

Minutes of HCDT Board Meeting on 09 August 2018

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

Apologies: Iain MacArthur.

Venue: Raebhat House.

Half-term report

- We briefly reviewed the new Board's first four months. There have been 11 formal Board meetings, one training session delivered by Angela Macleod and numerous informal meetings to deal with the many issues that faced the new Board.
- The Trust is now on a firmer footing. The Board has six Directors and a Secretary – meeting attendance has been very high. RPG has two Directors. Previous Directors have been removed from the Companies House Register. The Board has done its best to adopt best practice in terms of how it runs its meetings, ensuring that it is quorate when making important decisions, taking and publishing meeting minutes and dealing with the staff issues that have arisen.
- The Board has begun the process of developing stronger ties with the community. A community consultation meeting was held on 9 June 2018. Two issues of the newsletter have been published. A number of communiqués have been issued with regard to the closure of the community shop and café. The community has been asked to indicate their communication preferences so that the Trust can communicate with individual members in a way that works best for them. Finally, the Trust has begun to develop a much stronger relationship with the local school.
- The Board has addressed two major issues in the first four months: reinstating the growing project and the polycrubs; and closing the loss-making community shop and café.
- Four people have left the Trust team and two new members of staff have been appointed: Jordan in the office and John in the gardening team.
- Throughout this period, the Directors have remained committed to the task for which they were appointed and have worked together effectively and productively.
- Having addressed many pressing issues, the Board is now determined to take a more strategic view of the Trust and start planning for the longer term.

Strategic issues: creating a Trust Development Plan

- The Trust Development Plan is essentially the strategy for taking the Trust forward and for achieving its charitable aims. We agreed to dedicate the next Board meeting to beginning the process of creating the Plan. We are fortunate in that the vision and mission of the Trust have already been established – they are set out in the Community Handbook. The key strategic tasks for the Trust have already been defined as well – these are the charitable aims. And we already have a good indication of the sorts of projects that the Trust might undertake from the recent community consultation meeting as well as the prior consultations that have taken place over the years. The challenge for the Board is to determine the mix of projects to undertake in the short, medium and long term. We will aim to have a first draft of the Trust Development Plan completed before the first quarterly open meeting in September.

Strategic issues: holding the first quarterly open meeting

- The aim of the quarterly meetings is to establish a more frequent means of dialogue between the community and the Board than just having a single Annual General Meeting. These meetings will be more informal with a more relaxed layout and refreshments. The meeting will be solely for members of the Horshader Community Development Trust. The Board will share a progress report and then open the meeting up for members of the

community to pose any questions or concerns they have. These meetings will provide an ideal opportunity for members of the community who wish to become more involved in the development of the Trust.

- The first meeting will be held at 7.30pm on Monday 17 September in the community room at Raebhat House.
- People who are not members of the Trust but who have recently moved in the Horshader area will be welcome to attend.
- The Board will present the 2017 annual accounts, rather than wait for the AGM in 2019.
- The Board wishes to encourage all members of the HCD Trust to attend.

Strategic issues: Director Training

- We quickly confirmed how we intend to take Director training forward.

Strategic issues: setting up additional Trust bank accounts

- One of the issues that we have not yet made any progress on is moving Trust funds into new bank accounts so that there is no more than £85,000 in any account or accounts that are part of a single banking group. We will seek guidance from our accountants as to how best to proceed. A report on progress on this issue will be made at the first quarterly meeting.

Actions from previous meetings

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

Budgets for the rest of 2018 and the whole of 2019

- We now have access to historical financial information. However, we are not yet in a position to prudently manage future expenditure. Alan will seek guidance from Calum Macdonald at CIB with regard to establishing budgets and a forecast for the rest of this year and the whole of 2019.

An exhibition of Basher's work

- We talked about various ideas around an exhibition of Basher's work and decided that it would be best to set up a small working group consisting of Alan, Flora and Jimina to work out the best way forward and make a recommendation to the Board. Advertising the event will be key to its success. We will probably do a Facebook post, make an item in the newsletter and post out a personal invitation to a private view of the exhibition to all members of the Trust.

Turbine insurance

- Alan has completed the insurance claim for downtime on the turbine and it will be sent out on 10 August 2018.

