

Minutes of the HCDT Board Meeting on 09 May 2019

Present: Flora MacLeod; Mairi MacLean; Jimina MacLeod; & Alisdair Wiseman.

Apologies: Domhnall MacLeod.

Venue: Raebhat House.

- **Refurbishing the community space:** Alisdair provided an update on progress since the last meeting. Malcolm Crate has agreed to provide support for our planning application. He came over to Raebhat House on 08 May 2019 to go through the Trust's plans. He raised a number of points that we will need to take into account in order to get planning consent.
 - * The size of the space determines how many people can be accommodated which in turn defines the number of toilets that we will require. He will look at this over the weekend, draw up plans accordingly, advise us of the situation and begin the planning application early next week.
 - * We will need to install a ramp in order to provide access to toilet facilities for people with mobility constraints. The best position for this ramp is on the north side of the space, 2 metres into the lower area and 1 metre into the raised area. This will enable us to erect a screen between the two areas to make the raised area slightly separate and a little cosier. We liked Lesley's idea of a floor-to-ceiling screen, similar to an extended bannister.
 - * We do not need to have an external door to the kitchen – so we can replace this with a window to bring more light into the kitchen and make the space flow better. A big fridge can then go in the SE corner of the kitchen.
 - * We should reinstate the toilet off the kitchen – this would help in a situation where we approached Environmental Health to accredit the kitchen.
 - * We should also convert the storage room next to the kitchen toilet into a proper cleaning room, with a dedicated sink and space to store all the cleaning materials and equipment.

Malcolm was happy with all our other plans. We agreed to rectify the unserviceable toilet off the current community room. We will need to compile a full costed specification for the refurbishment, including the cost of interior design and providing crockery, cutlery etc..

- **Update on recruitment:** Alisdair confirmed that we have not yet received signed contracts of employment from Euan and Laura but that they were signed for on 04 May 2019. We agreed that we have an opportunity for a completely fresh start with the arrival of our two new recruits. So we are going to do a grand clear-out of the office area on Thursday 16 May 2019 to remove unnecessary stuff and equipment. Initially, Euan and Laura will share the front office – however, they can move things around to suit themselves once they have settled in. At the same time, we will ensure that there is sufficient equipment and supplies for the larger team.
- **Horshader FreeCycle:** We will set up a dedicated Facebook page where the community can offer things they no longer require for recycling. We will provide initial momentum by offering surplus furniture from the clear-out.
- **Inducting our new recruits:** Alisdair presented a first draft of the areas we will need to cover for Euan and Laura's induction. We agreed to modify this, if required, after an opportunity to reflect. We will confirm the logistics of the induction at a future meeting – there is a lot of ground to cover and we don't want to overwhelm our new recruits before they have even started! We will have another Board meeting on 30 May to plan the community consultation in June. We will invite Euan and Laura to attend this meeting.
- **Job spec for the Projects Manager role:** This was the initial reason for holding this meeting. However, the scope of the duties for this new role was required for Laura's

employment contract. So, this work has already been completed. The main purpose of the Projects Manager role is to ensure the successful delivery (to time, budget and specification) of all Trust projects. The key duties of post include:

- * Adopting the Trust approach to delivering successful projects;
 - * Mobilising new projects;
 - * Managing project budgets;
 - * Managing and completing ongoing projects;
 - * Maintaining a lessons-learnt log to ensure that learning is accessible and transparent;
 - * Reporting progress to the Board in a timely fashion & providing updates for the newsletter;
 - * Engaging the community in all project activity; and
 - * Suggesting new project ideas.
- **Working with Alan:** We agreed that we should get a full handover of Alan's current Trust-related activities before Euan and Laura join the team. We will invite Alan to the Board meeting on 30 May 2019 so that we can say a proper, personal thank you for his contribution to the Trust over the past year. We agreed that the Trust should send out a letter to all the people that Alan was accustomed to dealing with on the Trust's behalf to inform them of his departure and to introduce Euan and Laura.
 - **Adoption of the new Governing Document:** We agreed to postpone the community consultation on the new governing document until 13 June 2019 – we had intended to hold it on 30 May. This will enable Euan and Laura to attend and will ensure that we can get all the Directors to attend. We will discuss how we intend to run the meeting on 30 May 2019.
 - **Summer party:** We agreed that it would be great to hold our late-summer party in the newly refurbished community space. We had intended to hold this on Saturday 17 August 2019 but will postpone this until 31 August 2019 to give us an extra couple of weeks to get finished.
 - **Grant applications:**
 - * **Bragar Fitness Group:** we agreed to grant £1,198 towards the cost of two online instructor courses.
 - * **Shawbost Community Gardens:** we agreed to grant £1,000 towards the cost of floral displays throughout the villages and in the community garden.

This means that we have provided grants to the total of £39,071 so far this year.

- **Dalmore water supply:** We reviewed the two quotes received for the water supply trenching of £1500 and £2400, both plus VAT. The contract will be awarded to AMK who tendered the lower figure. A quote was not received from the third firm approached. We will advise AMK and ask when they will be able to commence work. We might be able to get them to dig the postholes for the polycrub at the same time.
- **Growth & development prize for the school:** Jimina confirmed that she had had a very positive response from the school about the prize. Each class teacher will make a recommendation to the Head who will select the ultimate prizewinner. The Head has committed to take the idea to the staff next week. Jordan will go ahead and order a shield or trophy up to a maximum price of £150 and a £20 Amazon voucher will be offered to the prizewinner. We will also look at the possibility of paying for a Board to be installed in the school indicating the name of each year's winner.
- **Affordable housing in the community:** We agreed that we share a desire with the local Grazing's Committees to see affordable housing built in the community. We will seek a meeting as soon as possible to discuss.
- **Don's continued employment with the Trust:** Flora will write a formal letter to Don confirming his continued employment.

- **Next copy of the newsletter:** This will be one of the early priorities for Euan and Laura. Alisdair will provide support for this edition and then hand over the job entirely.
- **E-mail addresses for Directors:** We agreed to set up HCDT e-mail addresses for Directors. When communicating with the outside world, on behalf of the Trust, it will look more professional.
- **Landlord's visit 15 May 2019:** Flora and Alisdair will represent the Board of Directors when the landlords visit Horshader at 10.30am on 15 May 2019. We will meet beforehand to agree how to bring them up to date with recent developments.

Next meeting: 7.00pm, 30 May 2019 – Raebhat House.

The Board of the Horshader Community Development Trust