



Date/Time	18 April 2024 – 730pm
Location	ZOOM (Video Conference)/Trust offices
Attendees	<b>TCEL Directors:</b> Jacqui Bennett (Chair, JaB), Mark Vale (MV), William Angus MacLean (WAM) <b>Trust Staff:</b> Inge Armstrong (Minutes - IA), Augustijn van Gaalen (AVG)

## 1. Welcome and Apologies

JB welcomed everyone to the meeting.

It was noted that FM has stood down from the TCEL board, JaB thanked FM for her service to the board. A request to be made to the Trust board for a second cross over director.

## 2. Conflicts of Interest

None declared

## 3. Minutes of Previous Meeting and Matters Arising

March minutes were approved by JaB and seconded by MAW

Actions Update: [See action tracker](#).

## 4. Filling Station

### a. Trust Management Update

We are keeping a tighter control on fuel levels now that we are coming into the summer months and keeping in contact with Sandy regarding fuel deliveries.

An attachment has been added to the water tower, which enables us now to use it for example as a car wash – and idea is to offer it as a charity car wash on a Sunday, it was confirmed that the water/oil residue will go through the interceptor.

MV asked if we have year on year figures, as it has been over a year now that the fuel station has been open. PM commented that the figures are looking consistent, though we may get an increase in diesel sales as the Diesel club has closed, though an increase in diesel sales may only show in winter as in summer its 50/50 unleaded/diesel.

PM to do a report on sales year on year.

**ACTION 135: PM**

A quarterly report to be submitted to the board on fuel sales.



b. Bùth a' Bhaile Fuel Station Staffing

The trial fuel station staffing with Bùth a' Bhaile is going well and has been extended to August. A question was asked regarding the Bùth a' Bhaile being open on Sunday if the fuel station will be open then too and if the Trust staff will be accessible if anything had to go wrong, it was confirmed that the Trust staff will only be available Monday to Saturday. **A decision was made that the fuel station still be closed for Sunday – Board approved.**

New signage will be drawn up to show new opening hours and a chain will be installed across the forecourt on a Sunday. The fuel station will be open Monday to Saturday 8am to 6pm.

The Bùth a' Bhaile staff are to be given clearer instructions on the authorization of fuel taking, card payment etc.

**ACTION136: PM/KB**

A log will be created to document as and when power cuts happen and if the system needs to be rebooted, so it can be acted upon if occurring regularly.

Improved/larger signage to be implemented at the fuel pumps showing how to pay i.e. by card, Allstar, cash, etc.

The Bùth a' Bhaile will invoice TCEL for a service charge of £300 per month plus VAT – **Board approved.**

c. Battery backup

The battery backup is part of the feasibility study of the private wire network and funding will need to be applied for to implement, this is a long-term project.

**5. Business Units Project Status**

a. Trust Project Update

The business unit's completion date is delayed due to that the electrical meter which has not been supplied/installed by SSE. There has been progress on the groundworks around the business units.



b. Lease

The lease has now been completed and all requirements requested from the various tenants have been included.

The tenants have been informed about the instalment plan for the deposit (which will be 5 instalments instead of the 4 which is the industry standard). It has been confirmed by TS Young that the deposits do not need to be deposited into a secure scheme due to it being a commercial rent, it was suggested a separate bank account is opened for this purpose. Each tenant will have their own reference number allocated to that deposit. We will need to show the tenants if it requested that the deposit amount is still in the account.

c. Insurance

The insurance policies have been drawn up and we are just waiting to add a start date. As we have not signed the policy (and the price quoted is given on a monthly basis) the price of the policy has now increased (though it may also increase due to the tenants' trades/events held at the business units). It is suggested that we put in a preliminary date (if we have not signed by the 4<sup>th</sup> May when the next quote expires) and ask them if they can hold the quote until that date.

d. Heads of Terms/Service Charge – no further updates.

e. Fire extinguishers

The supplier of fire extinguishers has visited and supplied us with 4 extinguishers for each of the business units. He will be returning in summer to check on the units/signage. The tenants will be invoiced for the fire extinguishers.

f. Wi-Fi/Broadband

It was confirmed that Tiree Broadband will be installing the Wi-Fi and the broadband. Hardware will need to be purchased for the broadband once BT Openreach have connected the line. Tiree Broadband will pay for the link, though who is paying for the Tiree Broadband contract needs to be confirmed and that it is to be divided between the tenants.



g. Completion Certificate

The completion certificate is in hand (responsibility of the contractors to be liaise with council on attending the site), but unfortunately it cannot be signed off until the power has been connected to the units and various systems commissioned i.e. heating system. It has been commented by the contractor that they may request the council to come when 98% has been completed, and then ask them to sign off once the power has been connected.

