



Date/Time	21 th May 2024
Location	ZOOM (Video Conference)
Attendees	Trust Directors: Rhoda Meek (RM, Chair), Matthew MacDowell (MMD), Ronnie Baird (RB), Neil MacPhail (NMP), Jacqui Bennett (JaB), Martin Finnigan (MF), Fiona Malcolm (FM), John Bowler (JB) Trust Staff: Phyl Meyer (PM), Inge Armstrong - Minutes (IA), Morven MacArthur (MMA), Augustijn van Gaalen (AvG), Brodie Sim (BS)
Absent, Apologies	Apologies received from Christine Coghill (CC)

1. Welcome & Introductions

RM welcomed all to the meeting.

2. Declaration of Conflicts

No other conflicts.

3. Previous Meeting

a. Minutes

The April 2024 minutes were approved. Proposed by MF and seconded by MMD.

b. April Actions Update and Matters Arising

See action tracker

4. Actions taken since April Board meeting.

- a. Approval of Scarinish housing feasibility costs – approval was sought to go ahead with ordering surveys/site investigations as per the recommendations of the Housing Working Group – and given via email.
- b. Response to the issue arising regarding the school playing fields use for Trust Youth Activities – action was agreed via email for the General Manager to take on this in contacting the Council

PM has emailed the Head of Education, the Head of Commercial Services at the Council, and also Live Argyll regarding the matter. Live Argyll have responded in positive, supportive terms, but commented it was not their decision. If the Trust were to make bookings to accommodate the activities taking place outside school hours, they would collaborate with us to give us the bookings for free or heavily discounted. This is not the best solution, ideally policy would be changed to welcome homeschooled children generally, but this might take longer. We are waiting to hear back from the council regarding their response.



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There have also been emails sent by Tim Arkless and Doc Holiday of Tiree Community Council to Jim Lynch, the new leader of Argyll and Bute Council, and local ward councillor Amanda Hampsey.

PM proposed making an alternative arrangements for the activities this week with Willie, i.e. arrange to transport any children taking part in the activities to another location off school grounds so that we can run some activities without excluding any children, just as an interim measure.

Board approved the action

5. Recruitment & Staffing

Staff Restructure

Restructure of the broader staff group as per the email to the board was discussed. In particular focus on the creation of a new management position and the delegation of tasks to other team members. Some aspects of the proposed restructure and what it would mean for particular roles was discussed and clarified.

The board approved the general principles of the proposed staffing restructure.

6. Windfall Applications

Shari circulated a paper on the Windfall fund to the Board.

PM commented that at this point we have nearly arrived at the contingency plan which was circulated previously with FSG based on 6 months zero output. We had been offline for 5 months. This means TCDT would need to dip into the reserves/Windfall Fund in September 2024 to balance this year's budget, until Tilley is bringing in an income. Although we are now generating at 60% capacity, there will be a delay between generation and payment coming in.

TCEL was loaned a cashflow loan of £100k for the building of business units. As the project is now over-budget, we are presently assuming that only £50k of this will be returned. Once the final bill for the project has been received, this figure will be confirmed. The 50K should be returned promptly on the completion of the project and this will mean that sufficient funds remain to cover the currently allocated Windfall Funds for this year.

The business units are due to completed by mid/end June - the delay in completion has been due to TCEL waiting for the electric meters being installed by the energy supplier.

The fuel station sales figures are up from last year which will help the cashflow/repayment of the TCDT loan. We had previously had some concerns about cashflow coming out of the quieter winter period, but higher sales figures should help there.

The audit is on track to completed on time and draft tax figures are due this week. We expect to be in a position to put the final accounts to the Board in June for the July meeting.



7. Climate Adaptation action

This paper updates Board Members on the recent Tiree Climate Event and proposes a series of actions arising from community engagement (Climate Ceilidh) and discussions with the crofting community. Board Members are asked for comment / approval on the below work:

A CAGS Bridging Loan for Crofters – a loan scheme to enable crofters to commence work funded through CAGS where they do not have the funds to do so (CAGS funding is only provided once the work has been completed, requiring crofters to cover costs upfront, which is a significant barrier).

A limit can be put on the amount allocated, and/or if the “loan allocation fund” is low the newest applicant can be asked to wait while the fund is replenished, i.e. loans repaid, etc.

