

## Minutes of the informal HCDT Board Meeting on 17 September 2018

**Present:** Flora MacLeod; Mairi MacLean; Sharon MacLeod; Jimina MacLeod; Domhnall MacLeod; Alisdair Wiseman; Alan Murray (Development Officer).

**Venue:** Raebhat House.

### Other business

- As the entire Board was present for the quarterly open Board meeting, Flora called an informal meeting to discuss the issues that have arisen since the last meeting on 03 September 2018.
- **Holiday entitlement for staff:** we agreed that HCDT staff should follow the same holiday entitlement and taking rules that apply to the Local Authority as this is the convention with other things like disciplinary procedure and the like. This means that staff with less than 5 years' service should get 10 public holidays and 22 days annual holiday; and staff with more than 5 years' service should get 10 public holidays and 27 days annual holiday. All holidays should be taken during the calendar year – holidays can only be carried over with the approval of the Board. (I added that last bit in unilaterally – we should formally agree this, or not, at the next meeting.)
- **Sharon's bursary and her status as a Director:** Sharon shared the conversation that Alisdair had with Tina at Third Sector Hebrides. The wording of the Articles of Association prohibits a Director from receiving any individual benefit whilst being a Director. So, Sharon will unfortunately have to retire as a Director. Tina was happy that Sharon could be asked by the Board to participate in Board proceedings to provide a perspective from the younger people in the community. However, Sharon would not be able to vote on any decisions made in Board meetings. The Board duly requested that Sharon participate on this basis and Sharon agreed.
- **Filling vacant Director posts:** Alan knows of someone in the community who would make a good Director and is interested in possibly participating in the future. The rest of the Directors need to continue thinking who might be appointed to fill the vacant positions.
- **The windbreak project:** Alisdair asked if a copy of Dr Bradley's windbreak project could be circulated around the Directors so that we can fully understand what has been proposed and determine how this might fit in the Trust Development Plan.
- **Moving the spare loom forward:** Alan will organise a full service of the loom and then the Trust will make a formal announcement that it is available requesting that interested parties get in touch. A proper interview procedure will be undertaken.
- **Staging a Christmas party:** the Christmas party for the young people in the community will be open, as in past years, to all the children in the local school. The Board will speak to Leftie with regard to forming a partnership with the Community Council to put on the old folks Christmas party. We reached no final conclusion about a Christmas party for the whole community – we can discuss this at a future meeting. We agreed that Christmas lights for the main street was probably not going to work. However, we would like to erect a Christmas tree at the Old School. We will need to get in touch with them to see if this is a possibility.
- **Bursary working group:** Sharon gave a brief report on the ideas that came from a meeting of the Bursary working group. The recommendations are to:

Leave the current rules for granting bursaries in place until sometime before the next academic year but to see then if there is perhaps a slightly more flexible way of interpreting them without causing more problems that we solve;

Set a closing date for bursary applications and consider all applications at one time in the context of a budget for education and training;

Institute a single additional annual training/education award, probably up to £2,000 like the other bursaries and open to anyone on the island. At least two of the key criteria for winning the award would be: links to the community; and what the individual would give back to the community as a result of gaining the award. We would like to get this going as soon as possible and then bring it into line with the timescales for the standard bursaries in 2019.

- **Grant application for the loch road upgrade:** the Grazings Committee has asked for an additional £8,000 to complete the upgrade of the road to the loch. After much deliberation, the Board agreed to award the additional funding because the project is already underway and it is one that directly benefits lots of people in the community. However, we agreed that in future the Board would never award funding to any project in the absence of agreed tenders. The Board also hopes that the Grazings Committee will participate positively in the discussion about the location of the Trust's flagship project when the time comes.
- **Future Board meetings:** we agreed to move to monthly Board meetings from the end of October onwards. Meetings will take place on the last Thursday of the month by which time, in 2019, we will have proper management accounts to consider along with all the other business of the Trust.

**Next meeting:** Monday 01 October 2018, 7.30pm, Raebhat House.

The Board of the Horshader Community Development Trust

Attached: Report from the Bursaries Working Group

## Bursaries Working Group Report : September 2018

The group comprised: Sharon Macleod (Vice Chair), Mairi Maclean & Alisdair Wiseman.

The group met on 6 September 2018 to consider how we might deal with bursary applications in the future.

We will not change the rules, or the way they are interpreted, in the short term. If we do, it will be in advance of the next academic year. We can see some real benefits in relaxing the interpretation of the rules but realise that there are some potential difficulties associated with doing this.

We will not, in the meantime, change the geographical boundaries that apply to the granting of bursaries. Extending the boundary to include North Shawbost would immediately increase the number of people that might be eligible for a bursary and take us well beyond the £10,000 budget that has currently been set. However, there might be a series of potential benefits from doing this and it is again something that we should revisit but perhaps as part of the wider debate on the boundary of the Horshader area.

We would like to introduce an annual award for education or training that sits alongside the existing bursary system but is independent of it and is provided under a different set of rules. We have been calling this an exceptional award because it is an exception from the norm but realise that we should find a different name for it so that it doesn't appear that we are offering it solely to people that are 'exceptional'. The award would be open to all young people on a competitive basis. When considering applications, criteria would include: what the award would be used for; proximity to the Horshader area; and what the applicant intended to give back to the Horshader community. There may well be other criteria to add to this short list. The criteria would be made clear when the award was announced so that all applicants had the best opportunity to satisfy them. The maximum value of the award would be the same as for the bursaries, namely £2,000. This might be a single award of £2,000 or multiple awards up to a total of £2,000. Winning the award one year does not automatically mean that the same individual would win the award in subsequent years - each year, the award would be based on the merit of the applications in that year.

We talked about a situation where there might be more applicants for bursaries than there was budget to support them. So, we talked about there being a discretionary annual budget where the Chair could decide to support additional bursaries or indeed make unbudgeted expenditure in other areas of Trust activities.

We agreed that there should be a closing date for bursary applications so that they could all be considered at the same time. The annual award would be dealt with at exactly the same time.

Alisdair Wiseman – 10 September 2018.