**6. Financial**

a. Cash Flow

- There is currently £140 000 in the account (which includes the last funding. grant). We will be pulling together a final account of the business units project, including build costs, design fee etc.
- As the business units will be coming in over budget, and the shortfall will be covered by the £100k loan from TCDT. A confirmation of how much the shortfall/overbudget is to be confirmed.
- A question has been asked of the quantity surveyor on the invoicing, confirmation why they have invoiced TCEL past when they should have, TCEL have currently overpaid them.
- The final numbers of the project will be sent to the lead architect and a response will be requested.
- Staff costs/project officer has been funded by the Scottish Land Fund, though the funding has now ended and costs are now being subsidised by the TCDT, this needs to be noted.
- Once the final numbers are in and whatever shortfall amount there is, it should be requested from TCDT that the loan amount is made as a donation to TCEL.

b. Funding Update

The final grant funding has been received from HIE.



## 7. Risk Register

- a. TCEL General risk register – no changes
- b. Fuel Station risk register – no changes

WAM asked if there would be a liability to the fuel station if a person had damaged their car by turning into the road (verge causing a blow-out), it was confirmed as they were turning onto a public road the liability would not lie with TCEL. MV commented that planning permission was obtained from the roads department at the time of the fuel station planning and no objections were raised by them at the time.

- c. Business Units risk register

There is a financial risk due to the project not yet being completed, which signifies there is no income coming into the business units, also there would be financial implications if a tenant pulls out.

Risk registers to be updated by the next meeting.

**ACTION 137: PM/AvG**

## 8. AOCB

The Scarinish Housing Project planning is due to start imminently and as the development work will be done through TCEL, there will be invoices to be paid of £17 000 (feasibility studies and site investigations, etc) and this will be put through the TCEL accounts and the funding will come from TCDT, though the majority of the funding will come from the Scottish Land Fund and Rural and Islands Housing Fund. This needs to be taken to the Trust board for approval.

## 9. Date of Next Meeting

15<sup>th</sup> May 2024 at 7.30pm by ZOOM or at Trust offices.

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/MM	28 Sep 23	ongoing
120	Oct 23	PM to contact TSG regarding pump 5 to see how to clear the pump etc.	PM	7 Nov 23	ongoing
121	Oct 23	PM to create a maintenance plan for the fuel station area	PM	7 Nov 23	completed
124	Oct 23	Create a "job description" for a TCEL director which can be advertised on the website	PM	7 Nov 23	On hold
128	Dec 23	A draft lease is to be drafted for the proposed tenants of the business units	PM/AvG	7 Nov 23	completed
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	22 Feb	completed
130	Jan	The emergency telephone at the fuel station is not currently working correctly and needs to be looked at when the lights are replaced.	PM	22 Feb	ongoing
132	Jan	An official "opening" is be planned for when the business units is completed.	PM/AvG	22 Feb	Ongoing
133	Mar	A response is requested from the Trust Board to consider if it agrees in principle of creating a poll of the community on the increase of fuel, though this will only be for 2025 and not for 2024 and on the current pricing policy and/or coming back with suggestions on the pricing policy.  As Phyl to look at wording.	PM/Trust Board	25 Mar	ongoing
134	Mar	Operational register needs to be created for the business units	KB	25 Mar	ongoing



Action 120: The filters need cleaning which can only be done during fair weather. Though it is felt that it might be futile endeavour due to not actually being used, it may be an option to sell the tank.

Action 128: A draft lease has been received and it will now be personalised according to the individual tenants.

Action 130: We will need to put in a request to BT to check the handset/line next time they are on the island. We may be breaching our licence if it is not functional, but PM will check this with the petroleum officer. There is also the concern of what will happen to the phone once all analogue lines become null and void.

DRAFT - CONFIDENTIAL