It was confirmed that no interest will be charged on the loan and the loan will need to be paid back absolutely no later than 12 months after being given or this would trigger a requirement for us to register for Consumer Credit.

Board approved this in principle, for further development and discussion

A CAGS Application Support Grant (£2,000) – a limited funding pot for crofters to access consultancy support to assist with CAGS applications.

It was commented that some form of means testing or guidance may need to be put into place to target the grant to those most needing it, although there is concern that doing so may mean that some of those who do need the grant may not apply for it. NMP commented that it should be offered to all without condition and leave it to people to self-select this would also allow the Trust to have a better relationship with crofters. The grant application could be directed to small scale applications, i.e. drainage, climate adaption projects, etc.

Board approved the initial grant proposal, with a more detailed proposal to come back in due course.

Exploring the development of a Crofters Design Framework – which would enable crofters to approach contractors on the framework directly for work, removing the need to obtain three quotes, which can be problematic on Tiree.

Board approved the proposal.

Replanting Marram (£1,000) – a programme of marram replanting around the island (using recycled creels). To note: this may not require any funding if marram is transplanted from areas where it is abundant, but the board is asked to approve a small amount of funding should we need to purchase seeds to do so.



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JB commented that the seeds can be collected on the island so therefore will not need to be purchased.

Board approved the proposal and will set aside the funds if required.

Parking Infrastructure & Signage (£1,000) – a small pot of funding to improve parking signage and infrastructure around the island, with Gott Bay identified as an area of particular concern.

The diesel fund would accommodate the request for the funds on the signage, etc.

Board approved the proposal.

Engagement with Argyll & Bute Council on Drainage / Ditching – note: no funding required for this work, this is purely to establish what falls within A&B's remit and whether they can provide support with drainage work.

Board approved the engagement with the council.

8. Working Group Reports

a. Finance Sub-Group

No further updates

b. Housing Working Group

The housing working group has played host to a number of representations from Isle of Mull and Iona Community trusts have come and talked about the work they have done, which has been hugely helpful. They have been there and done that in similar ways to the way that we are considering, so hugely helpful resource to have. We have already spoken to the Community Housing Trust who to discuss the management of the housing and will be returning to discuss build side of it. Which will be really useful to understand what they might be able to offer us.

The stage one process is the feasibility process, the site investigations, etc. These are now under way for the Scarinish Housing project. By the time we get to applying for Stage 2, there is quite a lot of work that we will need to have done for the application and the Community Housing Trust may be able to assist us with this.



c. Childcare

Development Plan review (Childcare Section)

- Establish a community working group - a working group was set up in 2023 and continuing to actively support the work in this area.
- The recruitment of a consultant to create a childcare action plan – a consultant was recruited in January 2023 for 8 months to conduct community consultation and produce a feasibility study looking at potential options in Tiree, this has formed the basis of the ongoing work being conducted by our community projects officers.
- Partnership working - We have developed a working relationship with the council who are continuing to explore options with us. This could include a partnership delivery model.
- We are receiving support from the Care and Learning Alliance (CALA) to figure out business models, staffing structures and financial viability of different options.
- Highlands and Islands Enterprise are also willing to support us with this work going forward and have initially found funding for us to continue exploring what sustainable childcare provision in Tiree could look like.
- Exploring solutions – We are continuing to look at finding a suitable solution for childcare in Tiree.

Project approach

- A feasibility study was conducted in 2022 to look into what feasible options might be and starting to identify spaces. It was identified that the following spaces were needed.
 - Short Term - Childminding recruitment would provide a short-term provision for up to 3 under 3-year-olds and 3 primary aged children after school.
 - Long Term - Expanded Nursery Provision (0 - 5 years), work with CALA and Argyll and Bute Council to expand nursery provision to include under 3-year-olds.
 - Wrap-around & Holiday Care - Work with CALA to identify potential ways to strengthen existing youth work offer, potentially setting up a registered service providing wrap around and holiday care for 0 - 12-year-olds.

Childminder recruitment (April 2024)

- New recruitment drive was launched for anyone interesting in becoming a childminder and advertised across social media, An Tirisdeach, and word of mouth. This resulted in interest from 3 people, we have held informal in-person meetings with 2 of these to discuss suitability.
- We had really positive interest from an ideal candidate, who is confirming with their landlord that they can go ahead to host the childcare within their home.
- The Trust (with CALA) and the council will support her through registration - and once set up she will be able to provide care for up to 3 under 3-year-olds.



