ARGYLL & BUTE
THIRD SECTOR INTERFACE

Minutes of the meeting of the TSI Board, 19th February 2026, Teams

Present – Nicola Porciani (NP), Alison Gildea (AG), Luke Winter (LW), Hilary Pearce (HP), Michelle Mundie (MM), Nicola Hackett (NH), Takki Sulaiman (TS) - CEO, Lauren Martin (LM) - Business Manager

Welcome and Apologies

No apologies were received.

3.Declaration Of Interests

No amendments.

4. Minutes of the Last Meeting

The actions from the previous meeting were reviewed and agreed as accurate by all present. MM to be added to attendee list.

5.1 CEO Report

TS presented the CEO Report, outlining a particularly busy period across the organisation, including delivery of national programmes, strategy development work, campaigning activity, and ongoing work to improve the member experience at Rockfield and the Inveraray Hub. The report also highlighted wider policy engagement, including contributions to the TSI Scotland Network manifesto, national discussions on public service reform, and local partnership work through the HSCP and Community Planning structures.

The Board recognised the significant volume of work undertaken during the period. NP noted the scale of activity and commented that the loss of funding for the Positive Destinations programme was disappointing, expressing hope that alternative funding would be secured to allow the project to continue. NH echoed the volume of work delivered and congratulated the team on their efforts.

NH queried arrangements for the islands session as part of the strategy development work. TS advised that this would take place online the following week, with NH confirming availability to attend.

TS also sought the Board's view on the current level of campaigning activity, noting that the TSI is leading this work in partnership with Citizens Advice Bureau, Carr Gomm Community Contacts and the Poverty Alliance. The Board indicated support for the approach.

It was agreed that a Board strategy development session would be arranged, either as a half-day in person or a two-hour online session, with availability to be confirmed via diaries.

5.2 Management Accounts

TS presented the management accounts for the quarter, noting that the financial position remains stable, with income and expenditure broadly aligned to plan despite expected profiling variances across projects. The Board noted a small year-to-date surplus and a healthy reserves position, with continued monitoring required to ensure alignment at year end.

TS commented on the appropriate level of reserves, noting that the aim is to maintain a level equivalent to one year of salaries and redundancy costs. It was also noted that a draft three-year budget strategy would be developed to support longer-term financial planning.

NP confirmed they were comfortable with the current level of reserves. HP noted that reserves remain a key and timely consideration given the fragility of funding, commenting that a 12-month position is both appropriate and reassuring. HP also indicated willingness to review a three-year financial forecast. TS suggested that HP attend future management account meetings to support this work.

NH queried when Scottish Government funding for the next financial year would be confirmed. TS advised that confirmation is expected in March and is likely to be at standstill level. It was noted that, in the context of ongoing cost of living pressures, consideration will need to be given to staff pay, despite no anticipated increase in income. The potential to explore additional income streams was also highlighted.

5.3 Business Management Report

LM presented the Business Management Report, providing an overview of operational activity across the quarter, including increased event delivery and engagement, progress on hub infrastructure, funding distribution, communications performance, and ongoing development of the Volunteer of the Year Awards. The report highlighted continued growth in sector engagement, alongside practical improvements to systems, visibility and service delivery across Argyll and Bute.

The Board noted the report. NP commented that the decision to move the Volunteer of the Year Awards to Dunoon was a positive one. AG highlighted a business in Helensburgh aligned with sustainability and advised that details would be shared with the team for consideration.

6.1 Introduction of Pre-paid expenses cards for staff

LM presented the paper on the introduction of prepaid expense cards for TSSAs, outlining the rationale to reduce staff being out of pocket, streamline administration and strengthen financial oversight. The proposal included the introduction of prepaid cards with clear controls, spending limits and integration with financial systems, alongside updates to the Financial Procedures Manual.

NP queried how mileage would be managed. LM advised that mileage would continue to be processed through the existing Breathe HR expenses system, with the cards primarily used for accommodation and ad hoc costs incurred ahead of the monthly expenses run.

MM confirmed they were supportive of the proposal, subject to appropriate monitoring, and requested that a review report be brought back to the Board after one year of use. It was also noted that the Financial Procedures Manual would be updated to reflect the changes.

The Board confirmed that due diligence had been carried out and approved the proposal.

6.2 Rockfield Proposal

LM presented the proposal for the development of a Social Enterprise Hub at Rockfield, outlining plans to create a flexible space to support social enterprise activity, partnership working and sector engagement. The proposal set out a phased, low-cost approach, making use of existing resources and scalable technology options, with delegated authority requested to progress implementation.

The Board approved the proposal.

It was agreed that the CEO’s time is the only cost at present. Further findings from the upcoming meeting and workshop will be brought to the next Board meeting, and HR involvement will be required as discussions progress.

The Board endorsed continued participation in the exploratory phase and requested an update at the next meeting.

7.1 TSI Scotland Network Telling our story Implementation guidance

Item for information and noting.

7.2 Draft sector contribution to HSCP Joint Strategic Plan 2026-2031

Item for information and noting.

AOCB

NP thanked the team for their efforts during the quarter. NP also reminded TS that Board papers should be circulated one week in advance of meetings to allow sufficient time for review and comment. MM echoed this.

Actions

Action Item	Description	Responsible Person	Status (RAG)
1	MM to be added to the attendee list for the previous meeting minutes.	LM	Green
2	To arrange a Board strategy development session (half-day in person or 2-hour online), with availability to be confirmed via diaries.	LM/TS	Green
3	HP to attend future management account meetings to support financial oversight and forecasting.	LM	Green

4	to implement prepaid expense cards for TSSAs and update the Financial Procedures Manual accordingly.	LM	Amber
5	Ensure Board papers are circulated one week in advance of future meetings.	TS/LM	Green