

Minutes of the HCDT Board Meeting on 30 May 2019

Present: Flora MacLeod; Mairi MacLean; Jimina MacLeod; Domhnall MacLeod; Alisdair Wiseman; Euan Macleod (Development Manager as of 3 June 2019); and Laura Armstrong (Projects Manager as of 3 June 2019).

Venue: Raebhat House.

- **Refurbishing the community space:** Alisdair provided an update on progress since the last meeting.
 - * Malcolm Crate submitted the planning application on our behalf and Jordan organised payment. The application appears to be proceeding smoothly.
 - * O'Mac started work on the 27th, as scheduled – the site foreman is called John, the two joiners are both Ruiridh and the electrician is Iain. Alisdair confirmed the electrical layout with Iain on Tuesday this week.
 - * The lighting plan came through from YESS Electrical very quickly and O'Mac will work to this.
 - * Laura will take over the day-to-day project management of community space project as soon as she starts. Alisdair will provide support as required.
 - * An initial budget has been worked out for the total cost of the refurbishment, including a contingency of 10%. Clearly, we should aim to reduce as many of these costs as we can through research and good sourcing. However, the final cost of the kitchen from Howdens has not yet been confirmed which may eat into our contingency.
 - * We agreed to use the lower specification of ovens because we are catering solely for food that will be heated up rather than prepared in the kitchen.
 - * As soon as we find out from O'Mac when they intend to break through into the community room to fit the joining double doors, we will advise Jackie so she can make arrangements to move the fitness class. We agreed previously that the Trust would pay any additional charges that the Fitness Group has to pay as a result of moving the venue.
 - * A working group comprising Flora, Laura and Lesley Wiseman will take the project forward from now on and only revert to the Board where substantial decisions are required. They will meet as soon as convenient week commencing 3 June 2019.
- **Euan & Laura's induction:** Flora, Mairi and Alisdair will take Euan and Laura through the induction checklist that we prepared for our last meeting – 9.00am, Monday 3 June 2019. We will work our way through as much of the topic areas as we all have the stamina for but certainly take no more, initially, than the morning. At the end of the morning, we will agree how to cover off any outstanding topics and arrange other actions such as staff shadowing. We will also confirm initial priorities for both of them. At the moment, initial priorities for Euan include: "Investing in Communities" grant funding; coastal walk grant funding; the community consultation; the next edition of the newsletter; organising a meeting with the Grazings Committee; setting up staff meetings and appraisals; PR; and community spins. Initial priorities for Laura will include: the community space refurbishment; and the opening party (with Jimina).
- **Fresh start:** we agreed that we are a turning point for the Trust with a new team and lots of opportunities to fulfil our charitable aims and deliver against the Trust Development Plan. We all intend to make the most of this fresh start.
- **Adoption of the new Governing Document:** We agreed the process by which we will consult around, and then adopt, the updated and revised Governing Document:
 - * All members of the Board will reacquaint themselves with the changes (the parts of the draft document highlighted in pink) to ensure they are happy with what the working group has proposed. If there are any concerns, we will meet again before the consultation.

- * We will send a copy of the draft document to every Member household, indicating the proposed changes and how we would like to organise the meeting to review and adopt the new Governing Document. This meeting is essentially an Extraordinary General Meeting and will require that changes are proposed, seconded and voted upon.
- * Whilst not the most exciting topic, it is extremely important for the continued operation of the Trust and we must do everything we can to encourage as many Members to attend the meeting as possible.
- * There are four categories of change.
- * The first category comprises those changes that are absent from the current document but required by law. At the community meeting, we should propose that these are adopted without any debate.
- * The second comprises those that represent the adoption of best practice promoted by the SCVO (the Scottish Council for Voluntary Organisations). Again, we should propose that this category is adopted without any debate although there may need to be some clarification.
- * The third comprises minor changes and again, unless there is any concern, we should adopt this category without much debate.
- * The final category comprises more substantive changes. These should be explained fully and debated as required. Then we can propose those individual changes where consensus has been reached and determine what to do about any where we have not been able to reach agreement.
- * After the meeting, we agreed that we will get the new Governing Document converted into a booklet and a copy will be sent to every Member household.

We agreed to move the community meeting to 11 June 2019 so that all Directors can be present.

