to work until 5pm and options in holidays.
- An option to strengthen what Willie MacKinnon offers in terms of clubs and additional wrap around care involved in this.

A meeting has been set up with Tiree High School by PM regarding the nursery and asked BS to join to discuss nursery provision.

The Board agreed:

We should start taking the first steps towards developing the plan to potentially set up and run a nursery and determining a way of letting someone local take up a role of facilitate nursery provision.

Establish a working group to look at the child care issue and what the best solutions would be with community members.

BS TO ACTION



8. Cruas Fund

BS has had further conversations with SOLAR since the last board meeting. They do not have the funds or resource to make what needs to happen within the timescale that it needs to happen and need more support from TCDT if action is to be taken ASAP.

Curam have a ringfenced restricted fund specifically there for elevating poverty which was fundraised by SOLAR and is between £10-£14000. Curam were approached by SOLAR with regards to donating these funds to them but were not successful.

A request from SOLAR for the TCDT board to write to Curam to seek out a contribution to fund a coordinator or extra resource using the money that has been ringfenced was made. The TCDT Board agreed to allow a letter to be written in the name of CS, and on behalf on the board, to request the need for Curam to put money in to SOLAR in order for us to be able to help. **PM TO ACTION**

9. Windfall Fund

No Applications

10. Reports

a. Staff Report

Brief discussion on parking at Balevullin.

b. Core Report

Auditors have confirmed they will no longer be able to be our auditors and new ones will have to be appointed.

They have confirmed they can still be our accountants

Discussion took place on improving internal finance management tools by moving to another platform to assist with staff time.

(1) Fuel Station

PM spoken to engineer at TSG and new printer has been ordered to sort issues with receipts for Pump 2.

Some small issues with card payments at fuel pumps - it authorises up to £100 and this shows on some banking apps as if there has been a transaction of £100, but then they are also notified of the correct amount being taken. Looks like two payments. Not an issue with us, a bank issue.

Cash payments process via the shop have been proposed in principle to Elaine Hayes at Buth a' Bhaile and is to be written up for Elaine and staff. Could work a couple of different ways, this will be discussed further. **PM to ACTION**

(2) TREL

TREL was approached for details of the insurance claim for transport and crane costs as another island renewable projects insurer said they will no longer cover this. TCDT/TREL essentially now needs to "self insure" – estimated potential requirement in the range of £650,000 +. Funds need to be ringfenced in case of the need for cranes, barges, etc.

c. Finance/Budget/Cashflow Report

Cashflow forecast for the next 2-3 years needs to be completed.



11. AOB

a. Gaelic Development Plan & Job Role (Action 71)

Covered under 3B. Action point 71

b. Future of Buth a' Bhaile

Covered under 3B. Action point 79

c. Staffing Proposal – CPO Vacancy

BS has indicated that she will start maternity leave and has resigned from her post. This will have no effect on maternity pay.

There was a discussion about a proposal to defer re-recruiting for the post in favour of combining it with the comms post. After discussion it was agreed that the areas of work that would have fit with BS have now been agreed to progress using other external capacity, and we can therefore manage without it at least for next six months. The Sustainable Tourism and Comms post is however needed as it is for the time being. The board therefore agreed to not re-recruit the CPO post (review in new year pending funding applications) and to offer a continuation of EL contract to March 31st 2023 – with the salary to be aligned with officer level given it would no longer be an apprenticeship.

PM TO ACTION

d. TCMAL Director Nominations

TCMAL have put forward John MacLean and Kris Milne as prospective directors for TCMAL Board.

Approved by the Board.

e. AGM Date

To be decided by email.

f. Directors Report for Audit

To be picked up by email.

PM TO ACTION

g. New Logos

The Board reviewed a recently received draft of work in progress on new logos. There was some robust constructive feedback. EL and PM to feed this back and circulate new versions in due course for e-mail decision.

12. DONM

13TH September 2022



Actions

Carried Forward from August 2022

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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	CFWD
76	Contact Aine Cooney and Peter Bain regarding improving communications between the Trust Youth Worker and the School.	PM	CFWD

New Actions Assigned August 2022

#	Action	Owner	Deadline
85	EL will look into location of a community market and put out a call for volunteers.	EL	Q3 2022
86	Establish a working group to look at the child care issue and what the best solutions would be with community members.	BS	Sep 2022
87	Write a letter to Curam in the name of the TCDT Chair and on behalf on the board, to request the need for Curam to support transfer of funds to SOLAR.	PM	Sep 2022
88	Finalise arrangements for cash payments for the fuel station at Buth a' Bhaile with Elaine Hayes.	PM	Sep 2022
89	Amend the contract and salary for the Sustainable Tourism and Comms post as agreed.	PM	Sep 2022
90	Directors Report for Audit to be compiled and circulated by email.	PM	Sep 2022

