

## **Minute of the Board Meeting on 29 April 2021**

### **Present**

Flora Macleod, Innes Harrison, Fiona Jefferson, Domhnall Macdonald, Euan MacLeod.

### **Apologies**

Sarah Fraser – Sarah attempted to join the meeting using the MS Teams app but was unable to and sent apologies subsequently.

### **Welcome**

Flora welcomed all present to the meeting.

### **Approval of March Minutes**

The directors looked through the updated minutes prepared by Domhnall. These were approved.

### **Support and Connect Staffing**

The directors discussed Support and Connect staffing and decided that the existing Driver/Handyman role should be split in to two roles to support Don Macdonald in continuing his long service to HCD. Don is no longer able to safely drive the mini-bus but had proposed that he carry on in a part-time Handyman role. We will begin recruitment for a new Driver post, based on 20hrs per week, with pro rata salary equivalent to the current role. Don will move to a part-time contract working 17hrs per week, with main duties as: Coordinating Support and Connect Grass Service; and Maintenance work Raebhat House. If the grass-service expands and brings in additional income there may be scope for additional hours to be given to Don.

### **Updates and Proposals**

#### **Filing System Proposal (Innes)**

*Innes asked about the organisation's filing system. He believes it would be effective to implement an accessible online filing system, such as SAP or PROARC. Currently, records (HCD and RPG) are filed at Raebhat House Office, while Microsoft Office One Drive is used as a shared folder which staff can access while working at home.*

*Everyone agreed to initiate a new project to research the available options, with the aim of recommending a suitable system. Cost and ease of set-up are important factors.*

#### **Covid Services (Sarah)**

##### **Horshader Shopper**

Service is running well, with James taking care of the town run and deliveries on a Wednesday. The way we are working the service is between both myself and James. I take the phone on a Monday/Tuesday to take the orders then I get everything ready for James to pick up on the Wednesday morning. We call ahead the orders to the butcher and fish shop and they have it ready for picking up.

Jordan is looking after the receipts and invoicing, and I'm keeping records of all the transactions. Some figures for you;

<b>Week 1</b>	<b>4 Orders</b>
<b>Week 2</b>	<b>2 Orders</b>
<b>Week 3</b>	<b>2 Orders</b>
<b>Week 4</b>	<b>1 Order</b>
<b>Week 5</b>	<b>4 Orders</b>

As expected, it is not being so readily used as the Shop & Drop was but a good service none the less to have available for those in need of help.

#### **Summer Raffle (Sarah)**

Working on building up prizes! Thanks to Innes, Ranald and Flora for their contributions. Aiming to have the raffle circulating around the end of June. Winners will be announced in August when hopefully we will be able to gather together by this time, but we'll have a back-up online event if not.

*The Mill was suggested as a local business who had previously contributed to raffles.*

#### **Shawbost Old Church (Sarah)**

Some headway is being made on finding out more about the structural integrity of the building. Attached is an email provided by Harley Haddow who were the structural engineers involved in the previous project.

The survey was carried out in 2016 and as of now I am waiting for a response from Harley Haddow as to how long this survey is valid for, before they would recommend we carry out a new one.

*The Directors discussed the Old Church/Museum building, noting that 7 months had passed since the idea was first brought for discussion, and that a decision should soon be made as to whether to develop a refurbishment project. Some felt the project had been proposed in the wrong manner, in the first place, and that the continued discussion was a waste of resources. Others felt it would be worth seeing a final proposal, something well-developed with all relevant research to date made available, to enable an informed decision on the project".*

#### **Tree Ark Accreditation (Sarah)**

Work is ongoing. Staff are getting into the swing of recording information in a diary and we've got a coding system in place. We received an email from The Forestry Commission asking if we wanted to be involved in trialling a new, better, and more user-friendly system but it was decided that this would just take up more of our time and we would wait for word of this when it becomes live.

