



Date/Time	13 th September 2023
Location	ZOOM (Video Conference)
Attendees	Trust Directors: Rhoda Meek (RM, Chair), Martin Finnigan (MF), Neil MacPhail (NMP) Christine Coghill (CC), John Bowler (JB), Elspeth MacKinnon (EMK), Jacqui Bennett (JaB), Eoghann McGregor (EMG), Trust Staff: Phyl Meyer (PM). Kate Bauen (KB)
Absent, Apologies	
Absent, No Apologies	Donnie Campbell (DC)

1. Welcome & Introductions

RM welcomed all to the meeting.

Apologies were not received from Donnie Campbell (fifth meeting in a row).

2. Declaration of Conflicts

Rhoda Meek declared a conflict with the Discover Tiree topic and will not take part in this agenda segment which will be chaired by John Bowler (JB).

3. Previous Meeting

a. Minutes

The August 2023 minutes were approved

Minutes approval proposed by Martin Finnigan, seconded by John Bowler.

b. June Actions Update and Matters Arising

Action Update. Please also see the Action Tracker

Action #		Action Status
133	Actions related to the CMAC loan.	On Hold
137	KB Job description will be changed to include Health and Safety.	Carry Forward
143	Amend 'External' minutes from June 2023 Minutes with text proposed by MF and recirculate	Carry Forward
144	RM will contact DC to explain the current need for active directors and ascertain his intention	Carry Forward
145	Change Chair to 'Chair or Nominee' in Env Statement of Intent and post in office.	Completed
146	PM to contact TC Young and ask them to remove Associate Member from the draft M&As completely	Completed
147	Raise the topic of changing from Associate Membership to Sponsorship with the FSG at the next meeting	Completed
148	PM will circulate details of RBS Savings account and parameters for TCDT Reserve Funds.	Carry Forward



Action #		Action Status
149	PM will sign the Architect appointment letter for Scarinish Housing Project and initiate quotes for the work involved	Carry Forward
150	The Housing Working Group to compile a paper on options for property lettings and management with recommendations for the TCDT Board to consider.	Carry Forward
151	Arrange a meeting with Trudi MacKenzie @ Heb Trust to discuss situation regarding long term lets and management	Completed
152	Look into compensation issues regarding failure of handling minibus repair.	Carry Forward
153	Trust Staff to organise an event to celebrate 100y of community ownership where the new M&As will be presented.	Completed

Action 146: Final draft of new M&As received today from legal team. PM confirmed to the Board that to change the Trust name, the same process would have to be followed with OSCR consent.

Action 147: FSG will meet Friday 15th September.

Action 149: The quotes have been initiated however the architect appointment letter has still to be signed.

Action 152: PM has followed up on this however no feedback as yet.

4. Actions taken since August Board meeting.

Not discussed

5. Discover Tiree

Rhoda Meek (RM) left the meeting for this agenda point.

A briefing paper was circulated to the Board in advance. The Board are asked to discuss and take a decision on the future of Discover Tiree.

The Board discussed this at length. Comments and points included (but were not limited to):

The Board decided the following:

- The Discover Tiree listings service for holiday accommodation will no longer be offered.
- Discover Tiree as a DMO will focus on promotion and protection of the island.
- Business listings will remain as is for the time being.
- A plan will be prepared for the Board on how to action these and next steps.

Action PM/KB



6. EGM and Community Events

a. Community Ownership Event, Extraordinary General Meeting (EGM)

A briefing paper was circulated to the Board in advance.

PM informed the Board that the original plan of holding a joint community event/EGM to approve the new M&As may not now be possible due to the timelines for approval with OSCR and the Land Reform Team at the Scottish Government.

The Board discussed at length and were unanimous in their recognition of the need to have a community event to showcase the Trust activities and provide and update on the Community Development Plan, however, were mindful of having too many Trust events taking place in a short period of time (the AGM is also due).

The Board decided the following:

- We will participate in Community Ownership Week online via social media if we are unable to hold the special general meeting in time.
- If approval of the M&As comes through quickly enough, we will call an EGM and hook it to a community update on the Development Plan.
- If the approval of the M&As takes too long, the event will be delayed and held separately, and we will hold the EGM and AGM concurrently on the same day with the event (date to be confirmed)

b. Cruas project update

The team are currently busy working on a Digital Skills Workshop for the community. Citizens Advice Bureau training is also ongoing.

