

## Minutes to the HCDT Board Meeting: 27 August 2020

Participating: Flora Macleod (Chair); Mairi Maclean; Alisdair Wiseman; Euan Macleod (Development Manager); and Sarah Fraser (Projects Manager).

Apologies: Ranald Fraser (Associate Director).

- **Covid-19 support services:** The services are on-going till 21 September when the initial funded period ends. HIE have yet to announce further funding, which may be used to continue certain services, but have stated they'll let us know as soon as possible. The claim report and information on expenses was recently submitted and approved, meaning the second instalment of the grant will soon be paid into the HCD account.  
The 5 strands of activity will all be maintained beyond 21 September to the end of 2020 when we will review. Plans have been made on the assumption that no further funding will be available. Euan and Sarah are confident that the services can all be maintained without using HCD funds, although services will be tailored to bring down costs. The biggest change to the Shop and Drop and Blasta Ready Meal strands beyond 21 September is that the services being delivered in Arnol and Bragar, in partnership with Urras Coimhearsnachd Bhràdhagair agus Àrnoil, will likely cease.  
The next event in the Virtual Engagement Programme, a piping recital by James Duncan Mackenzie is being streamed at 7.30pm, 27 August, on the Horshader facebook page.
- **Phased Plan 2020:** Alisdair shared his proposed phased plan covering the remainder of 2020. Staff will assess the proposed projects once they have been approved and will return to the discussion after considering their capacity to commit to delivering some or all of the projects.
- **Beach Facilities Proposal:** The proposal to develop a plan based on the feedback from the Beach Facilities Consultation splits actions into short term work, that can be initiated without delay or further consultation, and longer-term work that requires investigation, and possibly further consultation. The plan of action will be prepared for presentation at the 2020 AGM.
- **Project Progress Reporting:** The project reporting process has been helpful to the directors and was carried out perfectly in August.
- **Holding the AGM:** A separate meeting will be arranged to discuss the logistics of holding the 2020 AGM.
- **Adopting the Annual Planning Cycle:** The proposed approach to planning will be adopted. A planning session will be arranged in November to discuss projects for 2021.
- **The Monthly Governance Cycle:** Euan has assumed responsibility for the monthly governance cycle.
- **Financial Review:** A separate meeting will be arranged to discuss the proposed 2020 budgets. The meeting will be held just after the 2020 AGM, unless the AGM is delayed any further, in which case the finance meeting will be held beforehand.
- **Sgeama Greis-gniomhachais Student Placements:** We were all delighted with the three students that worked on projects as part of the CNES administered Sgeama Greis-gniomhachais. If the scheme is open in 2021, we will consider arranging more placements.
- **Support and Connect:** After installing new hygiene measures, the minibus service restarted in early August with the Shawbost school run. All users have complied with the new hygiene rules. Don reported that Support and Connect grass cutting continues, with the team capable of managing the rota. Until the end of the current season, a number of additional areas will be included in the rota. The verges of Shawbost, Dalbeg, and Dalmore will be cut, with the objective of making the area safer for walkers, and the access areas to each village's beach will be maintained.
- **Reopening the Community Space:** There was no further update. Events will be planned as soon as the lockdown rules allow. The Scottish Government review is due to take place on 10 September.

- **Director Applications:** No applications have been received. A number of individuals have indicated their willingness to join the board as directors – they will be encouraged to complete and submit application forms.
- **Monthly governance cycle:** we agreed to formally adopt the monthly governance procedure that we have operated during the lockdown.
- **Tradition for New-borns in the Horshader Area:** A voucher, to an agreed value and one that can be used online, will be gifted to parents of new-borns in the Horshader area. Gifts have previously been given but no specific cost per gift had been agreed.
- **Actions from the last meeting:** Most of the outstanding actions were completed. Euan has yet to circulate the updated Business Continuity Plan and the Government guidance has not sufficiently eased to open the Community Space. Sarah took annual leave during August and has a few actions from the previous meeting.
- **AOB – leaving do for outgoing directors:** A celebratory occasion will be planned to mark the departure of current directors after the 2020 AGM.
- **AOB – Horshader App:** Alisdair suggested developing an app for the area as a future project. Everyone agreed this would be worthwhile.