Expanded Nursery Provision

- We have had regular meetings with the Head of Education and Early Years at A & B Council since January 2024, they have been positive and open to helping us to find a solution to the childcare crisis in Tiree.
- We are working to see if there may be a way to find additional space for them to expand their existing provision, though this would need to be a cost neutral exercise for the council, and they are open to exploring this.
- This would enable the service to be provided as an expansion to what they already offer, under the same management.
- We have also secured £5000 from HIE to work with CALA on a childcare development plan, this will explore what the realistic options have financial viability, costs, staffing, ratios, equipment and support with Care Inspectorate regulations, etc.
- They can also help us look at wrap around and holiday care for 0 - 12-year-olds.
- The identified locations for the nursery/childcare would be: Tiree Library, An Talla, Heylipol Church, the Rural center and we also looked at using one of the business units.
- Working with CALA has been beneficial as they look at a project with a more creative solution, and they see Tiree library a favourable option (mainly because it is the proximity this is to the school, and it was used as the pre-five unit before) and An Talla could also be a good option.

Next steps and Questions

We are working with CALA to come up with a development plan and they are going to feedback to us on some ideas of what is realistic in terms of financial viability costs, staffing, ratios, equipment, and care inspectorate regulation, etc. and build a case study that we can feedback to A & B council to expand their existing provision.

A question was asked on the cost implications to the Trust and Brodie commented this depends on the various locations depending on the amount of toilets that are available, i.e. a toilet is required for the staff, a toilet for the children and then a baby changing facility.

Brodie was commended on the work she and the Trust have put into this project.



9. Staff Reports

a. Trust Activities Report

Funding

The funding application for National Centre for Resilience Fund was not successful, however very detailed feedback was received and they have strongly encouraged that we re-apply with the feedback taken on board.

HR policies

The staff have reviewed the HR policies, and the board are requested to review these policies and then feedback accordingly.

Fuel Station

It has been requested that TCEL reviews the opening hours of the fuel station on a Sunday when the shop opens then in the summer, due to a staff member having offered their assistance to be on call. This will be picked up by TCEL's board at a meeting tomorrow.

Gaelic development

RM, PM, and Lauren have had a meeting to discuss where they are with Gaelic Development and funding that we have received, and what had actually been completed, and what we need to do in order to please the funders. How we could take Gaelic work forward in a sort of lightweight way, so that we are not adding a huge amount of requirement to staff capacity, but that we are trying to fulfil our goals by getting more people in the community using Gaelic.

We are just talking to some funders to see if they will agree to how we roll funding over and get creative with the funds.

10. AOCB

Date of AGM 2024

The auditors are suggesting moving the date back to September as the audit will be completed in June.

Board approved the change of date/time period after audit.

Environmental Improvement Fund

The Ranger has suggested creating a "sheep trail" with information/signage about the different breeds around the island that the crofters rear. PM has approved the cost for stickers and pin badges associated with the sheep trail. As items will be sold in the Ranger shop, they will generate an income which will make the cost neutral/positive. The cost which would come out of the fund would be the information boards that would need to go up at various locations.

The costings for the information boards are to be circulated to the Board – ACTION 176: PM



First Aid course

It was requested if the board would approve funding (via Windfall from the current allocated fund) to support/subsidise First Aid Training this year. Three options for level of subsidy were proposed.

Breakdown of cost for the Trust if we asked each participant to pay for their additional 'per head' cost for registration and certification and the Trust paid for the rest (as in 2022)

Expense	Cost
Teaching	£800
Accommodation	£500
Travel	£160
An Talla Large Hall Hire e.g. 9am-4pm Monday – Thursday	£ 13.50 per hour = £94.50 x 4 = £378
Total cost to Trust:	£1,838

The board approved option 1 as above.

CMAC Loan

Following discussion, it was proposed that an email is sent, outlining that as they have had an opportunity to speak to their advisors, we now request an informal "without prejudice" discussion to discuss further steps. If no responses are received within 2 weeks, then we are to seek further legal advice on taking action.

RB offered to draft the email for discussion with PM and MF, and to attend the meeting if it goes ahead.