7. Recruitment and Staffing

a. New Starts/Leavers

- Inge Armstrong (Governance and Finance) will start at the Trust on 9th October.
- Mary Anne Kennedy started in role today – she is currently with Lauren McArthur at a networking event in Inverness for Gaelic Development.
- Jack Green Morgans last day is 15th September.
- Brodie Sim (BS) will return to work from maternity leave, after using up her annual leave entitlement, in January 2024.



b. CPO Recruitment

Recruitment is ongoing. No applications as yet, closing date is Monday 18th September.

c. Additional Short-Term Resource

With JGM leaving at the end of the week, and BS not returning until January, there is the need to look at options for resourcing some time bound funded project work in the short term (climate adaption work with the British Science Academy) while we recruit for the new CPO. Also for some discrete project work packages that could potentially be one-off short-term contracts.

The Board discussed this.

The Board asked for a paper and proposal be prepared with budget implications and circulated by email.

ACTION PM

8. Community Minibus

- The bus is currently in use in the Community by the Curam Outreach Worker.
- It has been booked by Screen Argyll for the Sea Change Film Festival.
- The internal booking process is now up and running.
- PM/RM have been attempting to find meeting times/dates to speak to local transport businesses in person before any promotion.

Concerns were raised at how we promote, advertise and encourage use of the bus without infringing on the transport businesses already existing on the island and for abuse of its use. Namely:

- What kind of usage is allowed?
- Who do we allow to book it?

The Board discussed this and approved that its use should be for *'Activities of community benefit by charities, CICs and non-incorporated Associations'* (as for the Windfall Fund).

PM was asked to prepare a statement regarding its use based on the above and keeping the wording close to the Trusts Charitable Objectives.

ACTION PM

This will be circulated to the Board for approval.

PM/RM will still arrange to meet with local transport providers and ask them for feedback, input and red lines. Once done, we can then promote the bus's use.



9. Health and Safety

All mandatory HSE elements are now in place and work is ongoing with the internal policy, process and procedure.

10. Funding

Applications have now gone in for the first stages of the Scarinish Housing project.

11. Working Group Reports

a. Memo & Arts WG

New final draft is ready for review and signature.

The Board confirmed that Trust Staff cannot be members of the Trust.

b. FSG

Will meet on Friday 15th September

c. Housing WG

A date for the next WG meeting is being found.

Meeting with Trudy Mackenzie took place regarding the Hynish Private Residential Tenancy topic. KB will support with a process /templates for her to do this.

d. Childcare

Awaiting Council feedback on actions from the meeting regarding an integrated approach to childcare with the school.

The An Talla AGM takes place on 21st September at which a new Board will be elected, and they may take a different position on our request in the coming months toward a pilot project.

12. Staff Reports

a. Trust Activities Report

No questions regarding the report.

PM indicate the paperwork has come in to complete the land purchase at Crossapol for the Business Units.



b. Finance/Budget/Cashflow Report & Audit update

- No finance report was available due to resource required for Audit. RM requested one is prepared for the next Board Meeting
- Audit is going well and nearing completion.

13. AOCB

a. Director recruitment (AGM coming up)

The Board were asked to identify and approach individuals who may be interested in becoming directors at the next AGM. PM will approach Chris Hynes

The directors who will step down were acknowledged:

- Elspeth MacKinnon (EMK)
- Jacqui Bennett (JaB) (volunteered to step down but will restand).

RM will clarify the intention of DC to carry on as a Trustee.

b. Crossover directors and subsidiary director recruitment

JaB will be unavailable for a six-week period possibly through October/November. Willie Angus MacLean will stand in as deputy Chair of TCEL for her during this period.

Due to the lack of TCEL directors, Christine Coghill (CC) will make herself available during this time (until the AGM) for any decision making required.

New directors are urgently required for TCEL. There are currently three which is the number for quorum giving rise to issues of quorate meetings if one is not available.

PM suggested a promotional piece on the progress of the business units which are now having a visual impact on the Crossapol landscape - we can make a request for new directors using this platform.

ACTION PM

c. Approval of Trust Accounts and Trustee report

Accounts will need to be signed by directors in the next two week and certainly before 30th of September when they must be submitted.

This will be done by email.

14. DONM

11th October 2023 @ 7pm by ZOOM.

Attendance will be checked by email in advance due to school holidays and meeting rescheduled if required.

There being no other business, the meeting closed at 9.55pm