

Minutes to the fifth Virtual Board Meeting : 28 July 2020

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

This was our fifth virtual Board meeting and the second to use the Microsoft Teams videoconferencing app – we had one or two technological challenges but the meeting went well regardless. Updates and proposals were provided, and read by all participants, in advance of the meeting. This enabled us to focus solely on those issues where discussion and decisions are required.

- **Recruiting new Directors:** Flora explained that two Directors will stand down at the next AGM and not seek re-election. Alisdair has sent potential text for a letter to the community regarding notice of the AGM and an urgent request for Members to apply to become Directors. We agreed to aim to hold the AGM on Tuesday 25 August, knowing that we might need to postpone if lockdown restrictions have not relaxed sufficiently to permit a safe, socially-distanced meeting. The notice of the AGM will be accompanied by a copy of the Annual Report and our financial statement, despite the fact that this was sent out earlier in the year. It will also include the proposed bye-law, proxy voting forms and Director application forms. Alisdair will investigate whether or not we are required to advertise the AGM in a local newspaper.
- **Covid-19 support services:** Everything continues to go well with the delivery of Covid-19 services. The Directors approved 40 North charging a fee for the preparation of the last round of meals. Euan is looking at how this service can continue to be provided until the end of the year and will put a proposal to the next Board meeting. There is another Facebook ceilidh this evening at 7.00pm. The session will be live streamed and saved for future use. Previous sessions have been very well received – one comment led to the idea that we might set up an ice cream van for the community. The screen is being fitted in the bus today. A fogging machine has been purchased for sanitising the bus between journeys. At this time, all but one of the parents have confirmed that they wish to continue using the school bus for the new academic year. Other videos have been created including cooking with Gregor (honey and camomile cake!). This aspect of the community engagement plan has been a great opportunity to work with people who produce video material.
- **Business continuity plan:** Euan is implementing elements of the business continuity plan on an ongoing basis and will circulate the amended plan when it has been completed.
- **Gaelic plan:** this is progressing well. Euan has secured funding for a part-time role to implement the Health in the Community programme. We will interview in September for an October 2020 start – the post is part-funded through until the end of 2021. The ability to match fund has been important in gaining funding.
- **Reopening the office:** Flora suggested a soft reopening of the office once a deep clean had been undertaken. Euan will contact Angela to work out the logistics of the deep clean. Euan is keen to contact members of the community to offer support and guidance as a first step towards a full return to 'normal' working. Flora pointed out that we have space for Jordan, Sarah and Euan to work in separate offices. We agreed that no other office environments are yet open on the island. We will keep an eye on the situation and wait for the next piece of guidance from the Scottish Government.
- **Covid-19 art and story competition:** we agreed to give the entrants a £10 gift voucher as a prize for entering the competition. Those that did not win have already received a certificate for entering.
- **Dalmore polycrubs safety improvements:** the project was approved at the last Board meeting and initial work is underway.
- **Trust development plan and the 2020 action plan:** the Directors have indicated what they consider to be the main priorities for the rest of the year. Alisdair will consolidate this

information into a potential plan for the remainder of 2020 and circulate for comment and approval.