*The Directors had a chance to visit the tree ark and were impressed with the progress at the facility.*

### **Proposal – Directors’ Open Day (Sarah)**

I’d like to propose we hold an open day for our directors to get acquainted with all our staff and what we get up too around the different sites. I know you’ve probably been in for a short time to chat with myself or Euan last year, but I was thinking we should have a more in depth show around the projects. And more specifically to spend some time with staff – maybe we could even have tea and cake.

*This seems a very good idea. Open day visits will be limited to the outdoor sites (Grinnivat Rd, Dalmore, Tree Ark) now, as per Covid guidance.*

### **Proposal - Projects Meeting (Sarah)**

Once in each quarter of the year would be sufficient and we would use the time to gather all staff that are involved with projects to discuss progress, new ideas, developments, issues etc I would still need to work on the format for the meeting, but I would like to have the meeting open to directors to come along as well. Now that things are looking on the up (fingers crossed) I’d like to encourage a more collaborative way of working with the Board so that the directors are more well informed and better placed to offer their advice and skills.

*We agreed quarterly projects meetings should be arranged as soon as possible. Staff/project team members attendance will largely depend on the nature and status of the projects being discussed. Project meetings are primarily a forum for Directors and senior staff to discuss progress with projects and to propose new projects.*

### **Insurance Claim Update (Euan)**

RPG received the 1<sup>st</sup> part of the insurance claim (November 2020 – Feb 2021). The amount was £140k.

### **Turbine & Subsea Cable (Euan)**

Nothing to report on the repair.

RPG will receive payment from SSE for all energy produced from early March 2020. Jordan has prepared our invoice, as requested by SSE, and we are now awaiting further instruction. All island generators are in the same position.

CNES officers working on the Emergency Support Fund are in communication with Community Energy Scotland about the issues regarding the fund which were raised by the island generators. The fund was set up to support the charities affected by the sub-sea cable break, however the charitable trusts supported by the 4 island generators (Horshader, Point and Sandwick, Galson, Tolsta) have been awarded no funds. Jamie (CES Dev Manager) had a meeting with Anne Murray (CNES) on 20/4/21, so we should have more info by the board meeting.

### **Power Purchase Agreement (Euan)**

The PPA has been agreed and we are now waiting for the funds generated between April and September 2020 to arrive. Coop Bank contact Gillian Berry provided an update on funds held by RPG. The bank has designated funds for the bank loan repayment (£110k), RPG operational costs (£40k), and the Equity Cure (£100k).

These costs will come from RPG funds, while there will also be a remainder which will be transferred to HCD. The projected amount of RPG income, as set in the 2021 budget, is £60,000.

### **AGM 2021 and Annual Report (Euan)**

CIB estimate a further delay to the HCD accounts, which will now be ready by mid-May. This is due to staffing issues at CIB, and we've received an apology for the delay.

I have received some feedback on the draft Annual Report, sent round in time for the February board meeting, and have updated the document accordingly. I have added a section on the Plans for 2021 – have a look and let me know what you think. Annual Report 2<sup>nd</sup> Draft, plus the AGM Notice (invitation to members) are both attached.

*With the provisional date delayed further by CIB's preparation of the accounts, we will wait till later in the year, possibly August, to hold the AGM in the hope that a physical meeting can be arranged.*

### **External Funding (Euan)**

The application to the SCVO Kickstart scheme was approved. Funding will cover the wages of 2 Horticulture Assistants, both positions will be part-time at 25hrs per week. The posts are designed for current jobseekers and are advertised through the local jobcentre. The 2 posts have not yet gone live, but I'm in touch with the Stornoway Jobcentre and will keep in contact throughout the process.

The main duties of the posts are to assist with Support and Connect Grass-cutting, to assist in maintaining the HCD Community Growing Sites, and to assist with the Tree Ark.

I'm waiting on feedback on a couple of applications: SCVO Adapt and Thrive; Fèisean nan Gàidheil's Gaelic Arts Fund.

Also, looking for input regarding an application to Event Scotland Community Events Fund. Funding up to £5,000 is available to hold a Fun Day/Gala type event. I'm already working on a plan for a late Summer event but want to get ideas from everyone.

