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| Date/Time | 18 th January – 730pm |
| Location | ZOOM (Video Conference) |
| Attendees | TCEL Directors: Jacqui Bennett (Chair, JaB), Mark Vale (MV), William Angus MacLean (WAM) Trust Staff: Phyl Meyer (PM), Inge Armstrong (Minutes - IA) |

1. Welcome and Apologies

JB welcomed everyone to the meeting, apologies from Fiona Malcolm (FM)

2. Conflicts of Interest

None declared

3. Minutes of Previous Meeting and Matters Arising

December minutes were approved by WAM and seconded by JaB

Actions Update: See action tracker.

4. Filling Station

Training of the staff of the Bùth has been completed, it has been confirmed that the shop will have the responsibility for the fuel station. Full instructions have been given to the staff on what to do in event of power failure, etc. An operating document is required and will be drawn up and passed onto Elaine. This is trial period of 3 months, but so far things are progressing well. WAM commented that three key documents are required – standing operating procedure, chain of responsibilities and legalistic document. It was asked if there was to be serious incident at the fuel station what would happen under responsibility, insurance etc., PM mentioned when they are on the forecourt, they are effectively working on our behalf therefore they will be covered under our insurance.

The lights are due to be replaced in the coming week by Adler and Allan/David Gunn. The emergency telephone is not currently working correctly and needs to be looked at when the lights are replaced.

ACTION 130: PM

The water/air pump is not functioning correctly, this could be a weather-related issue, if the problem persists then we may need to replace.

EV Charger

There is the option to reduce our supply from 135 kva to 65 kva (the most we have used is 54 kva), as this will reduce the cost by one thousand pound per year. If two vehicles had to charge at the same time and we went over our allocation, then there is a chance we could “fined” but is this only if we went over the allocation of 65 kva.

The board agreed for the supply to be reduced.



A few standard signs are required to be put up while fuel tanks are being filled, stating no entry, etc., signs to be ordered.

ACTION 131: PM

5. **Business Units Project Status**

Electric Meterage

PM discussed with the board the issues with electricity meterage, as it is a time sensitive decision the board will be sent all information for them to make an informative decision so that we can instruct SSE accordingly.

PM will send around the information/figures to the Board, then recommendations/decision are to be made by email.

The plans for the electric panel box were submitted and then it was pointed out that they were wrong, they have now been resubmitted with the correct information. All pipes etc., have been lifted out of the water table, par for the pumps a solution is being sourced/planned. Due to this issue the pumps were not ordered, but as there is a lead time on the pumps, this may push the completion of the business units into March for an entry date in April.

Allocation of the units

A reminder has been sent out on Facebook on the applications to the business units and this includes the costs, etc., deadline is the 5th February.

Signage

Communicate to tenants that all signage on trust assets should be bilingual (English and Gaelic) as a minimum and that the trust will assist with translation if needed. This is a resolution made by the TCDT Board.

The tenants will be alerted to this decision that the signage of the business unit, and Trust assets etc, will be bi-lingual.

6. **Financial**

Another claim has come in for the business units and we are building up a lead where we are claiming all the other funds first, so that we can expend the trust money last, this will ensure that our cash flow is as favourable as possible. We will be shortly purchasing large expenditure items, i.e. pumps etc. after this purchase, we will have to see what the bottom line will be. Currently we are within budget.

No further updates.

7. **Risk Register**

- TCEL General riskregister – no changes
- Fuel Station risk register – no changes
- Business Units risk register – no changes



8. **AOCB**

An official “opening” is be planned for when the business units is completed, etc.,

ACTION 132: EM/PM

A post to be put out how much funds we have been “granted” and how little funds the Trust have put into the business units, etc.

9. **Date of Next Meeting**

22nd February at 7.30pm by ZOOM.

10. **Actions**

| Action # | Meeting Date | Action Description | Action Owner | Deadline | Status |
|----------|--------------|---|--------------|-----------------------|-----------|
| 119 | Aug-23 | PM tasked by the Board to begin a TCEL induction pack. | PM/IA | 28 th Sept | ongoing |
| 120 | Oct-23 | PM to contact TSG regarding pump 5 to see how to clear the pump etc. | PM | 7 th Nov | completed |
| 121 | Oct | PM to create a maintenance plan for the fuel station area | PM | 7 th Nov | ongoing |
| 123 | Oct-23 | PM to contact the planners to ensure that planning permission is not require for the electric panel box | PM | 7 th Nov | open |
| 124 | Oct-23 | Create a “job description” for a TCEL director which can be advertised on the website | PM | 7 th Nov | completed |
| 126 | Dec-23 | Bùth a' Bhaile to be asked when they would like to be paid for the electricity for the fuel station. | PM | 7 th Dec | New |
| 127 | Dec-23 | Christmas/New year opening times are still to be published | PM | 7 th Dec | completed |
| 128 | Dec-23 | A draft lease is to be drafted for the proposed tenants of the business units. | PM/AvG | 7 th Dec | new |
| 129 | Dec-23 | PM and IA/SMK tasked with putting a proposal together on how to resolve the fuel credit issue. Then communicating this to the credit customers in the new year. | PM/IA/SMK | 7 th Dec | new |



Action updates:

Action 119 TCEL induction pack - will be done on a group wide basis, IA to take this over this action.

Action 123 Electric panel box - Spoke to the architect and they will submit it at the end of the project to the planner.

Action 126 Electricity Invoice - Will be invoiced quarterly to the Trust by Elaine (Bùth a' Bhaile)

Action 128 A draft lease is to be drafted for the proposed tenants of the business units. AVG is working on it, but had some question etc. which will be sent via email, once these have been answered will revert back to the tenants etc.

Action 129 Credit Fuel Cards - A meeting will be held to discuss, etc., invoice after tank has been filled.

DRAFT