- **Beach access and facilities consultation:** Euan will consolidate all the feedback from the consultation once the 5 August deadline has passed and circulate for comment. The aim remains to have a community consultation before any plans are finally agreed.
- **Bursary rules:** the amended bursary rules have been implemented.
- **Communications proposal from Euan:** the new protocol of ensuring that all instructions to staff pass through Euan has been adhered to since the last Board meeting.
- **Horshader Woodland:** Alisdair confirmed that Boyd Mackenzie has stood down from the working group – he has made an invaluable contribution already and the group will miss him. We agreed to ask Mick Blunt for an indication of the land survey service he might offer with the associated fees. Alisdair indicated that there might be a potential conflict of interest in that he had some dealings with Mick Blunt in 2010 when his daughter entered an art competition run by Hebrides Art.
- **Funding applications to the Trust:** Nothing further has been received from Carloway Church. The application from Professor Frank Rennie for a St Kilda book repository in Lews Castle College was discussed. Alisdair explained the application but then withdrew from the decision because he knows Professor Rennie and wished to avoid any conflict of interest. The other Directors approved the application. Professor Rennie offered to deliver some evening talks to Horshader community residents as a gesture of goodwill, regardless of the outcome of the decision. Lewis Crofters have been in touch informally with regard to establishing an online ordering system.
- **Monthly governance cycle:** we agreed to formally adopt the monthly governance procedure that we have operated during the lockdown.
- **Annual planning cycle:** we agreed to formally adopt the annual planning procedure proposed by Alisdair that links the yearly review of the Trust Development Plan with the annual plan and the creation of individual objectives for each member of the team.
- **Project progress reporting process:** we agreed to formally adopt the monthly project progress reporting system. Alisdair will hand this over to the team to take forward.
- **Covid-19 grants and vouchers:** we discussed Sarah's proposal to give vouchers and grants to people on the West Side to help deal with some of the consequences of Covid-19. Flora pointed out that we are not permitted to give funds to an individual. Alisdair confirmed that the guiding principle is 'providing public benefit'. So, the idea of giving members of the community a voucher that they can pass on to a local charity satisfies this criterion. Giving members of the community a restaurant voucher can also be defined as providing public benefit in these uncertain times as it would help to revive the local economy. The challenge then comes to finding a public benefit perspective on providing grants to local companies and families that have been adversely affected by Covid-19. Sarah will work on this to find a way of delivering public benefit.
- **Rewarding Anne Fraser a bunch of flowers:** we agreed that it would be entirely appropriate to give Anne a bunch of flowers (and a box of chocolates) to say thank you for all the voluntary work that she has been doing in the Tree Ark during the lockdown.
- **Establishing a part-time post in the Tree Ark:** we agreed that it would be important to advertise this opportunity in the local community. However, as time is of the essence, a quick deadline on applications would be applied along with quick interviews so that we can appoint someone as soon as possible.
- **Actions from the last meeting:** 13 of the 19 actions had been completed by the time of the meeting; there had been no progress on two actions; and four actions are ongoing. A further 2 applications to the Digital Grant Scheme have been approved and paid out, with a further 2 approved but not paid out and 2 more who are considering the grant. We have not yet agreed what to do about managing traffic speeds around the young people on the Dalbeg road.

- **AOB – further information of the turbine downtime:** Euan confirmed that Enercon have been challenging to make contact with but communication improved once they realised they would be responsible for compensating the Trust for unnecessary downtime.
- **AOB – monthly management reports:** Euan indicated that CIB had stopped providing monthly management reports as soon as the lockdown started because they were not able to get the necessary financial information from the Trust. They are now getting this information and have provided May's management report and June will be available shortly. We continue to use 2019 budgets but these will be replaced shortly by the work that was agreed earlier in the year. A fuller report will be presented in the near future once the student placement work has been completed.
- **AOB – new members:** there have been 14 applications to join the Trust as Associate Members – these are primarily people from North and New Shawbost who have enjoyed some of the services offered by the Trust during the lockdown. Euan will send an e-mail to each of the Directors for approval of their applications.

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

Update: Covid Services (Euan)

Community Support continues as before. Occasional support received by a small number of users. Volunteers get fuel expenses paid.

Ready meals – over 500 meals delivered since May. The next Family Night is August 6th. For the Over-65s delivery in July, Anne at 40 North increased her costs to include a fee, previously it was only the cost of ingredients. The funding we have is sufficient to cover the costs for the July and August deliveries and I'm looking at introducing a cost, or suggested donation for those able to contribute, that would allow the service to continue beyond this.

The Carloway Community Family Night, delivered with support from HCD, was taken up by around 40.

Virtual engagement - The Elsa McTaggart & Gary Lister cèilidh was a good way to kick off our online events. The video has 828 views, 200 comments, 80 likes. It was nice to support local musicians, Elsa and Gary were a pleasure to work with. Coming up, we have the first of our online talks - Natasha Lloyd talking about Foraging, and then on Kitchen Medicine. After that we have a piping recital by James Mackenzie.

There have been no requests for Taic sa Ghàidhlig - video call assistance with Gaelic school work - since the end of term.

Medication delivery - continues as before.

Update: Covid – 19 Activities (Sarah)

Shop & Drop service continues to grow, as of 27/07 we have 54 households receiving a shop. The feedback we are receiving for this service has been fantastic.