Midas & first aid training

- Alan confirmed that we can arrange Midas training with as few as 5 people. We agreed that it made sense for the capability to be in-house as well as from volunteers in the community. Jimina will ask again at the next school governors meeting. We will extend an invitation to people in the Carloway Trust to undergo Midas training as this will make it easier for them to use the minibus in the future.
- We will find out from Don why using volunteers to drive the minibus in the past hasn't been particularly effective so that we can ensure we have a robust solution for the future.
- We didn't talk about first aid training.

Permanent water supply for the Dalmore polycrubs

- An application has gone into Scottish Water – we await their response. We need to confirm that we don't need planning consent to install a permanent water supply.

Voluntary groups working in the Horshader area

- Alan will check with Jordan to find out how close to completion we are on this job.

Community diary

- We agreed to reinstate the Community Diary. Alan will liaise with other people in the area who have access to local events so that we can ensure comprehensive coverage.
- This prompted the idea that we should perhaps develop closer links with the Carloway Trust as there might be projects that we can work on together. We will consider this in more detail in the future.
- Flora suggested at the last meeting that it might be a good idea for Alan to try and form a group of the Development Officers for local Trusts so that they could meet up on a quarterly basis to share experience, solutions to problems and best practice. We didn't talk about this at the meeting but it remains an idea worth progressing.

The growing project

- John, the new Assistant Gardner, has taken the spare allotment at Grinnivat Road.
- There is still one spare allotment at Dalmore. We will see if there is any interest in the community to take it on.
- Jimina will approach the family of Kathleen and Angus Macleod regarding the bench and the possible creation of a memorial garden at the polycrubs at Grinnivat Road.

Staff matters

- We confirmed that the staff will follow the Island Council with regard to holiday entitlement and holiday taking: 22 days plus statutory holidays for service up to 5 years; and 25 days plus statutory holidays for service over 5 years. There are 10 statutory holidays: 1 and 2 January; Easter Friday and Monday; August Friday and Monday; October Friday and Monday; and 25 and 26 December.

Mindfulness taster workshop

- Flora will talk, informally, to Lucy in the next couple of weeks about the mindfulness taster workshop.

Mrs Gunn's letter

- Jimina confirmed that she would approach Mrs Gunn to gain her permission to print her letter to the Trust in the next newsletter.

Funding applications

- We confirmed the award of Robyn Bradley's bursary.
- A small working group comprising Sharon, Mairi and Alisdair will look at the rules associated with granting bursaries so that we can deliver the best outcome for the community and then make a recommendation to the Board.
- The Heb Alpha support group were given a grant of £600 in 2017 to run a supper night to raise funds for the charity. It seems that they raised less money than the grant that was offered. The group has asked for funding for a similar event this year. After some discussion, we agreed that the Trust would fund this event in 2018 but would insist on a report that indicated the outcome of the evening. The Board will use this report to determine if it makes sense to continue supporting this event in the future.
- The trust has funded the 5K & 10K runs in the area in the past – there has been substantial local participation in the events. The organisers have approached the Trust for funding for the 2018 events. The Board is in favour of providing some form of funding. However, Alan

will ask the organisers to complete a funding application in the standard manner and the Board will make a quick decision thereafter.

- We confirmed a grant of £5,000 to Carloway FC for the purchase of a mower. We will ask that they put up a hoarding to indicate support from the Trust as a condition of getting the grant. The Board appreciates all the work done by Westside Thistle for young footballers in the community.
- Alan will contact Kathleen with regard to funding up to £1,000 towards the cost of her dad's chair.

Dealing with the consequences of the shop & café closure

- The kitchen area in the community café is in urgent need of a very deep clean. Clean Squad have been in to look at the situation and we await their quotation. The second cleaning company that were approached did not wish to undertake the job.
- It would cost more to cancel the BT contract for the phone connection and broadband than it would to leave the contract to expire in August 2019. We decided to let the contract expire.
- Alan will deal with clearing out the freezers.
- Alan will get a quote for reinstalling the coffee machine in the community room at Raebhat House so that it is available for use by staff and anyone else visiting.
- Any remaining usable stock in the shop will be offered to the foodbank. Anything not accepted will then be offered to other charities including the Salvation Army.

Beach cleans in the Horshader area

- Alisdair will e-mail Rosemary MacRitchie regarding the use of the Horshader minibus and copy Alan in so that everything can be arranged.

Governing document

- There has been no work on creating a Plain English governing document for the Trust. We will get this moving shortly.

Next meeting: Monday 20 August 2018, Raebhat House.

The Board of the Horshader Community Development Trust