RAASAY DEVELOPMENT TRUST

Monthly Board Meeting Minutes

20 July 2026 7.00 pm

Raasay Community Hall and on Teams

Present

David Croy (DC)

Dee Linsay-MacLeod (DLM)

Jan-Erik Steel (JES) -online

Tony Timms (TT) (Vice Chairman)

Tom Lusink (TL)

Sylvia Jamieson (SJ) – online

Macarena de la Parra Ravelo (MPR)

Apologies

Ali MacInnes (AM)

Rosie MacInnes (RM)

Welcome to Macarena de la Parra Ravelo- CNI Development Officer

TT welcomed MPR to the meeting and to Raasay. She has just arrived this afternoon and is staying in Raasay for 10 days. She will be out and about meeting people and settling into her new role. She is currently finishing her Masters with the University of Durham on climate risk and society and has a background in social development and participatory processes.

Conflict of Interest

There were no conflicts of interest declared for this meeting. TT advised members should declare any conflicts of interest as agenda items are dealt with. (DC arrived after discussion relating to Raasay House).

Adoption of minutes of meeting on 16 June 2026

Proposed by DLM. Seconded by TT.

SJ will send approved minutes to Hannah Moore for uploading to raasay.com. **Action: SJ**

Matters Arising

Data Protection Policy and Privacy Statement now uploaded to website.

SJ met with RCA re an application for curling equipment; Karen Smith will draft supported by SJ (deadline 31/7/26- Baxters Foundation).

Update on Inverarish Housing

SJ will share contractor's update at a later date. **Action: SJ/RM**

SJ and RM met recently to go over the finances for the remainder of the renovations. All is on track and no social investment loan is required to complete the works; RM is working on policies and procedures re tenancy issues. Further updates under Finance on agenda.

Update on Carbon Neutral Islands (CNI) including Wood Fuel Group

Wood Fuel Group update

JES and TL had met Wood Fuel Group representatives and Norman Gillies- note of meeting circulated previously.

Draft Terms of Reference between RDT and WFG has been shared and amendments received; final version will be completed and circulated. **Action: SJ**

Arranging servicing of ATV; Nairn Duncan assisting with transport. **Action: TL**

Carbon Neutral Islands (CNI):

TL on annual leave

Finance

Resource £1,600 underspend due to less cost incurred during recruitment and later start of Macarena. Have been claiming Sylvia's wages as 'CNI Staff' for the last 2 months. Requesting approval to reallocate circa **£800** of the resource budget to cover free heritage/procurement support from Northeastern Preservation Trust re Raasay House GSHP project work — drawn from above underspend. The Board approved the re-allocation unanimously.

Staffing

Supporting Macarena's induction for next two weeks. Met with RCR re energy focus of role and unrestricted funding.

TL will meet with line manager DC re proposed changes to work pattern- moving to hybrid model from mid August attending Raasay approximately one third of time, and consider contribution to mileage (following TL's relocation to Fife). **Action: TL/DC**

TL had met with Iona, the volunteer who has offered her assistance to the RDT Board, in person when he was in central Scotland. She is beginning work on drafting a decarbonisation strategy as the agreed piece of work.

Project Updates

Both the Carbon Neutral Island capital fund applications were successful; venison processing plant and habitat restoration. TL will circulate grant conditions for Board to consider and arrange signature from TT in next few days. **Action: TL/TT**

SJ drafting Memorandum of Understanding between RDT and Raasay Crofters Association re venison project; will circulate draft. **Action: SJ**

Habitat Restoration

Open Day attended by 22 people. This phase should be consolidated by end of August. Next phase due to start September approximately with the confirmed capital funding. Meeting with the local planning manager to update on progress of the rhododendron clearance operation and agree next sites.

Raasay House Ground Source Heat Pump

Submitted a development enquiry to Highland Council to understand planning permission and building warrant requirements.

Referred to Historic Environment Scotland — working out what needs to be considered at this stage so designs are compliant when it gets there.

Northeastern Preservation Trust have been giving us free support through the heritage network on services. Following Board approval of budget, will go live on Public Contract Scotland later this month to procure a QS/project manager.

Resilience Plan Meeting

Resilience plan meeting and input agreed with the Community Council.

Agreed CNI will be involved, though our focus is better suited to long-term risk planning and adaptation rather than immediate response.

Scottish Government visit

Islands team visiting on the 28th July, Cabinet Secretary Gillian Martin on the 29th July. Cabinet Secretary tour: CNI in the morning, then Raasay House and the garden in the afternoon. RDT Directors will be invited to a discussion with the Islands team re the draft Islands Plan Tuesday afternoon. SJ will share details with RDT Board. **Action: SJ**

Update from Local Development Manager (Sylvia Jamieson)

Annual leave 19th-29th June inclusive and 14/7/26.

Finances

2025 accounts now reconciled; work to complete accounts progressing with accountants.

Meetings with Paula Watson, Watson Financial Services and Karen re Quickbooks and finances.
Audit will be required for 2025; work ongoing on identifying budget for this and drafting Risk Register and associated policies.

Funding
Meeting with Stina Sinisaar from Awards for All (Lottery) re further information required for tipper truck funding application; decision expected by end of July.
Further work on DTAS Recovery & Resilience Fund application.
Meeting with Marie-Anne Gray, Highland Council, re various funding opportunities.

Governance
Work on Subject Access Request data collation.
Meeting with Polly Chapman, DTAS re strategic planning, legal and finances support.
Begun work on drafting Memorandum of Understanding between RDT and Raasay Crofters Association re venison project.
Drafted Terms of Reference for RDT/ Wood Fuel Group; finalising with volunteers.
Reviewed Community Council Resilience Plan draft.

Staffing
Terms of contract discussed with Karen and draft contract issued; funding application drafted for Highland Council to cover costs until end February 2027 and to expand role to cover some administration (e.g. updating membership register) as well as finance.

Strategic and Partnerships
Met with RCA re partnership work; supporting Karen to submit curling equipment application from RCA.

Housing
Draft contract issued to Ruralfit for July-December 2026 to complete Inverarish project.
Application to surrender part of SEPA licence (relating to Cottage Park) now submitted; await response.
Deer Park septic tank- work should be completed this month.

Pontoon
See separate agenda item.

Training
No training.

Policies: Safeguarding Procedure

Final draft of the above procedure was approved by the Board. Safeguarding Policy to follow. **Action: SJ**

Resignation of Chair/ Director

Following Chrissie Gillies' resignation as a Director and Chair of RDT on 24/6/26, TT expressed his and the Board's thanks for all her hard work, input and hours given to RDT.

Election of New Chair and Vice Chair

TT was nominated as Chair by DC, seconded by DLM- TT accepted the role of Chair.

JES was nominated as Vice Chair by TT, seconded by DLM- JES accepted the role of Vice Chair.

Wood Fuel Group

See CNI report above.

Other projects

Housing

Updates given as per Inverarish Terrace and Local Development Manager Report (separate agenda items).

Pontoon

Photos and request to remove meter/ close electricity account submitted to United Gas & Power.

DC and other volunteers have replaced the lock at the pontoon and re-connected the water.

Need to look at improving signage and method of payment. SJ to investigate Stripe as an alternative payment method. **Action: SJ**

AOCB-

Subject Access Request

JES has all the information required; will meet with SJ to look at collation, redaction and preparation ahead of extended September deadline. **Action: SJ/JES**

New Directors recruitment

The Board agreed that promotion encouraging new Directors to join RDT should be circulated. **Action: SJ**

Date of next meeting:

Monday 24th August 2026, 7.00pm, upstairs in Raasay Community Hall and on Teams.