



Date/Time	25 th March – 730pm
Location	ZOOM (Video Conference)/Trust offices
Attendees	TCEL Directors: Jacqui Bennett (Chair, JaB), Mark Vale (MV), William Angus MacLean (WAM), Fiona Malcolm (FM) Trust Staff: Inge Armstrong (Minutes - IA), Augustijn van Gaalen (AVG)

1. Welcome and Apologies

JB welcomed everyone to the meeting

2. Conflicts of Interest

None declared

3. Minutes of Previous Meeting and Matters Arising

February minutes were approved by JaB and seconded by MAW

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

4. Filling Station

There has been some negativity regarding the increase of fuel prices for the summer season on Facebay.

A response to the questions/comments on Facebay regarding the summer fuel increase will be:

“The fuel station does not seek to make a profit. It has costs of approximately £48,000 per year it has to cover. It has no source of income except selling fuel.

The station sells approximately 300,000 litres of fuel a year. To cover its costs, it must charge a markup over the cost price equivalent to 16p per litre of fuel sold.

Without this charge the fuel station is unsustainable and would have to close.

The fuel station sells just over 50% of its fuel in the peak tourists’ months of May to August. By charging a markup of 18p per litre during these 4 months we can reduce the markup to 14p per litre for the other 8 months of the year.”

Board approved to be published on “Facebay.”

It was also noted that Oban Times received a letter from members of the community regarding the increase of fuel across the summer months, a response has been requested. The question is do we/can we (TCEL) respond and if so how to respond though it was confirmed that the Trust board needs to respond and not TCEL.



The board agreed that the margin for the TCEL needs to be substantial enough to ensure the financial wellness of the fuel station and to cover costs such as maintenance, etc.

Do we create a “visitor tax” for tourists or a discount code/card for locals as this unfortunately is not currently an option due to the practicality of putting it into action, the best option was to have a summer season fuel increase.

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.

ACTION: TRUST BOARD

5. Business Units Project Status

a. Trust Project Update

The business unit’s completion date is delayed due to the electrical meter not being supplied/installed by SSE.

The surface work will be completed when there is a window in the weather. All other aspects of the build are currently on track.

The figures for service charge options have been circulated to the Board. (see attached)

MV commented that a maintenance reserve is required in the event that maintenance is required on the business units, a firm decision has not been made. WA commented that it would be unfair on the new tenants to having to pay the maintenance fee upfront etc. though it was agreed that a maintenance fee is required. It is an option to build the reserves up across a few years. Reducing the deposit may be a better option than reducing the maintenance fee.

Decisions taken (**approved by board**):

- Staff costs (£2913) will move from service charge to rent.
- There will be a first-year reduction in the rent, equivalent to one (of the two) days of staff time.
- A reduction in the service charge for maintenance elements in Year 1. Costs related to sewage treatment plant maintenance, desludging costs, upkeep for outdoor areas, and the heat pump servicing will all be £0 in Year 1. In Year 2, these costs will revert back to their original figures.
- All tenants will be offered the chance to spread the deposit for Year 1 over four quarterly instalments. Deposit will be fixed at £1,650 and £1,100 for respectively the big and small units, with £825 and £550 due in each of the first two years.



WAM commented that the Trust needs to decide what to charge TCEL for the administrative costs, this can be included then in the rent – this will be decided via email – **Trust Board to confirm costs**

Auditing fees (approx. £2500 per annum) have not been included in the service charge/rent; this will need to be covered somehow.

A quote was received for the insurance of the business units (see attached) from Howden Insurance – **board approved the quote.**

6. Financial

a. Cash Flow

The current situation is fine, due to it holding a loan from TCDT (100K), though with the over budget forecasted of £30k, will mean it may not be able to pay that amount back to the Trust.

b. Funding Update

c. Office support payment to TCDT

WAM stated that TCEL is not a “for profit business,” and also not a “for loss” business, the margins are being set purely to cover the operational costs of the fuel station. Though TCEL is currently running at a loss, and the administrative time is not being charged to TCEL, the Trust is donating staff time.

7. Risk Register

a. TCEL General risk register – no changes

b. Fuel Station risk register – no changes

c. Business Units risk register – no changes

d. Operational register needs to be created for the business units

ACTION KB

8. AOCB

No further business.

9. Date of Next Meeting

18th April 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	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	ongoing
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
131	Jan	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	completed
132	Jan	An official "opening" is to be planned for when the business units is completed.	PM/AvG	22 Feb	ongoing

Action: 119 - A draft has been created for TCEL; it was decided to hold off publishing it until the business units is completed/opened.

Action: 120 - Contact has been made with TSG and they have given feedback on how to resolve the issue, and together with Sandy the issue will be rectified (weather needs to be favourable to implement).

Action: 129 - Due to timings on the current fuel issue, it was felt we need to hold off on this, board have requested that we are to go ahead and schedule a meeting.

Action: 132 - Preliminary dates are in May for the opening of the business units, currently in the planning stage waiting to hear back from HIE if they are attending, but they require a date to plan accordingly.