

## Minutes of Horshader Community Development Board Meeting on 09 April 2018

Venue: Raebhat House, Shawbost, 7.00pm

**Present:** Flora MacLeod; Mairi MacLean; Sharon MacLeod; Jimina MacLeod; Richard Macdonald; Alisdair Wiseman; Donald MacLeod (part of the meeting by Skype); Alan Murray (Development Officer)

**Apologies:** Iain MacArthur

### Appointments

- Flora MacLeod was appointed Chair.
- Sharon MacLeod was appointed as Vice Chair.
- Alisdair Wiseman was co-opted to help the Board through the transition and appointed as Secretary.

**Rules of engagement** – how we will work together (in the order they were suggested)

- No hidden agendas – everything in the open.
- Keep the community aware – but communicate in a way that works for each individual.
- The past is the past – let's start from scratch.
- Good working relationships with the staff and the community – be approachable.
- Confidentiality – Board activity stays inside the Board until it is communicated with the community.
- Doing the very best for the local community – ensure nothing gets ignored.
- Collective responsibility – we can disagree inside the Board but we all support a decision once it's reached.
- Keep our promises – never let anyone down.

### Training for new Directors

- We agreed that it is important for the new Directors to get some formal training in the role of a Charity Trustee as soon as is practical. We will need to work out the logistics of the training as it might be challenging to get everyone together at the same time. HIE might be able to assist or recommend. There might be an association of wind energy generators that we could join. And we could ask other local organisations who they have used for training.
- Alisdair provided three documents that help to explain the role of a Trustee and the form of good governance of a Trust: the Horshader Community Development Trust Director – Roles and Responsibilities, from the Trust website; Duties of a charity trustee, from OSCR Guidance & Good Practice for Charity Trustees; and Introducing the Code of Good Governance, from DIY Committee Guide. There is also: the Articles of Association – on the website; the Bylaws of the Trust – source uncertain; and the Horshader Community Booklet – on the website.
- We agreed to look into Director training and work out the best way forward

**Appoint new Directors for RPG.** Jimina MacLeod was appointed as the first director of RPG.

- We agreed to find a second Director for RPG.

### Inform Companies House of the new Trustees of the Trust.

- We completed all the relevant forms for Companies House. These will be sent to Companies House in due course.

**Inform the Co-op Bank of the changes** in Directors and appoint a new nominated person.

- Jimina and Alisdair were appointed as the new Nominated persons. The forms will be sent to Co-op Bank shortly.

**Change the official signatories for the Trust bank accounts.**

- Flora, Mairi and Richard were nominated as the new official signatories.
- As far as Alan knows, there was only one bank card for the current account.
- We will see if we can fast-track the new signatories.
- We will look at what we need to do to ensure that staff are paid at the end of the month.
- We will get in touch with the bank to see if there are any additional bank cards and, if so, get them cancelled.

**Imminent expenditure.** We are not aware of any imminent or committed expenditure that needs to be reviewed prior to being authorised.

**Computer security.** There is no need to change the passwords on the computers.

**Handover from the previous Board.** We agreed that there are only two ongoing issues that the new Board needs to have a deeper understanding of and that there is sufficient information already available. We agreed, therefore, that there is no need to get a handover from the previous Board.

**Inform OSCR of a new nominated point of contact.** Flora was nominated as the prime contact for Oscar.

- We will need to find out what is involved in being the prime contact with Oscar.

**Trust staffing.** At present, staffing in the office is just the Development Officer, Alan. Bookkeeping is being dealt with by CIB. There is a genuine concern that we have insufficient staffing for the workload.

- We will need to consider levels of staffing and make recommendations.

**Confirming the position with the shop and café.** We agreed that we have little visibility of how things have been set up with Julie and Rachel.

- Confirm that the required food hygiene certificates are in place: Alan.
- In the relatively near term, work with Julie and Rachel to create a comprehensive plan, with budgets, for the shop and café:

**Getting additional assistance** to share the workload of taking the Trust in a new direction. We agreed that there is going to be a lot to do in a relatively short period of time. It would be good to identify some people in the community who might be willing and able to help.

**Community engagement & communication.** We agreed that it would be good to have a full community meeting during the second week in June, by which time school exams will be finished and the Board will have got its feet on the ground. The meeting will mix business and social so that we can signal our intention to make participating in the Trust an enjoyable experience and encourage more and more people to attend. We also agreed that good communication is essential to taking the Trust forward in a new direction.

- We need to finish finalising the membership list.
- We will create a list of people who are members of the community but not of the Trust.
- We will get another edition of the Newsletter out in the next few weeks to give the community an early insight into where we are heading.
- We will establish individual communication preferences so that we can stay in touch in a way that works for everyone.
- We will start thinking how to fully engage the community and keep the communication flowing.
- We must think about how we might deal with community consultation – the door-to-door approach from last time round seemed to work well.

- We will locate the output from the previous community consultations so that we have access to the ideas generated then.

**A vision for the Trust.** We understand that we must involve the community in determining the future of the Trust. However, we brainstormed a few ideas informally at the end of our meeting. And we know that we have to create and implement a short-term action plan for the Trust before we build a longer-term Trust Development Plan. Some of the initial thoughts included:

- Lots of physical signs of what the Trust has achieved – lots of community-based projects delivering benefit to all.
- Things for children in the community.
- Caring for elderly people in the community.
- A caring attitude from Directors.
- Lots of applications for funding.
- Great relationships between the Directors, staff and the community.
- People queuing up to be Directors.
- Lots of volunteering going on.
- Lots of involvement with the school.
- Volunteers working in the polycrubs.
- More proposed projects coming to the Board than they can deal with.
- Lots of small projects initiated and completed.

**Next meeting:** Monday 16 April 2018, Raebhat House, 7.00pm

The Board of the Horshader Community Development Trust