Update: Support and Connect (Euan)

The bus is being readied to restart community transport. A hygiene screen is being installed and we'll have plenty of masks and gloves for staff and users. We've ordered suitable cleaning equipment. Communication with users is ongoing, letters detailing the new hygiene measures are being prepared for particular user groups.

Update: Greis Gníomhachais Students (Euan)

The students are coming to the end of their projects, the 3 of them have achieved a lot over the 7 weeks and are now working on the final bits, reports, proposals. Further to their own projects, each student has recorded video content for the Horshader archive – some which has already been well received on our social media – as well as contributing to the initial Gaelic Plan consultation, and to some of our shop and drop/ready meal deliveries.

After doing a huge amount of research on the placenames of Horshader, Lauren has recently been conducting and transcribing interviews. Difficulties in arranging and holding interviews have resulted in fewer interviews being held than anticipated when the project was initially planned. Throughout the project she has been compiling the report that will be of value to the organisation as a starting point for future cultural projects, and the main product of her 10 weeks at HCD.

Annie had 2 projects to work on. First, assisting Jordan and me in reviewing financial management processes. Annie's been a great help, working with us to review and add to the proposals to alter the budget headings approved early in 2020, and creating new financial management resources such as excel templates that generate simple visual representations of the financial situation for any period, a draft financial management policy, etc. Annie is also creating a plan to improve signage around the HCD facilities, with input from Chris regarding the growing sites.

Katie has been excellent in developing Slàn san Dachaigh/Healthy at Home. So far, a lot of content has been produced. There's videos in Gaelic and English on topics like psychology and fitness, puzzles and games for people to do at home, and an initial project survey (going out with the next newsletter). A logo will be ready this week, and the foraging guide still needs a bit of work – the text is all there, too much text in fact, so Katie is deciding what to cut. The info gathered for the foraging guide is really interesting and will be good to use in future.

Update: External Funding (Euan)

I heard last week that an application to the Bòrd na Gàidhlig Maoin Taic Covid-19 (Covid Recovery Fund) was successful. Funds are available to employ a project worker, a 22.5hr per week part time position, to work on Slàn san Dachaigh/Healthy at Home, the health and wellbeing programme that Katie Gillies has been working to establish as part of her summer placement. This is pleasing, we'll have someone with a focus on our virtual engagement, and on engaging with housebound residents. It's also a good opportunity to build a relationship with Bòrd na Gàidhlig. More updates to come as information arrives.

Update: Community Space (Euan)

As it stands there isn't much we can do but wait for more guidance on holding events. Scot Gov info suggests new guidance will be published around the start of August. A number of residents have asked me about the coffee morning and other events, it seems there is appetite to resume these services once we are able to. Events like the coffee morning will take a lot more preparation than before, plans are afoot!

As a soft reopening, we'll offer a community support service for residents who require any advice/support regarding our work as an organisation, or any other relevant community matters. Meetings will be arranged beforehand and conducted with distancing and appropriate safety measures. The service will provide another way for residents to access support, and will alert others to the Community Space being carefully brought back to use.

Update: Sarah's Induction (Sarah)

All is going as well as can be under Covid-19 restrictions and uncertainty! I am thoroughly enjoying being a part of the team at HCD even though, due to Covid, the day to day job is different to what was expected. I am looking forward to a time when we can resume community events without the Covid Cloud hanging over us! For now, it is good to be able to deliver essential services to the community and the feedback we are receiving is humbling, as folk are so very grateful. I've been introduced to the team at CES, we are looking forward to working closely with them in the future. In addition to ongoing in house training, I've started an online Project Management module, by the OU. And have put myself forward for MiDAS training so I can be available for any needs using the minibus.

Update: Kids Competition (Sarah)

Winners: Finn Andrews, Katie Macrae, Laura Jefferson & Thea-Mae Macdonald. I am in the process of collating pre-recorded videos from the children and will merge with a slideshow of their entries to post on our Social Media sites. As agreed at last meeting we won't be producing a publication as there were only 8 entries.