## **Updates and proposals circulated in the Board papers ahead of the meeting**

### **Update: Covid Services (Euan)**

Claim report attached covering 1 May to 31 July. Report includes number of beneficiaries, ways the project has evolved from the pre-application stage, and financial situation. HIE have yet to give any indication of continued funding beyond 21 September, though we expect to hear soon.

Sarah will add to this with an update on Shop and Drop once she returns to work. I thought I'd share some of the excellent feedback from the recent survey of S+D users.

### **Update: Community space and Building Standards (Alisdair)**

No further progress since the last Board meeting. Next step: organise a face-to-face meeting with John Gillies at Building Standards once the lock-down restrictions have been eased.

### **Update: Trust Development Plan (Alisdair)**

The Trust Development Plan has been approved by all Directors. A phased project plan for the remaining months of 2020 has been put forward but not yet discussed or adopted.

### **Update: Horshader Woodland (Alisdair)**

Mick Blunt has provided a quote to conduct a location survey of potential planting sites - this needs Board approval before we can proceed.

### **Update: consultation on upgrading beach access and facilities (Euan)**

A draft proposal has been sent round for comment.

### **Update: project progress reporting (Alisdair)**

I have handed the project activity reporting process over to the team to take forward.

### **Update: Holding the AGM (Alisdair)**

At our catch-up meeting on 17 August, we agreed to postpone the AGM by three weeks to Tuesday 15 September when we hope that lock-down restrictions will have eased sufficiently to permit it taking place. We can use some of the time at the forthcoming Board meeting to discuss agenda and preparation for the AGM.

#### **Update: the HCDT Monthly Governance Cycle (Alisdair)**

I have handed this on to Euan. Euan is happy to take responsibility for this in the short term but believes that this is better carried out by the Secretary.

#### **Update: the HCDT Annual Planning Cycle (Alisdair)**

The Annual Planning Cycle was formally adopted at the last Board meeting. I propose that we schedule a review of the Trust Development plan, the first step in the process, for some time in November so that we can move into 2021 with an agreed phased action plan for the year.

#### **Proposal: begin the process of installing a mobile mast and base station to provide mobile telephone coverage for Dalmore and Dalbeg (Alisdair)**

A project proposal has been circulated and will be tabled for discussion at the Board meeting.

#### **Update: Financial Review (Euan)**

I'll send the CIB monthly reports, the budget proposals, and my plan for the financial review in a separate email.

The new budgets, along with the minor changes to the CIB management accounts (budget headings, department headings) will give us a much clearer picture of the financial situation for any chosen period.

My plan proposes the next step as a formal meeting to set the budgets – once everyone's had a chance to look at them. This seems like something we should do annually as part of or in parallel to the annual planning cycle.

#### **Update: Tree Ark Upgrade (Chris)**

Upgrade still on going, outstanding jobs are

- 1 raise floor level between crubs
- 2 fit new netting tunnel with overhead irrigation
- 3 riddle soil for outside beds
- 4 erect fencing around beds after 3
- 5 install electricity supply

#### **Update: Dalmore Site (Chris)**

Dalmore is well on with the upgrade of the facility  
New outside beds, paths both internally and external  
Area has new chipping.  
All should be completed by the 31<sup>st</sup> of August, other than fence painting ( paint on order )

#### **Update: Support and Connect (Don)**

After preparing for new hygiene measures, the Shawbost school run has re-started. Children and parents are cooperating with our request for masks to be worn. Everything is going well so far. The Nicolson run on Friday has also re-started.

Grass cutting continues!

### **Update: Coastal Walk Upgrade (Jordan)**

The works on both bridges have now been completed (19/08/20). Works on replacing the waymarkers and stiles started on 24/08/20 and is due to be completed before the community walk. Community Coastal walk is planned for 5/9/20.

### **Update: Gaelic Plan (Euan)**

Initial consultations provided very useful views and ideas. The most important of these was the suggestion of incorporating lessons learned from the Comann na Gàidhlig and Bòrd na Gàidhlig supported community Gaelic plan *Siabost: Coimhearsnachd Gàidhlig* -

<https://siabost.co.uk/2014/05/ag-obair-comhla/>. This initiative ran from 2012 and had achieved some great things – our summer students all took part in the youth activities – but ultimately petered out around 2015.