ACTION 177 :RB/PM to draft the email to CMAC

RM commented that we also have to do our due diligence as directors and take the legal advice from the solicitors, and then be able to demonstrate if required that we have done our due diligence, and that we are acting upon it.

Cùram

The minibus is being booked up by Curam, and due to block booking it up 3 months in advance are effectively getting priority over the usage. Other enquiries are now starting to come in (e.g. from the school) about using it, and having to be turned down. This seems unfair given that Cùram have thus far not fulfilled their agreement to contribute towards the purchase, the amount is still outstanding. The contribution was agreed by email, and they explicitly agreed to us putting in the funding application on the basis of them contributing £20k. The board acknowledged the need to be consistent in pursuing debts owed to us, however given the length of the meeting at this point PM suggested that this matter be revisited by the board at a future time, particularly if/when Cùram submit a request for further Windfall funding.

RM excused herself after AOB so that the recruitment and staffing agenda item could be discussed.



Projects and Comms Management role

The board discussed the proposal to create a short-term contractor role to come in and assist the Trust staff in making desired improvements to projects management and communication (particularly the Trust website).

The board discussed the need to have a clear, open and fair process for making the procurement decision, and the scope of the contract.

It was confirmed that the Projects and Comms Management role is not expected to be a permanent role and clarification was asked on the length of the position - it was confirmed that we were anticipating an initial 3-month engagement with an option to extend for a further 3-month period at approximately 10 hours per week but that this would be open to negotiation with the preferred contractor.

Board members felt it was important that the correct policies were followed in terms of advertising the role out with, etc, despite the benefits of moving quickly in this context, and therefore agreed that we should openly advertise, but that a short turnaround for submission, was appropriate.

A specific job description/job advert to be composed and advertised accordingly and be up for 2 weeks. A scoring panel including JaB and PM and another member to be formed to make a recommendation on appointment to the Board. **ACTION 175 : PM/JaB**

The board agreed/approved the role description and the of the Projects and Comms Management position.

11. DONM

Tuesday 11th June 2024 at 7pm in person.



12. Action Tracker

Action #	Meeting Date	Action Description	Action Owner	Deadline	Status
150	Aug-23	The Housing Working Group to compile a paper on options for property lettings and management with recommendations for the TCDT Board to consider.	PM	12-Sep-23	Ongoing
160	Dec-23	PM/KB to look into the viability of purchasing the house (Kirkapol) and how to manage this proposal	PM/KB	16-Jan-24	ongoing
161	Dec-23	All directors to supply a photo and short biography which will be then used to in the next newsletter.	IA	16-Jan-24	completed
163	Jan-24	Subsidiaries minutes to be published on the website	PM/LMA	1-Feb-24	Ongoing
168	Mar-24	Staff will update the CDP and then work on a community communication event. Draft to the board by the 26 th March to be signed off at the next board meeting on the 9 th April	PM	26 Mar 24	completed
169	Mar-24	Tiree Diesel Club donation: Staff to look at cost to replace the signage at the pier/other amenity signage or other spending that may be appropriate for an “environmental improvement” programme	CPO	9 Apr 24	Ongoing
170	Apr-24	A financial summary of the status of the Windfall Fund is required for every Board Meeting	PM	14 May	completed
171	Apr-24	A response to Cùram on their request will be formulated by PM and RM	PM/RM	14 May	completed
172	Apr-24	PM/KB to put together an options paper as a basis for discussion with the DT Committee and to define first steps	PM/KB	14 May	ongoing
173	Apr-24	RM/PM will formulate a reply suggesting a response needed from CMAC and/or representatives one week before the next Board Meeting (2 nd May).	PM/RM	14 May	ongoing
174	Apr-24	PM will follow up with Comann Nam Parant to determine the value of one year hall hire for them and then ask them to submit a Windfall Application on that basis	PM	14 May	ongoing

Urras Thiriodh

Tiree Community Development Trust

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Update:

168: A community communication event such as a stall at the Agri show would be an option.

169: Costings are being looked into on for signage, etc.

171: No response has been received from Cùram, or a Windfall Application received.

172: PM sent an options paper to the DT committee, but no feedback has been received.

174: PM has requested information from Comann nam Parant, but not response as of yet has been received from them.