



Date/Time	21 st Feb – 730pm
Location	ZOOM (Video Conference)/Trust offices
Attendees	TCEL Directors: Jacqui Bennett (Chair, JaB), Mark Vale (MV), William Angus MacLean (WAM) Trust Staff: Inge Armstrong (Minutes - IA), Augustijn van Gaalen (AVG)

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

January minutes were approved by JAB and seconded by WAM

Actions Update: See action tracker.

Trust Project Update – AvG commented on the “opening” of the business units which will take place in the last week of May. WAM was concerned on the completion date of the units, especially as there seemed to be a lot to be completed before the end of March, in particular with power supply, broadband etc.

4. Filling Station

The electrical inspection has been completed, a minor issue regarding the glands, but as it is not a major issue it will be resolved at the next inspection.

Outdoor payment systems are in place and are currently working.

5. Business Units Project Status

Lease

Clarification is required on the wording within the lease, of what the tenant is responsible for/what is in the service charge, and what TCEL is responsible for, i.e. the maintenance of the sewage system is TCEL responsibility, but the wastewater charge from the units is the tenant’s responsibility.

Electrics

Each unit will have its own power supply, own unit, etc. The solar panels will be supplying the sewage treatment plant, etc., and raise a small income for TCEL, the supply will be covered under the service charge. We are awaiting confirmation from SSE regarding costs etc.



Water

An external tap will be added on the outside of unit 2, this will be tied into the water supply of that unit – tenant will need to be compensated for the use of the water.

Heating

The issue of heating via air source heat pumps was also discussed, with the board clarifying that tenants are responsible for running costs, while routine maintenance is taken care of by the TCEL.

Rental Policy

Utilities - The charge of the utilities needs to be confirmed that the tenants are liable for this as per the rental policy.

Broadband - A single supply (900 mb) will be supplied, split between the 4 units (landlord supplied broadband). The broadband/Wi-Fi will be situated in the end unit, and therefore the tenant will have to be reimbursed for the electricity, and that the trust will need access if the system is not working, this will be needed to be built into the wording of the lease/rental policy for that unit.

Plumbing - Tenant is responsible for the water supply/connection (this is needs to be confirmed), but not for the disposal of water/sewage, etc. wording needs to be clarified.

Heat source pumps – it is up to the tenant if they use the pumps/pay for the running of the system, the maintenance of the pumps will be covered under the general maintenance plan.

A suggestion was made that a part-time “maintenance manager” may be required to ensure that the community properties are kept maintained.

Service charge - it is to be made clear to the tenant what is covered under the service charge, i.e. under insurance, water, and electricity, etc.

TCEL board – any decision are made by “TCEL” and not TCEL board.

Notice period – it is to be made clear to the tenants, that at no point does TCEL want the units to be empty. **Further discussions are required on this point.**

Car parking spaces (8 spaces) – there will be unreserved parking

Board Decision



Deposit – a 3-month initial rental deposit, and then another 3 months after the end of six months or a year (this needs to be clarified with the deposit schemes, that 2 deposits can be made by the tenant).

Terms and conditions – clarity is required on the wording on what happens if the tenant does not adhere to the t and c. It may be that the leases are specific to each tenant.

Termination of lease – there should be a mutual agreement on the termination of the lease period.

It was agreed that the TCEL directors will not decide on the smaller details of setting up of lease, etc., and that the solicitors (TC Young) are asked for recommendations and then these are offered to the board.

Allocation of the units

HIE are interested/positive in the Trust using one of the units as a childcare facility, we would prefer for the units to be used for commercial use as initially intended. We are looking at other options, i.e. Mill House, an Talla and the Library etc.

No final decision has been made on the allocation of the remaining units; further information is required from the applicants prior to a decision being made.

WAM commented that we should be sticking with the core use of the business units as a community business or private business, we should be making the allocations on the basis of the applications.

6. Financial

No further updates.

Discussion will be had with the main creditor regarding fuel, WAM to attend meeting.

7. Risk Register

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

8. AOCB

Eugene will be on site at sign off/formal handover of the business units.

9. Date of Next Meeting

7th March at 7.30pm by ZOOM – only business units meeting

21st March at 7.30pm by zoom – full meeting.



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-Sep-23	ongoing
120	Oct-23	PM to contact TSG regarding pump 5 to see how to clear the pump etc.	PM	07-Nov-23	ongoing
121	Oct	PM to create a maintenance plan for the fuel station area	PM	07-Nov-23	ongoing
124	Oct-23	Create a “job description” for a TCEL director which can be advertised on the website	PM	07-Nov-23	open
128	Dec-23	A draft lease is to be drafted for the proposed tenants of the business units	PM/AvG	07-Nov-23	ongoing
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-24	ongoing
130	Jan-24	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-24	new
131	Jan-24	A few standard signs are required to be put up while fuel tanks are being filled, stating no entry, etc., signs to be ordered.	PM	22-Feb-24	new
132	Jan-24	An official “opening” is be planned for when the business units is completed, etc.	PM/AvG	22-Feb-24	new

Action updates:

132 – preliminary dates are in May for the opening - (19th March is to be the provisional completion for the unit)

DRAFT