I have my own take on the successes and failures of the initiative but feel it's necessary to get the views of those involved. The original survey has been updated appropriately and sent out to participants in the previous initiative.

Slightly digressing from the original plan will add month or so onto the project, meaning the milestone dates have been pushed back. Consultation process complete – end of October. Final Plan submitted to HCD Board for approval – November board meeting.

### **Proposal: Support and Connect Grass cutting (Euan)**

The grass cutting rota currently includes around 30 houses, as well as a few areas in the community (Shawbost Old School, South Shawbost verges). I think we should add the verges in Dalmore, Dalbeg, and Shawbost, and the areas around each village's beach. Any other suggestions of additional areas to cut?

### **Proposal: Continuing Covid-19 Services until end of 2020 (Euan and Sarah)**

The initial Covid emergency funding covered 1 May to 21 September – covering all costs of the 5 strands. As no indication of further funding has been received to date, the proposal is based on this assumption. The proposed methods of continuing the services do not require additional funding, from HCD projects budget or the group's reserves.

Discussions with UCBA (Bragar and Arnol Trust) about the delivery of the services are on-going. UCBA are expecting to recruit a number of project staff and would therefore be in a position to take over the delivery of covid-19 services in their own area. In the absence of additional funding, it would be difficult for us to deliver the services in Arnol and Bragar beyond 21 September. As a result, the proposal is to deliver the services in the Horshader area and North/New Shawbost only (except Blasta Ready Meals/Lunch Club).

Community Support - We're still covering fuel expenses of 2 local volunteers who are assisting shielding residents with shopping/other tasks.

Blasta Ready Meals – Due to the Eat Well Age Well funding, we are committed to the over-65s service (Dalmore – Arnol) until the end of 2020. The September Over-65s event will have a suggested donation for each meal (a great idea taken from Shop and Drop), allowing us to gauge the cost of each future ready meal delivery. I'm confident that the donation income will stretch the budget till the end of the year.

Virtual Engagement – This strand is going to continue anyway and is not funded by the HIE grant.

Shop and Drop – Feedback from service users has been excellent, almost all responses would like to see the service continue beyond 21 September. Although Sarah has been working on plans to continue the service, and will be able to say more at the meeting, we've discussed the feasibility of doing so at length, looked at the financial side of things, and are confident the service can be delivered without HCD project funds. This will be possible by reviewing the content of the shopping, possibly cutting out some of the inessential items, and reviewing the suggested donation to bring it in line with costs.

To date over £3000 have been in donations related to the service, and, before 21 September, Sarah will stock up on non-perishable goods with the sum left over after the costs of the final shop and drop deliveries have been met.

Medication Delivery - Carloway Surgery would be delighted for us to continue delivering medication. Residents have expressed appreciation of the service and their desire for it to continue. The daily 1-2hrs work will be reduced due to cutting Arnol and Bragar and can be covered by HCD staff.

Of course, if/when information on funding becomes available, the proposal may change, although probably not in any major way.

#### **Update: Greis Gnìomhachais Students (Euan)**

All 10-week placements are now complete. See emails sent out Monday/Tuesday for feedback on the placements and examples of the work produced.

#### **Update: External Funding (Euan)**

Acceptance letter and other documents arrive from Bòrd na Gàidhlig. The health and wellbeing post will be advertised soon.

The application to the CNES administered Crown Estate funds was unsuccessful, though no reason was given for the decision. I've asked for more information on the decision-making process and have requested a complete list of funded projects. The fund is due to open again so any info will help our case next time.

#### **Update: Community Space (Euan)**

No further update. 14 September is the Scot Gov date for indoor events, though a review is planned for 10 September.

#### **Update: create a short-term part-time Tree Ark Assistant Role (Euan)**

3 expressions of interest and 2 full applications were received for the short-term post. Anne Humphreys was chosen for the role and started in post 19 August. The contract runs till 31 October.

The Board of the Horshader Community Development Trust - 27 August 2020.

