

## Minutes of the HCDT Board Meeting on 27 July 2019

**Present:** Flora MacLeod; Mairi MacLean; Alisdair Wiseman; Jimina MacLeod; Euan Macleod (Development Manager); and Laura Armstrong (Projects Manager).

**Apologies:** Domhnall MacLeod.

**Venue:** Raebhat House.

- **Minutes of Board Meeting of June 25th 2019:** Flora approved the minutes of the previous Board Meeting.
- **Financial Report:** The monthly Management Accounts prepared by CIB Services had been received late on the day of the Meeting. Digital copies will be sent to Directors after the meeting.
- **Communications:**
  - \* Rob Black of Scottish Agricultural Consultancy has invited HCD to become involved with a scheme aiming to improve communications between producers of fruit and veg (individuals and organisations) and the market. We will stay in communication and may attend the project meeting in August if it seems relevant to our allotment holders, or to other future HCD projects.
- **Funding Applications:**
  - \* **Westside Running & Fitness Club:** We agreed to grant £400 towards the cost of organising their 5/10k event.
- **Actions of Previous Meeting:**
  - \* **Policies:** Policies for: Child Protection; Health and Safety; Disclosure of Interests; and Equal Opportunities have been drafted and will be sent to Directors for review. All Directors and Staff will complete the Register of Interests form.
  - \* **Funding Strategy:** A strategy to identify open and upcoming funds has been created.
  - \* **Support and Connect:** We agreed to look for a relief driver who can cover Don's minibuss duties.
  - \* **Summer Party:** Shona and Iain Murray (Basher) visited Raebhat to discuss the exhibition of Iain's art. There are 35 pieces which will be sold with all proceeds going to Hebrides Alpha project. Shona will bring the art to Raebhat where it will be stored. Alisdair will advise on the best way to hang the pieces in the community space. The event will be promoted with posters, on social media, flyers, and a bag-drop at Shawbost School. Invitations will be sent to friends and supporters of HCD that live outwith the area. The event will be free, but ticketed to keep a track of numbers likely to attend. 100 tickets will be available. The event will begin with the opening of Basher's exhibition at 2.30pm, with the party starting immediately after the opening. It was noted that Shawbost Fire Station have an open day on 24 August from 10.00 – 14.00, which should work well with our event times.
  - \* **Rescheduling the RPG meeting:** Jimina (signatory for the account) is away till August 7th. A meeting date will be arranged for after her return.
- **New Governing Document:** Alisdair was congratulated for the hours put into producing the new Governing Document which includes changes proposed by the Working Group and agreed upon by Members at the recent General Meeting (4th July).
  - \* We viewed a draft A5 printed version prepared by Alisdair which will be printed and distributed to all Members.
  - \* Euan and Laura will proof read the document.
  - \* Alisdair will bring a leaflet binder to Raebhat and demonstrate how it works.
  - \* A PDF version will be available from the HCD website.
- **Community Space Refurb Update:** Laura is pleased with progress with the refurbishment and provided an update.

- \* We will be placing an accessible path from the fire exit within the community space. We decided that when doing this we should extend the path to make the Polycrubs more accessible for everyone.
- \* Items were purchased from IKEA and should be delivered shortly. We have also placed orders for the splashback and cleaning products. There are only a couple of items still outstanding that will be ordered in the very near future.
- \* One outstanding item is blinds, we have received a quote for wooden blinds and are awaiting a quote from another supplier. We decided that no blinds will go in the kitchen.
- \* Considering the new space and its lovely finish we discussed the AGM room. There is artex on two of the walls and also on one wall in the toilets in this area. We discussed getting this removed or skimmed so that all the walls are smooth and to have consistency within all the spaces.
- **Dealing with the Building Warrant:** All advice we have received indicates the requirement for a building warrant for the refurbished space at Raebhat, as requested by CNES Building Control, is unnecessary. 2 of the An Taobh Siar agus Nis ward, and 1 of the Ceann a' Loch a Tuath ward councillors have replied to a request to visit the refurbishment to learn more of the vision for the project.
- **Pricing Structure and Operation of Community Space:** No names were suggested for the new community space during the recent survey consultation. A 2-tier pricing structure will be established with cheaper rates for Members. Laura has been researching pricing for hires at other local facilities in order to set up a suitable pricing policy. We are likely to need equipment for the Space, including a projector and additional flipcharts. Use of the Community Space should be self-funded, without relying on HCD funds for every activity, and self-managing - not constantly relying on the time and efforts of HCD Staff.
- **Community Programme:** A programme of HCD-led activities has been planned to be established from September. The activities have been designed so as not to be dependent on excessive time of staff, or other resources, but will be popular with the community, and generate additional use of the facility through being visible and successful.

A Coffee Morning will be established soon after the Community Space opens, along with a Gaelic class, Music classes, and Maritime Skills Workshops. Alisdair will run a Project Management workshop for Laura and Euan to ensure all HCD projects are run in a proper and consistent manner. Staff at neighbouring community organisations will be invited to the workshop.

- **Hebridean Ark Tree Project:** A 5-year project plan is being developed with a number of objectives for the Tree nursery, which has been run by HCD as a conservation project since 2017. The project aims to be sustainable, covering project costs and a percentage of the Head Gardener salary, and to develop engaging environmental projects for the community. Additional growing areas have been identified in order to increase tree production. Staff have been in communication with the Woodland Trust with a view to setting up a meeting to discuss the project. Copies of Financial projections, a job description for the Head Gardener/Tree Nursery worker role, and an updated Project Plan 2019-24 will be sent to Directors for review.
- **Westside Coastal Walk Upgrade:** No application was submitted to Paths for All as Shawbost Community Council previously accessed this funding source for the Coastal Walk. We will attend the next meeting of the Community Council to discuss a collaborative approach to developing this project over winter, with an objective of completing the upgrade by Spring 2020.
- **Development Manager Report:** The Board requested a review of Angela's situation, including writing a proper contract, and raising her wage to the living wage.
- **Insurance claim:** Jordan reports that we are awaiting approval for the claim. Directors will be updated as soon as possible.
- **CIB and Management accounts:** CIB will be instructed to produce these for the 3rd week of each month, a week before the Board Meeting, to allow time for Directors and Staff to review the figures.

○ **Any other business:**

- \* The Board agreed to remove Alan, and add Euan as the main contact and a signatory for the following accounts: Triodos, RBS, Bank of Scotland, Nationwide, Cooperative Bank, Cooperative (RPG), Clydesdale and CAF.
- \* The verges haven't been cut by the Grass cutting team this year. A student/helper will be sought to help with grass cutting, preferably someone with a driving licence.
- \* A meeting will be arranged with South Shawbost Grazings to discuss possible sites for future projects (e.g. affordable housing, playpark).
- \* Laura plans to join the Mountain Rescue Team which would require her to be available during working hours. The Board agreed this was a good idea.
- \* A potential water leak (underground) was spotted near the Dalmore growing site. Staff will conduct a thorough investigation.

**Next meeting:** Board Meeting, 7.00pm, 26 September 2019 – Raebhat House.

The Board of the Horshader Community Development Trust