*The 2 Kickstart positions have now gone live and are open to application by current jobseekers. Euan has encouraged some young jobseekers living locally to sign up for Universal Credit, which is necessary in order to be eligible for kickstart positions.*

### **Staff Update (Euan)**

Ruairidh and James have both contributed a lot to the team in their time at HCD to date. Ruairidh is responsible for a lot of the day-to-day Tree Ark work and seems to be enjoying the role. James is assisting with the delivery of all Covid Services, as well as helping out with Support and Connect grass-cutting programme, and other projects.

There has been no decision on Don's proposal to go to part-time hours, with the Support and Connect Driver/Handyman role being split into two staff positions. The current bus duties are the daily Shawbost School runs and the Friday Nicolson run.

These are being covered at the moment, but the easing of lockdown (fingers crossed!) means we can expect the use of the bus to increase substantially. It would be good to reach a decision soon. Without a Driver, the Support and Connect project cannot be delivered as planned. Support and Connect is currently funded by Investing in Communities (Scot Gov) until 2022.

*The Directors requested an organisation chart, with job descriptions, be circulated so that they can better understand the staff structure, and each individual role. There was agreement that there had been a lack of direction given to staff by the Board over the last year – mainly due to covid – and that this has to be addressed.*

### **Covid Services (Euan)**

Blasta Ready Meals has restarted with funding from Foundation Scotland. There will be 2 deliveries per month until August 2021. The first 2 deliveries (9 and 16 April) were very well received.

Community Support service is up and running, with James offering assistance to residents in carrying out small outdoor jobs (fence painting, taking out bins, skip runs, getting gas/electricity). A new email address for the service has been established – [taic@horsahder.com](mailto:taic@horsahder.com).

### **Atlantic Lights and Horshader Competition (Anna)**

We were very lucky to receive two candle gift sets from Atlantic Lights. The aim of the competition was to encourage users to create and share pictures on the coastal walk between Daile Mòr and Siabost; tagging Atlantic lights and Sgìre Thorsiarar. This boosted visibility and awareness of the coastal walk, and got people talking about it and walking the path.

The competition was also a way to connect and build our audience and to introduce our new map name: Sgìre Thorsiarar - which will include Gaelic placenames along the coastal path. 18 pictures were entered as well as a drone video of Stac a' Phris. Many thanks to Innes for his generous contribution of the candles.

Some of the pictures and video can be viewed here:

<https://www.dropbox.com/sh/cf32lfc9zsyrjfj/AACd3plK67QLO7TZVSBTramGa?dl=0>

### **Horshader Map/Mapa Sgìre Thorsiarar (Euan)**

Funded by Bòrd na Gàidhlig Taic Freumhan Coimhearsnachd (Community Roots) Fund. The plan is to hold an exhibition based on maps of the local area, with other multimedia displays (audio + visual). The placenames collected during the exhibition, as well as the 250+ collected by Lauren Matheson during her 2020 student placement, will then be used to produce an OS-style folded A5 map.

Project charter attached to my email, which includes more info for anyone interested.

*Euan has approached a number of local artists regarding the design of the map. Feedback has been positive so far. One pressing milestone is to appoint a suitable artist by the end of May.*

### **E-Cargo Bike (Euan)**

Purchased with funds awarded by the Islands Green Recover Fund, the E-Cargo-Bike, has arrived. The bike cost just under £5,000 and is made by Cube - <https://www.cube.eu/uk/2021/e-bikes/urban-mobility/transport/cargo-hybrid/cube-cargo-hybrid-dual-iridiumblack/>.

The bike uses 2 batteries, which give it a range of 120 miles. It features a large, up to 60kg, storage/cargo area. The bike is suitable for local deliveries – e.g., Blasta Meals. I was given a training session by Alistair Glover – Bespoke Bikes – and will run similar sessions for any staff member/director before they use the bike.