- **Summer party & opening of the new community space:** We agreed a new date for the opening party: 24 August 2019. The party will be a barbecue and garden party. We will issue an open invitation to the extended community but request that they confirm attendance so that we know what numbers to cater for. We will buy fresh food so that any surplus can be frozen and not wasted. Start time will be 3.30pm – drink on arrival but ‘bring your own bottle’. We need to confirm that we have the necessary licences in place to hold an event of this nature. We will see if we can get members of the community to provide the entertainment. We have yet to establish who should ‘cut the ribbon’. It is imperative that we get in touch with Basher immediately to confirm that he is willing to stage an exhibition of his artwork and that he has sufficient work to show.
- **Update on the Dalmore development:** The new polycrub has been erected – the next stage of work is to build the indoor beds once the materials are delivered. An alternative access has been created so that the area remains safe for allotment holders working in the existing polycrub. Scottish Water visited the site today to carry out their inspection. We will require a water meter and a tap and further excavation is required where the physical connection will be made. David will collect the meter and arrange for AMK to do the additional digging.
- **Grant applications:** There were no new grant applications. The total grants provided so far this year remains at £39,006.
- **Horshader FreeCycle:** Jordan has set up the Horshader ‘FreeCycle’ page on Facebook. Everything that has been posted so far has been claimed. We need to ask Jordan to confirm how people can access this facility and ensure that the entire community knows of its existence and how to use it.
- **Growth & development award for the school:** The trophy has been ordered and engraved and was sent out today. We have not yet had a response regarding a plaque in the school on which each annual winner’s name could be inscribed. Jimina confirmed that the school is

- still keen to take this idea forward. We will see if either Euan or Laura can present the award at the prize giving. We will need to ensure that they have PVG cover in advance.
- **Fitness sessions for pupils at the local school:** Jimina confirmed that the intention is for the Bragar Fitness Group trainers to deliver fitness classes at the local school because there is no longer any provision for PE classes. The new trainers will complete their training later in the year and we will set things up then.
 - **Horshader e-mail addresses for Directors & staff:** Jordan has set up e-mail addresses for all the Directors but, apart from Flora, we have yet to get them working on our respective machines. He has also set up addresses for Euan and Laura.
 - **Landlord's visit 15 May 2019:** Flora reported that we had had a very successful meeting with our landlords on 15 May. Geoff (one of the two original brothers) and Bella (his sister) were accompanied by Miles (son of the brother who died last year). We gave them an overview of activity since the new Board took office in April 2018 and provided each of them with a copy of the Annual Report. Miles is very keen to help the Trust in any way he can, in particular with regard to the work that David is doing with the School Gardening Club where he has similar interests.
 - **Rewarding Jordan for holding the fort:** We all agreed that Jordan has done an outstanding job of looking after the Trust since Alan's departure at the end of March.
 - **Mr Ramsey's access to the Support & Connect service:** Flora has organised for Mr Ramsey to be able to use the Trust Support & Connect service after he was some time ago refused access on the basis that he didn't qualify.
 - **Midas Training:** Euan will look into organising Midas training for himself and Laura, as a matter of priority. Alisdair would like to do the Midas training as well.
 - **Writing to the other stakeholders in the StatCom replacement:** Flora will write to Pamela Harvey at SSEN, Kathleen at Community Energy and Alasdair Allen, MSP, to conform that we are delighted to have the new DVAR commissioned and to thank everyone for their support throughout what turned out to be a difficult process. The new equipment has been working perfectly since it became fully operational on 16 May 2019.
 - **Innovation workshop in the new community space:** Alisdair indicated that he has offered to run an innovation workshop in the new community space for Lynne MacIver's newly formed business hub – a collection of local entrepreneurs and business people who work out of Stornoway. The Board confirmed that the space could be used free of charge and that the Trust will pay for lunch as well. In return, we will expect attendees to provide us with some favourable PR and recommend the use of the space to friends and colleagues.
 - **Acair book launch – 6 July 2019:** The Trust provided a grant towards the production costs of a book about the local, peripatetic art teacher, Donald Smith. The pre-publication copy of the book looks fantastic and Agnes Rennie at Acair will ensure that the Trust is invited to the launch on 6 July 2019.
 - **Twins at Grinnivat Road:** Jimina informed everyone that twins have been born to Emma and Eric on the Grinnivat Road. The Trust will send a card and a 'wee minding' to congratulate them. We will also institute a policy of making the same gesture for other significant events in the community as this is clearly a central aspect of creating an attractive, vibrant and sustainable community, the Trust's core purpose.
 - **Insurance claim:** This was not discussed at the Board meeting but Jordan provided an update by e-mail. Jordan has advised our broker, Sean Dornan, about the end of the curtailment. He has provided the production figures for the turbine from the beginning of the second claim, 17 August 2018, to 16 May 2019. Sean will get in touch if he requires any further information.

Next meeting: The community meeting, 7.00pm, 11 June 2019 – Raebhat House.

The Board of the Horshader Community Development Trust