Update: Community Consultation Campaign Video (Sarah)

I've attached the script/flow of the video that I envisage (I did this some time ago so it may be a little out of date now) but I feel that now is not a good time and that we should wait until we have our newly elected board members. The reason being, the board members are the voice of the community and I think if we create a campaign video without a strong voice from the board – it won't have the impact we are looking for. If, however there are members who really don't wish to be involved then there is absolutely no pressure but perhaps one director could speak on behalf of the board.

Proposals;

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. We have yet to finalise the Plan for the rest of 2020.

Update: Horshader Woodland (Alisdair)

Viv Halcrow has returned from furlough and has sent her thoughts on the way forward. In summary, the planting areas previously identified appear to be unsatisfactory: poor ground and/or insufficient drainage and shelter. She determined this in consultation with Mick Blunt (who does land surveys) by looking at the OS maps. A physical land survey would be the next step but this would be done on a paid basis. A proposal will be put forward in due course. Boyd Mackenzie has stepped down from the working group now that we have Viv and Mick on board. One of Viv's suggestions was to call the project the Horshader Woodland rather than the Horshader Forest as this seemed more in keeping with what we are trying to create (and what nature will allow us to do!).

Update: consultation on upgrading beach access and facilities (Euan/Alisdair)

The remaining people in the community (Dalmore, North Shawbost, New Shawbost and South Shawbost) have been asked to offer their thoughts on upgrading beach access and facilities for the beaches at Dalmore and South Shawbost. The deadline for responses is 5 August. After this date, all feedback will be consolidated and converted into a broad proposal for each beach. This can then be put to a physical community meeting when lockdown restrictions have been sufficiently relaxed. The benefit of having done it is that we have a list of non-member households in the Horshader area to use in future, and we have a reasonable number of associate membership applications – around 15 by my last count.

Update: bursary rules (Alisdair)

The updated bursary rules have been implemented. The new application form is on the HCDT website.

Update: project progress reporting (Alisdair)

Everyone was happy with the project progress reporting process implemented on an trial basis for the last meeting. Alisdair will hand this on to the team to continue after the next Board meeting.

Update: West side coastal walk upgrade (Jordan)

Project put on hold as a result of Covid-19. Materials arrived on 24 June 2020. Mitch Thomson replaced the bridge at Dalbeg on 10 July. This resulted in an exchange of e-mails with the Damore & Dalbeg Grazings Committee because we failed to communicate with them ahead of work being started. Mitch is waiting for the final delivery of materials, some of which are required to replace the second bridge at Dalbeg. He is keen to wait until all materials are available before starting the rest of the work as he will start on the second bridge, making it easier to replace the waymarkers from there to Dalmore. Mitch will provide a completion date when all the materials are available. We can then organise the community walk and the press release.

Proposal: schedule the AGM for the end of August 2020 (Alisdair)

The Trust should have held its Annual General Meeting at the end of April 2020 but was prevented from doing so by the Covid-19 pandemic. We discussed the possibility of conducting an AGM on a virtual basis but decided that we would prefer to meet physically. The lockdown restrictions are now gradually easing. We are required to provide 21 days' notice for any General Meeting. I would like to propose that we schedule the AGM for either Tuesday 25 or Thursday 28 August 2020, knowing that we might need to postpone it should lockdown restrictions not have eased sufficiently. This would mean that we would be able to hold the AGM at the earliest possible date rather than wait a further 21 days once the lockdown restrictions permitted a meeting.

Proposal: adopt the HCDT Monthly Governance Cycle (Alisdair)

Alisdair formalised the monthly Trust governance cycle that we have adopted informally over the last few months. This was circulated on 01 July 2020. As this has worked effectively, he proposes that we adopt the process formally.

Proposal: adopt the HCDT Annual Planning Cycle (Alisdair)

Alisdair has written up an ideal Annual Planning Cycle with the aim of coordinating short term activity with the Trust Development Plan and the Trust's charitable objects. This was circulated on 01 July 2020. He now proposes that the Trust adopt this process formally.