The main aim of the project is to promote electric vehicles, encouraging local residents to consider changing to carbon-friendly transport. That being the case, we'll use the bike as often as practicable, and will regularly use photos on social media and in the newsletter. IRGF are very happy with our project plan and have requested updates throughout the year, as we become more familiar with using the bike.



### **HCD Newsletter (Euan)**

The end of Q1 Newsletter went out at the start of April. This was the first newsletter to be published in English and Gaelic versions, as per the HCD Gaelic Plan.

*Innes and Domhnall hadn't received the newsletter. Euan will ensure they are added to the mailing list. In Q3 2020 we moved to a primarily paperless approach – using Mailchimp to send out digital copies of the quarterly newsletter. Around 20 households prefer to receive paper copies, which are sent by post.*

## **Slàn San Dachaigh Update (Anna)**

Prescriptions continue every Monday, Wednesday and Friday afternoon.

### **Fitness & outdoor sport**

- Joshua Morrison ran another successful HIIT the Beach block on Shawbost beach. 15 signed up for the block of classes. Joshua is keen to run another block in May/June.
- Chrissy MacLeod and Emily MacKay ran outdoor fitness for Primary aged children firstly on Shawbost beach; the second block moved indoors to the community space due to weather. All classes were well-attended and enjoyed by the children. Classes were run bi-lingually.
- Immerse Hebrides (Norma MacLeod) has moved the block of open water swimming sessions from May to July on Shawbost beach. - Friday evenings at 7pm starting 9th July for 4 weeks 9th, 16th, 23rd, 30th July. Promotion for this event hasn't gone public yet but if any director wants to book, please get in touch with Anna.
- Short health walks have started every Friday morning at 11am. I plan to trial the event for a month, before reviewing attendance numbers and changing day/start time if necessary.
- Longer health walks around the Shawbost loop will run every Tuesday at 7pm in May with Chrissy MacLeod leading. The walk will leave from the Free Church carpark.
- SurfLewis will run a surfing taster session on Saturday 5th June at 10am, suitable for those aged 10years+, at Dail Mòr or Shawbost beach. Rodney Jamieson will make decision on location dependant on weather.
- SurfLewis will also hold a paddle boarding session on Saturday 29th May on Loch Raoinebhat for adults (8 max).

*Fiona asked if the 10+ age restriction is strict – i.e., if for insurance purposes. Euan will look into it and respond with confirmation either way.*

## **Raebhat House Refurbishment – Building Standards (Euan)**

There are a few issues that need to be fixed within 3 years of the Building Warrant – which was approved in March 2020. At the end of the 2019 refurbishment of the Raebhat House Community Space, CNES Building Standards raised 4 or 5 issues with the works. These were minor: a change to one of the toilet door-locks; 1 additional handrail; and the removal of some insulation. Project architect (Malcolm Crate) met with Contractor O'Mac in March 2020, they agreed that O'Mac would return to fix the issues, free of charge.

O'Mac have not yet returned to complete and there has been no communication since the beginning of lockdown 2020. It seems like a good time to go back to O'Mac and arrange the work as soon as possible.

*We'll pick this up and arrange the works to be completed as soon as possible.*

## **Funding applications**

None

### **Actions from the last meeting**

Flora was satisfied that the actions had been progressed accordingly.

### **Membership applications**

None.

### **Any other business**

Fiona asked whether the Trust Development plan was being used as a guide when planning staff objectives. Fiona attended the community consultation in 2018 but hadn't heard mention of the development plan objectives since joining the board. Flora spoke about the long-term objectives which had featured in the plan, which had come from extensive community consultations. Euan was never given a full copy of the development plan but believes some sections of it were sent to staff in Spring 2020. Euan will look into the matter and report back.

### **Actions from the Board Meeting on 29 April 2021**

Be vigilant regarding Covid rules: All Staff

Keep on top of annual leave: All Staff

Arrange quarterly projects meeting: Sarah

Progress new projects: HCD Filing System; Raebhat House Building Works: Sarah

Arrange recruitment for Support and Connect Driver post: Euan

Progress applications for external funding: Euan