

## Minutes of the HCDT Board Meeting on 14 December 2021

**Present:** Carole Miller, Fiona Jefferson, Innes Harrison, John Gordon, Euan MacLeod (Development Manager)

**Venue:** Raebhat House.

### ○ **Matters arising from minutes of previous meeting**

- Daniel Macleod left his course before the end of the year and therefore did not receive an additional bursary payment.
- Of the recent grant recipients, Lewis Crofters have sent a note of thanks. Hebridean Mountain Rescue have not responded.
- Following discussion about the relationship between RPG and HCDT, the Directors appointed Innes and Carole as RPG Directors.
- Delivery of the Winter Fuel Scheme is underway, with the delivery of vouchers/fuel to most households now complete. The final deliveries (coal, pellets) will be made by the end of week beginning 20 December.
- The Development Manager performance review was held on 7 December. As a result, the annual salary for the role was increased.
- As the Christmas events at Ionad na Seann Sgoil have been cancelled, there will be no donation of £500 made towards costs, however the Directors will look to support future events, such as a Burns Supper in January.
- There was a discussion of the boundaries of the Horshader area. This is a complicated matter which will be investigated at a later date.

### ○ **Communications:**

- John Gordon will respond to the recent communication from Alisdair Wiseman.

### ○ **Funding Applications:**

- \* Ruairidh Maclennan was awarded a bursary after submitting an application towards the cost of training as a Marine Engineering Officer.
- \* Ruairidh Maclennan was awarded a Digital Technology Grant.

### ○ **External Funding:**

- \* Regarding the successful application to Inspiring Scotland's Healthy Islands Fund, the Board discussed the Slàn san Dachaigh Project. Funds from Healthy Islands Fund will be used to purchase sports equipment (kayaks, paddleboards, fitness class equipment) and provide training for HCD staff. The Board agreed that any HCD event or activity must be facilitated by suitably qualified, experienced instructors.
- \* There has been little update on the UK CRF funding, administered by CNES. We have not received formal funding agreement documents, and have received no indication of start date. CNES officers believe the original project end date has been changed from end of March 22 to end of June 22. Without any firm details, in mid-December, we have lost a over a month of the original 8-month timeframe, which will inevitably affect project delivery, though we are confident of running the project successfully.
- \* Funding objectives 2022: We hope to get an extension to the Investing in Communities funded Support and Connect project, extending the end date to March 23 – announcement is due before the end of year. The next round of IIC, covering 2023-26, is open to application for a 6-week window from March 22. We plan to prepare an application to the new fund, while also preparin contingency plans for the service in case funding is not secured. A job description and person specification will be brought to

○ **Finance Update:**

- \* The total RPG income for the year is £300k.
- \* The last received monthly management accounts prepared by CIB was September.

○ **Staff Matters:**

- \* The Board reviewed the current organisational structure and agreed to new salaries for all staff positions. The changes will take effect from December 2021.
- \* The Board agreed annual bonus awards for all staff and agreed to review the bonus system to account for staff performance.
- \* The interviews for the Tree Ark Assistant post will be led by John and Euan and will take place on 15 December. The Board discussed making the role permanent and extending the hours indicated on the original job advert if a suitable candidate is found.
- \* The Board reviewed the job description and person specification for the Head Gardener position and agreed to advertise the vacancy before the end of the year. An expert advisor with knowledge of running a tree nursery will take part in the interview process. Boyd Mackenzie has indicated a willingness to assist with the process on a voluntary basis. Over the past 30 years Boyd has developed a croft woodland in Back and has expert knowledge of propagating and growing native trees.
- \* The funding awarded for the Slàn san Dachaigh project from Maoin Choimhearsnachdan Cleachdaidh (Community Land Scotland) will be used to recruit an Oifigear Slàn san Dachaigh (Health and Wellbeing Officer). The successful candidate will be recruited on an initial 12-month contract, which will be reviewed towards the end of 2022 with the possibility of extending the post. Fluency in written and oral Gaelic is essential for the role, as such a confident Gaelic speaker will take part in the interview. The Board discussed the job description and person specification for the role; the job advert will be posted before the end of 2021. The job advert will be published in Gaelic.
- \* A job description and person specification for an Office Manager role will be presented at the next Board Meeting.
- \* The Horshader Christmas lunch for Staff and Directors, planned for December, is postponed till 2022.

○ **Business and Project Update:**

- \* The turbine has only operated for a few days since a fault was reported in November. Enercon has repaired a number of parts and carried out other repairs and maintenance. We have contacted our insurance providers, seeking advice on making a claim.
- \* John and Fiona are being added as signatories to the bank accounts; this should be complete by the next meeting.
- \* HCD membership list has not been properly reviewed in over 2 years. Staff will carry out an annual review to ensure that details are up to date.
- \* Local RNLI volunteer Rodney Jamieson has advised us to work with RNLI to erect safety signage at Dalbeag and Dalmore beaches. The Board agreed to this approach.
- \* The interview stage of the HR audit has yet to begin. This is due to the project lead, employed by Phoenix Group, being absent from work. To speed things up, we will ask if another staff member can take on the audit.

○ **Christmas lunch or dinner to be offered to Shawbost Historical Society:**

- \* The Board agreed to invite CEATS to a lunch/dinner, with minibuss transport provided. One of the Directors will attend. Euan will email the society with the news.

○ **Publication of minutes:**

- \* One version of the minutes will be produced from now on. In the past, public and confidential versions have been produced, with the former being made available on the

website. Minutes will be sent to each member, either by post or email.

○ **Planning day for directors:**

- \* The Directors and Euan will attend a planning day to consider objectives and wider plans for HCDT over 2022 and beyond. The date will be arranged at the January Board Meeting, if covid restrictions allow. The development plan will be reviewed at the planning day.

○ **AOCB:**

- \* As the village Christmas events have been cancelled, HCD will approach Elsa MacTaggart regarding an online festive event – featuring local musicians. If the event goes ahead, performers will be paid a fee. 12 January, the old new year, was suggested as a suitable date.
- \* The HCD Gaelic Plan, approved by the Board in 2020, provides guidance on social media posts. The Plan states that posts will be primarily bi-lingual, but English-only and Gaelic-only posts are also fine. The Board discussed whether this was appropriate and agreed to review the Gaelic Plan.
- \* In light of Covid restrictions and guidance, the office and Community Space at Raebhat House will be closed to the public till further notice. All community events will be cancelled and attendees expected at this weeks Music Session and Gaelic Class will be contacted.
- \* HCD has contact details for those who have formally registered for classes, however details for attendees at the Coffee Morning, Music Session, and other open events are not as thorough. An events mailing list will be compiled.
- \* The Board discussed updating the HCD logo. Everyone agreed this was a good idea.

**Next meeting:** Board Meeting, 7.00pm, 11 January 2022  
The Board of the Horshader Community Development Trust