Proposal: Covid Recovery Grant / Voucher Scheme (Sarah)

To my mind, there are a few options we need to consider: grant that is available to small businesses or self-employed people in our Covid-19 area (Arnol, Bragar, Shawbost, Dalbeg & Dalmore); a grant that is available to young families or households who may have lost employment and therefore income through Covid-19 (same areas as above); a voucher scheme – every household OR every member/associate member receives a £10/£15 voucher to spend in local shops/eateries OR use as a donation to local charities around Lewis and Stornoway. Depending on which option we go for we should aim to benefit the most hard hit local sectors: tourism; retail; and charities. Timescales: ideally we should aim to execute this as soon as possible. We see NHS Western Isles use some of the money donated to them to provide their workers with vouchers to spend in local businesses, I think this is an excellent idea and one we can follow suit with. This strand could be executed fairly quickly, whereas the grant schemes could take longer to tie down the specifics. This begs the question could we offer both?

Proposal: give Anne Fraser a bunch of flowers (Euan)

Chris has been doing a great job keeping everything going between the Tree Ark and the growing sites, with Sarah supporting on the project management. Since going into phase 2 of lockdown, Chris has also been supported by Anne Fraser (partner of Chris, mother of Sarah), who has contributed over 40hrs of voluntary work. Anne has been great to have around – she seems to do all the fiddly jobs (seeding, potting out) – and it's been of benefit to the team as a whole. I'd like to get her a gift of flowers and wine to recognise her contribution, if everyone agrees.

Proposal: create a part-time support role for the Tree Ark (Euan)

The Tree Ark Expansion is nearing completion and the hours of work needed to manage the nursery is only going to increase, while the growing sites will require more work as the lockdown rules ease as more people seek growing opportunities and the growers that are shielding return. In order to keep on top of the day to day jobs, Billy is assigned to the gardening projects 1 day per week, with his other days spent on Support and Connect grass-cutting with Don. I don't think this is enough and would like to create a part-time role for one person (10hrs per week at £10ph) for August and September, until the grass-cutting comes to an end. Although this wouldn't be a funded post as such, I think it would be an excellent use of resources. We've taken in a good bit of grant funding this year in order to run projects and employing additional staff is the most effective way to use these funds. As it happens, we're on track to underspend on the Scot Gov as well as the STV grant money.

Proposal: give a £10 gift voucher to each Covid-19 art competition entrant (Alisdair)

Sadly, we had a poor response to the Covid-19 art competition. I think it would be a great idea to send a £10 gift voucher to each of the people that did enter the competition to say thank you for caring enough to enter. Word of these prizes might get around the community and encourage a better response the next time.

The Board of the Horshader Community Development Trust - 28 July 2020.
Attached: monthly project progress report

HORSHADER TURST PROJECT STATUS REPORT : 27 JULY 2020

5 projects on schedule; 5 projects on amber; 0 projects in trouble; 2 projects completed since the last report; 1 project completed earlier.

Project	PM	Sponsor	Start	Finish	Comments
Shop & drop service	Sarah				Going very well and much appreciated: 54 households now being served.
Ainmean-àite Horshader (Placenames)	Lauren Matheson	Euan	08/06/20	21/08/20	Research that will be the basis of the final report is largely complete. Interviews ongoing with individuals and representatives of local historical societies.
Slàn san Dachaigh (Healthy at Home)	Katie Gillies	Euan	08/06/20	21/08/20	Lots of content that will be used as part of Slàn san Dachaigh has been produced (videos, literature, household activities). The project survey will go out with the next newsletter.
Ionmhas (Financial Management)	Annie MacIennan	Euan	08/06/20	21/08/20	Initial proposals were approved, including creation of financial management resources. Separate project to install suitable signage at HCD facilities is also progressing to plan.
Dalmore polycrubs	Sarah		05/06/20	01/11/20	4-day delay to commencing work but completion date unchanged.
Coastal Walk upgrade	Jordan		06/01/20	09/05/20	First Dalbeg bridge replaced 10 July. Waiting for final delivery of materials before commencing the remainder of the work. No completion date yet.
Tree ark extension	Sarah		14/01/20	29/05/20	Awaiting delivery of materials for the outdoor growing area
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 until end of lockdown => we will not start planting in 2021
Beach access	Alisdair	Flora	05/06/20	10/08/20	Delay in sending out requests for feedback => anticipate consolidation of all feedback by 25 August.
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	Sadly, we had only 8 entries to the competition. Four winners have been chosen. As a follow-on, Sarah is creating videos on each of the entries which will be posted on the Trust's social media shortly.
Not yet approved	On schedule		Issues on the horizon	In trouble	Completed