

## Minutes of the HCDT Board Meeting on 04 April 2019

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

**Apologies:** Domhnall MacLeod.

**Venue:** Raebhat House.

- **Recruitment of a new Development Manager:** Flora and Alisdair reported that the first round of interviews had gone very well. 18 people got in touch requesting application forms; 7 people sent in completed application forms; 5 people were invited for first interview – one withdrew and four first interviews took place on Friday 29 March 2019. Three strong candidates have been invited for second interview on 18 April 2019. As this is an extremely important appointment for the Trust, we intend to use an Assessment Centre approach for the second interview. All three candidates will be invited to attend together for a long morning. After introductions, they will do a group exercise where we will be able to watch them interact and then there will be three further activities: a second interview with two of the other Directors; a presentation on an appropriate topic; and a conversation with some of the staff. This will be followed by an informal lunch. We will aim to make a decision and an offer by Monday 22 April 2019.
- **Asking Jordan to take on extra responsibility:** We agreed to ask Jordan to take on additional responsibilities until the new Development Manager is appointed.
- **Confirming how to use Alan in the short to medium term:** We agreed to continue using Alan to finalise the installation of the new StatCom and to help to induct the new Development Manager when they are recruited.
- **Refurbishing the community space:** Alisdair presented the tender from O'Mac. Everyone agreed that this was a reasonable price. However, we would like to get at least one more price – so we will approach a couple of other big builders to see if they wish to quote. We agreed that it would be sensible to refurbish the kitchen at the same time and that creating a larger scale domestic kitchen was preferable to reinstating a commercial kitchen. Lesley Wiseman has been gathering flooring and wall covering samples and will present an interior design concept at the next meeting.
- **Outstanding grant applications:** We reviewed the outstanding grant applications.
  - \* **The regatta:** we agreed to provide nearly £4,000 to support the summer regatta. This will be offered on the proviso that they do an article with photographs for a future newsletter and provide an update on all activities for the 2020 Annual Report. We will consider the fact that they currently pay no rent for storing the boat at a future meeting.
  - \* **New polycrub at Dalmore:** planning permission for a second polycrub at Dalmore will expire at the end of this year. A second polycrub would cost £6,000 + perhaps £300 for fixings and could be erected using HCDT staff – Don has erected one in Ness. We agreed that it would be sensible to go ahead with this expenditure as there is a waiting list for allotments and a real momentum in the Growing Project. We should confirm the status of the water connection before proceeding – equally, we should not delay too long as we are coming into the busy part of the growing season.
  - \* **Western Isles Games:** their application form did not ask for a specific amount. We will ask them to make a specific request and then consider it when their completed application is received.
  - \* **Restoration of the Church:** again, their application did not include a specific amount. We will ask them to make a specific request and then reconsider their application.
  - \* **Future applications:** we agreed that, in the future, we will only consider applications that contain all the requested information. Incomplete application forms will be returned with a request to add the missing information.

- **Trust policies:** We will undertake a complete review of Trust policies as soon as the new Development Manager is in post. We will continue to act with integrity but it would be best practice to have a comprehensive set of policies in place and being adhered to as soon as possible. This includes, but is not limited to, policies on: equal rights; safeguarding; and Directors' Code of Conduct.
- **New memberships:** Our governing document requires that new membership applications come before the Board for approval. There is one new application that has not yet come before the Board – it will be addressed at the next Board meeting.
- **The Trust Development Plan:** Jimina confirmed that this is too important to be included in the normal business of a Board meeting. We will therefore convene a special meeting, before the next Board meeting, to consider how we sensibly take things forward.
- **Summer Party:** Jimina suggested that we might approach the school to see if we can piggyback on their summer party.
- **Creating a new Governing Document:** The Governing Document working group has done a lot of good work in drafting a new, accessible, plain language, comprehensive and consistent Governing Document. The community must be consulted before any changes can be enacted. We will organise a community consultation towards the end of May.
- **Don continuing in his current role:** Don has requested that he stay on in his current role. The Board is delighted with this news.
- **Sponsoring a progress prize at the school:** We understand that the Trust will be approached soon to sponsor a prize to be awarded at the local school for the pupil who has made outstanding progress – this is not about absolute achievement but more about someone who has impressed through improvement. The Trust will be delighted to sponsor this prize.

**Next meeting:** Still to be confirmed.

The Board of the Horsham Community Development Trust