

Minutes of Horshader Community Development Board Meeting on 25 June 2018

Present: Flora MacLeod; Mairi MacLean; Sharon MacLeod; Domhnall MacLeod; Alisdair Wiseman; Alan Murray (Development Officer).

Apologies: Jimina MacLeod; Iain MacArthur.

Reviewing the April 2018 management accounts

- Calum MacDonald from CIB Services took the Directors through the first set of management accounts available since the new Board was appointed.
- He confirmed that the financial health of the Trust is essentially sound, with the exception of the losses incurred by the shop and café.
- The only income for the Trust is a limited amount of grant funding and the income from the shop and café. The costs are primarily associated with wages and salaries. Other overhead costs appear to be within the normal limits of a Trust like HCDT.
- The Directors agreed that it would be sensible to create expenditure budgets for the rest of the 2018 financial year and then to create a full set of budgets for 2019 once the Trust Development Plan is in place and it is clear what the Trust might be spending money on.
- The Directors were reminded that of the total amount of funds currently in different Trust bank accounts, the community fund (the amount of money that can be spent on running the Trust, initiating projects within the community and supporting grant applications from other communities) stands at a little over £400,000 of which £100,000 has already been pledged to the Museum Project. The Board will therefore need to look carefully at all sources of expenditure to ensure that the available funds are spent in the best interests of the community and in a sustainable manner.
- Calum confirmed that May management accounts and the 2017 annual accounts are still due to be available by the end of the week commencing 2 July 2018.
- Future management accounts will feature an executive summary of the key points that need to be considered by the Directors. These bullet points will be included in the Board Meeting minutes so that the community is aware of financial developments on a monthly basis.
- The Directors thanked Calum for his guidance and support.

Actions from last meeting

- Flora took the Directors through the actions from the last meeting. Most actions have been completed. The Minutes only reflect those that have not been completed.

Exhibition of Basher's artwork

- Alan has spoken to Basher who is happy to have an exhibition. We now need to work out the details of how we would stage the exhibition.

Midas & first aid training

- No real progress on either of these points. Alan suggested it might be a good idea to talk to Don to understand the requirements for relief drivers and any difficulties that were experienced in the past.

Permanent water supply for the Dalmore polycrubs

- There has been a frustrating lack of progress on this. Alan is considering switching from our current provider to Business Stream.

Employment

- Alan confirmed that our new assistant gardener has started employment today.
- Alan also confirmed that Jordan is settling in well in his new post and already being of great assistance.

Helping the Museum Project & creating closer links with the school

- Jimina took the idea about creating a publication around stories and pictures of artefacts the school children had seen on a visit to the Historical Society. Mrs Gunn wrote back to say that she would be very happy to discuss the idea with the staff with a view to undertaking the project in the next school year. Alisdair indicated that Catriona MacLeod confirmed this timing would work for the Museum Project's initial funding applications.
- Mrs Gunn's letter to Jimina went on to say how pleased she was about the school children's visits to the polycrubs, David's participation in the visits and Don's time in ferrying them back and forwards. She looks forward to more cooperation between the Trust and the school in the future.
- Alan took this opportunity to say that David has been asked to speak at the school prize giving on Tuesday and Don has been asked to hand out the prizes. The Directors are delighted that closer links are being forged with the school.

Annual prize for the young person giving the most to the community

- We agreed that it would be a great idea to institute an annual prize to the young person giving the most to the community. The idea needs to be worked up but we agreed to aim for the first award in 2019.

Beach cleans in the Horshader area

- Alisdair confirmed that he had been in touch with the Beach Clean people about using the HCDDT minibus on 18 August. Rosemary MacRitchie will get in touch with Alan Murray nearer the time to confirm arrangements.

Community Diary

- We understand that Donald MacKinnon will get in touch with Alan Murray at some point in the near future to talk about reinstating the Community Diary.

Links with local Trusts

- Flora suggested that it might be a good idea for Alan to try and form a group of the Development Officers for local Trusts so that they could meet up on a quarterly basis to share experience, solutions to problems and best practice.
- Alisdair indicated that he had been in touch with Agnes Rennie about an unrelated matter and she had suggested that Directors of the Galson Trust would be happy to share their experience with HCDDT Directors.

Funding applications

- Alan has released the £10,000 grant funding that had been committed to the Iolaire Appeal by the previous Board. He has also informed the Bragar Old School Project that HCDDT will not be supporting their application for £100,000 funding.
- The Directors agreed to continue funding the Carloway Community Newsletter – a sum of just over £400 to cover printing costs.

Mindfulness taster workshop

- Flora will talk, informally, to Lucy in the next couple of weeks about the mindfulness taster workshop.

Summer fete

- We agreed that it is not sensible to organise a summer fete for this year – all the Saturday's in July and August are already booked with other events. However, we might be able to organise something later in the year, e.g. Halloween, or next year.

Trust Development Plan

- Alisdair indicated that we are further down the road of creating a Trust Development Plan than we might at first have thought. Three elements of the Trust's strategy, the vision, the mission and the key strategic tasks (aka the charitable purposes of the Trust) are already defined in the Community Handbook. The ideas generated at the recent community consultation as well as those from previous consultations can then be allocated to each charitable purpose and the Directors can determine priorities, bearing in mind the resources available. We will also need to identify ways of measuring progress against the achievement of each charitable purpose. We will start to look seriously at this in August.

Director training

- Alisdair floated an idea for consideration regarding Director training. This has been problematic to date as the Directors have been deeply involved in addressing more urgent issues. He suggested that being a Trustee of a Charitable Trust should not be dissimilar to being a Director of a Limited Company, although there will be some specific differences. As he has been a Director of various companies since 1984, he has agreed to conduct research on good governance of a Charitable Trust and then divide this up into manageable chunks so that the Directors can spend an hour or so at future Board meetings looking at different aspects of being a good Trustee. The Directors agreed that this sounded like a good idea. Alisdair committed to bring a firm proposal to a future Board meeting.

Board meeting frequency

- The Board has met weekly since 9 April 2018. Today's meeting is the twelfth in a row. The Directors agreed unanimously to have the next meeting towards the end of July or perhaps early August. They will continue dealing with urgent issues in the meantime and communicating by e-mail and telephone. Smaller groups of Directors might meet in the interim to address specific situations.

Next meeting: To be confirmed.

The Board of the Horshader Community Development Trust