

Minutes of the HCDT Board Meeting on 30 April 2019

Present: Flora MacLeod; Jimina MacLeod; Domhnall MacLeod; & Alisdair Wiseman.

Apologies: Mairi MacLean.

Venue: Raebhat House.

- **Last Board meeting minutes:** Flora signed these off at the informal Board meeting on 15 April 2019.
- **Refurbishing the community space:** Lesley Wiseman joined the beginning of the Board meeting to run through the proposals for organising and decorating the community space. The Board made choices for floor and wall finishes and thanked Lesley for her great work. Lesley then left the meeting. Alisdair confirmed the revised quote from O'Mac at £77,000, advised that he had not received a quote from Lewis Builders and indicated that the quote from Alex Murray Construction was £131,000. We agreed to select O'Mac as our preferred contractor and authorised Alisdair to get in touch with everyone to communicate this decision. Alisdair also said that he had been in touch with Malcolm Crate who confirmed that we do not need to involve Building Control in the refurbishment because the building is currently designated as a public building and will continue to be so. However, we will need planning consent for the change of use from a shop to a community space – this will take between 3 and 6 weeks once the application has been submitted. Malcolm Crate has offered to assist with the application as he is nearly certain he already has drawings of the community space from previous work he has done for the Trust.
- **Update on recruitment:** we have received four glowing references, two for Euan Macleod for the Development Manager appointment and two for Laura-Ann Armstrong for the project support role. We confirmed the holiday entitlement: the same as the council entitlement = 22 days annual leave and 10 statutory holidays. We agreed to go ahead and make formal offers and draft employment contracts for both appointments. We agreed to give Laura the title of Projects Manager, confirming that she will be looking after multiple projects and that she will do so as the Project Manager with full authority to act for the Board and full responsibility for the successful outcome. We will meet on Thursday 9 May 2019 to create a job specification for this crucial new role and to agree the shape of a comprehensive induction programme for Euan and Laura. We agreed to do a Facebook post as soon as we have formal acceptances from Euan and Laura.
- **Update on the installation of the new StatCom:** the Board unanimously expressed their concern and disappointment at the further delays in the installation of the new StatCom. We await confirmation of a revised commissioning date but reiterated that we agreed an absolute final deadline of the end of the third week in June 2019 when we met in January. We agreed that we should write to Pamela Harvey at SSEN to formally register our position, with a copy to Alasdair Allen, MSP, and Kathleen at Community Energy Scotland.
- **Adoption of the new Governing Document:** we agreed to hold a community consultation meeting on Thursday 30 May 2019, in the community room at Raebhat House, with the aim of formally adopting the new draft Governing Document. In advance of the meeting, we will send a draft copy to each Member household in the Trust with a covering letter explaining how we would like to deal with the adoption of the new Governing Document. Broadly, there are three types of changes: the adoption of best practice where this is absent from the current Governing Document – we should highlight these changes and just adopt them; minor changes – we should explain the reason for these changes and, if there are no concerns, just adopt them; and major changes – we should explain the reason for these changes, encourage debate and then, if there is consensus, adopt them. We will seek legal guidance to ensure that we do everything in the correct way. We will also need to send a copy of the new Governing Document, once adopted, to OSCR, the Scottish Charities

Regulator – we do not feel, at this point, that we need to advise them in advance of our intention to make modifications as we are not fundamentally changing anything, just adopting new bye-laws. To add some interest to what might otherwise be a rather dull meeting, we will let people know about our intentions for the community space and, hopefully, introduce Euan and Laura.

- **Summer party:** we will stage a late-summer garden party at the Old School – our preferred date is Saturday 17 August 2019. We need to get the date into everyone's calendars as soon as possible so that people don't make alternative arrangements and another local body doesn't organise something for the same day.
- **Outstanding grant applications:**
 - * **The Clan:** we agreed to grant £4,000 towards the cost of their annual cultural trip.
 - * **WIIGA:** we agreed to grant £2,000 towards the cost of taking a team to the next games. Jordan has compiled a spreadsheet covering pending, confirmed and rejected grant applications so that we always make decisions with a complete understanding of our budgetary position.
We acknowledged receipt of the letter of thanks from Acair regarding our grant of £2,000 towards publishing a book about the local peripatetic art teacher. We will request an invitation to the book launch when it happens.
- **Dalmore water supply:** the current situation is that Scottish Water has formally signed off the scheme, the requests for quotes for the civil works are out and a separate contractor has been appointed by SW to confirm that everything has been done properly before making the connection to the water main.
- **Growth & development prize for the school:** we agreed to sponsor a prize for non-academic progress at the local school – it will be called the Horshader Award for Growth & Development. We will spend up to £200 on the trophy. The teaching staff will select the individual who will be awarded the prize. We have yet to agree the value of the annual award. We will progress this immediately so that the prize can be awarded at this year's prize-giving.

Next meeting: 7.00pm, 09 May 2019 – Raebhat House.

The Board of the Horshader Community Development Trust