

## **Minutes of Horshader Community Development Board Meeting on 16 April 2018**

Venue: Raebhat House, 7.00pm

**Present:** Flora MacLeod; Mairi MacLean; Sharon MacLeod; Jimina MacLeod; Richard Macdonald; Alisdair Wiseman; Iain MacArthur (by telephone); Alan Murray (Development Officer); Ann-Marie MacDonald.

**Apologies:** Domhnall MacLeod

### **Actions from last meeting**

- Flora took the Directors through the actions from the last meeting.

### **Training for new Directors**

- We agreed that Alan will look at the various options and make a recommendation to the Board as to how best to proceed with Director training, understanding that getting everyone together for a whole day might prove challenging.

### **Dealing with the future of the shop & café**

- In due course, a small group will be set up to look at how we want to take the shop forward. This group will include Julie and Rachel, one or two Directors and possibly someone from the community. The work of this group will be informed by feedback from the community.

### **Communicating with the community**

- We agreed that we will aim to get the minutes confirmed within 3 days of future Board meetings.
- We can then post them on the website, put them up on the Grazings noticeboards and put a hard copy in the office until we are able to confirm individual communication preferences. Thereafter, we will send copies of the minutes to people in the community by their preferred channel, aiming to get as many people as possible to use e-mail to save cost.
- We will ask about communications preferences in the next newsletter.

### **Talking to the Stornoway Gazette**

- Melinda Gillen from the Stornoway Gazette has been in touch to get some information about the EGM. We agreed that the best way forward is to provide a press release focusing on the appointment of the new Board and the plans for the future. It would be good to establish a strong relationship with the SG so that they are predisposed to publish news about future Trust activity.

### **Staffing**

- We agreed that there is a pressing need to provide administrative support to Alan so that he can get to grips with the requirements of being the Development Officer. In the short term, we will try to get a student placement for the summer, starting mid-May to early June, while we consider the longer-term requirements for administrative support. We will place an advert on Facebook and offer the living wage.
- We also need to understand what getting external bookkeeping support from CIB is costing the Trust so that we can make a judgement about bringing this activity in-house again.

### **Governing document**

- The current documents that deal with how the Trust should be run are not readily accessible, not written in Plain English and not comprehensive and therefore difficult to follow. We agreed that it would be good to have a single, easy-to-understand governing document incorporating everything that we currently have as well as additions to cover omissions.

- We agreed that this new document should include a provision for those Directors that cannot commit to attend 75% of the Board meetings.
- We will form a small group including someone from the community to create a new governing document – this group will include Mairi and Alisdair.

### **Policies and procedures**

- We agreed that we should do a full audit of the policies and procedures that are in place at the moment to ensure that we are as up-to-date as possible and that we have all areas covered.
- Flora will provide a copy of the Council's policies and procedures to act as a guide for best practice and to ensure that we are comprehensive.

### **Finances**

- We agreed to ask Callum MacDonald to attend the next Board meeting to present the latest annual accounts so that we can gain an up-to-date picture of the financial position of the Trust.
- We also agreed to ask Callum if we should undertake an independent financial audit of the Trust, in other words not conducted by CIB. He is professionally bound to give us his best advice, even if it is to his disadvantage to do so.

### **Community**

- It is important that we create and implement a community engagement plan so that we can get as many people actively involved in what's going on as possible. It would be good to have this together before the first community meeting in June. So, all ideas welcome.

### **Funding applications**

- There are some current applications for funding from other community groups. We agreed to look at these at a future meeting.
- There do not appear to be any current requests for funding from HCDDT to other funding organisations.
- We agreed that it would be good to get the PEG Group running again. We can ask for volunteers in the next newsletter.

### **Live project activity**

- There does not seem to be a clear idea of the current projects that are currently underway in the Trust. We agreed it would be good to clarify this situation so that we can determine any additional assistance that might be required to bring them to a successful conclusion.

### **Developing a growing plan for the Trust**

- We agreed that we must develop a growing plan for the Trust. We don't yet know what the community might want in this respect but we must take things forward quickly so that we at least have the current year covered. We will appoint a group including David Murdo, Alan and one or two people from the community to develop this plan.

**Next meeting:** Monday 23 April 2018, Raebhat House, 7.00pm

The Board of the Horshader Community Development Trust