Attached: monthly project progress report

## HORSHADER TURST PROJECT STATUS REPORT : 27 August 2020

2 projects on schedule; 5 projects on amber; 0 projects in trouble; 3 projects completed since the last report

Project	PM	Sponsor	Start	Finish	Comments	
Shop & drop service	Sarah				S+D is in its final weeks; work is ongoing on how we can continue the service in some form to the year end. All users are being surveyed.	
Dalmore polycrubs	Sarah		05/06/20	01/11/20	Contractors commenced work 12/08 and is ongoing; project on track for completion ahead of schedule	
Coastal Walk upgrade	Jordan		06/01/20	09/05/20	The works on both bridges have now been completed (19/08/20). Works on replacing the waymarkers and stiles started on 24/08/20 and is due to be completed before the community walk. Community Coastal walk is planned for 5/9/20.	
Tree ark extension	Sarah		14/01/20	29/05/20	Awaiting delivery of materials for the outdoor growing area; appointment of a p/t assistant has been successful.	
West Side Art Show	Anna	Alisdair	12/02/20	05/06/20	Virtual show up and running. Next step is to determine timing of the physical show in anticipation of lockdown restrictions being eased.	
Horshader Forest Ph1	Alisdair		20/02/20	01/06/20	Project on hold; a quote for work to determine potential sites has been gained from Mick Blunt. Board approval required to commence.	
Beach access	Alisdair	Flora	05/06/20	10/08/20	Draft proposal has been circulated for comment.	
Ainmean-àite Horshader (Placenames)	Lauren Matheson	Euan	08/06/20	21/08/20	Student placement project complete.	
Slàn san Dachaigh (Healthy at Home)	Katie Gillies	Euan	08/06/20	21/08/20	Student placement project complete.	
Ionmhas (Financial Management)	Annie Maclennan	Euan	08/06/20	21/08/20	Student placement project complete.	
Tech grant scheme	Euan		11/05/20	01/06/20	Scheme launched & first application approved.	
Bursary rules update	Alisdair		28/10/19	17/01/20	Revised rules approved; new application form posted on Trust website.	
Covid-19 competition	Sarah	Alisdair	20/05/20	19/06/20	Vouchers to all entrants and video announcing winners to complete project.	
<b>Not yet approved</b>	<b>On schedule</b>		<b>Issues on the horizon</b>		<b>In trouble</b>	<b>Completed</b>

## **Addendum: Minutes of Directors Catch-up Meeting on Monday 31 August**

Participating: Flora Macleod (Chair); Mairi Maclean; Alisdair Wiseman; Ranald Fraser; and Euan Macleod (Development Manager).

The meeting was called to make decisions that were raised but not taken at the Board meeting of 27 August because only 3 Directors were present and a quorum requires at least 4 Directors. Six decisions were tabled:

- Approving the funding application from Lewis Crofters for their online ordering system: this was approved on the condition that it is lawful for the Trust to provide this sort of funding to a body such as The Crofters. Previous research by AW (e-mail dated 29 July 2020) confirmed that it is indeed legal.
- Approving the one bursary application received to date: the bursary application came from Alisdair Wiseman who has been accepted by the UHI to do a PhD - his application included the offer to provide three one-day workshops through the Trust as a return of service. AW withdrew from the decision as there was an obvious conflict of interest although his presence meant that the Board remained quorate. The bursary application was approved.
- Proceeding with the mobile mast base station project, phase I feasibility study: approved.
- Approving expenditure on a land survey for the Horshader Woodland: approved. AW withdrew from the decision because he knows Mick Blunt, the person who has provided the quote to undertake the land survey. AW will contact Mick Blunt to confirm go-ahead.
- Approving the admission of new members and associate members: applications were approved for Donald Macdonald and Catherine Anne Macleod, Maletta Macphail, and Catriona Mackay.
- Commissioning a piece of music from Elsa MacTaggart: approved. Euan will contact Elsa to discuss the commission and request a price.

Euan asked about the arrangement with Jackie for the keep-fit classes where Horshader residents have previously obtained a discount. We confirmed that our understanding of the arrangement was that the discount was given regardless of where the classes took place.

Euan – 1/9/20