

Horshader Community Development Trust
Minutes of Meeting
Monday 28th April 2025

Present: Directors: Flora Macleod, Fiona Jefferson, Peter Lidgett, Chris Morrison and Staff: Gordon Matheson & Catherine McCauliff-Bolton (Minute taking)
 Apologies: Iain Macdonald

Conflicts of Interest: Chris Morrison (Grant Applications - Shawbost Free Church).

Item	Discussion	Actions	Responsible	Complete By
Minutes of Previous Meeting(s)	<p>a. Monday 24th March 2025 (Ordinary Business).</p> <p>Pont raised by FJ - Has website now been updated with previous minutes??</p> <p>Point raised FJ – An outstanding invoice relating to a previously approved support payment was noted.</p> <p>Point raised by CM - Re: Salary review for staff member agreed & completed.</p>	<p>Agreed by Board. Remove action points, financial remuneration levels and publish on website.</p> <p>Yes. All meeting minutes are available to view on Horshader’s website.</p> <p>GM to follow up.</p> <p>Review done. No Further Action needed.</p>	<p>GM</p> <p>GM</p>	<p>ASAP</p> <p>Ongoing</p>
Note on WhatsApp Discussions	<p>a. Drains – Works carried out & finished apart from grease tap that is on order.</p> <p>b. Redacted item</p>	<p>Grease trap to be fitted once delivered & a routine to be set up to manage it.</p> <p>Redacted Item</p>	<p>GM</p>	<p>Ongoing</p> <p>ASAP</p>
Matters Arising				
	<p>a. IT Security Review - Redacted Detail - An update was provided on the ongoing IT security review and engagement with suppliers.</p> <p>b. Development Officer “Trainee” Post – Redacted Details - An update was provided on recruitment to the Development Officer trainee post. Interview arrangements were agreed.</p>	<p>PL to action.</p> <p>Date for interviews & availability TBC with applicants. Copy of presentation from each interviewee to be submitted prior to interview date. Interview Panel decided as: GM, PL & FM.</p>	<p>PL</p> <p>GM</p>	<p>Ongoing</p> <p>ASAP</p>

	<p>c. Minibus Sale – Only one show of interest in the purchase of the minibus – [Redacted], who have come to view it. They need to discuss with their own board and hopefully will make an offer.</p> <p>d. Bursary Fund Investment – The members agreed at the recent SAGM that £460,000 be set aside and invested for bursaries. GM requested to currently utilize the [Redacted] account as the Bursary Investment Fund account ([Redacted] being easier to manage opposed to [Redacted]). This account currently holds £340,000. GM requests moving £120,000 from [Redacted] account to make up shortfall on the balance of the [Redacted] account, so that it holds the agreed limit of Bursary Investment Fund.</p> <p>PL raised question: Have/will we get advice on our options open to us from a financial investment company/consultant for better return but still low risk?? GM confirmed that utilising the [Redacted] account for the Bursary Investment Fund is not a permanent solution but more so to start earning interest straight away. The membership can be consulted in the future moving forward.</p> <p>e. Bench at Grinneabhat – Had its final paint job completed recently.</p>	<p>Await feedback/offer from [Redacted].</p> <p>Agreed to allow movement of funds into the [Redacted] account from the [Redacted] account and utilise [Redacted] account currently as the Bursary Fund Investment account.</p> <p>Options can be discussed at Investments meeting – date TBC.</p> <p>Bench to be moved back to Grinneabhat.</p>	<p></p> <p>GM</p> <p>GM</p>	<p>Ongoing</p> <p>ASAP</p> <p>ASAP</p>
<p>Risort Updates</p>	<p>a. Annual Profit Waterfall – GM briefed the Board members for information only, that within the next few weeks £849,361 will come into Horshader account (balance of RPG being approximately £960,000) leaving an operating balance more than £100,000.</p> <p>b. PPA – [Redacted]</p> <p>Point raised: Big difference in amounts. GM briefed the Board that this is due to the following reasons: The PPA</p>	<p>Risort Board meeting required. GM to speak with Risort board members on running more efficiently in due course.</p>	<p>GM</p>	<p>ASAP</p>

	was coming from very high base per MWh at start of 2024 & has now come down and settled at a much lower rate and the price it is currently, is 'normal' which is in keeping with the Government's projections.			
Horshader Business				
New Members	a. Duncan Anderson. Copy of Application form given to Board members.	Membership agreed by Board. Update Mailing lists and membership list.	CMB	ASAP
Community Fund Grant Applications	<p>a. Shawbost Free Church – Copies of grant applications given to Board members. GM briefed the Board on funds available and threshold rules and consulting membership (which is £100,000 for investments only). No recorded decision was made for threshold limits for the Community Fund. Discussions were had on how this application is handled differently to all others (size of the amount requested, time of works to be completed & scope of works – External & Internal).</p> <p>(CM taking no part in any discussions or decisions on this application).</p> <p>b. CEATS – Discussions held by Board members on application and PEG findings.</p>	<p>a. Agreed by Board. Award payment to be split: initial £40,000 followed by £20,000 at a later date (TBC).</p> <p>b. More details on application needed. Full scope of work being undertaken needed, removing HCDT name and re-submit.</p>	GM	ASAP
PEG Update	<p>a. Scoring Form Review – PEG members revised form: Feedback being that it is much easier to use, more clarity and less subjective scoring.</p> <p>Point raised: “Has the applicant received funding from HCD before??” question to be removed?? Discussion by Board members on data handling responsibilities.</p>	a. Move funding question to Application Form (from PEG Matrix Scoring).	GM	ASAP

	<p>b. Membership – Those younger members known to Board members are not currently available to join as PEG members. No response to advert request.</p> <p>Point raised: Comments to each section missing on recently completed PEG evaluation forms.</p>	<p>b. Continue to promote for younger community members to join PEG.</p> <p>Pass observation to PEG members.</p> <p>Review/update of relevance of current information on the Community Fund Application Form.</p>	<p>GM</p> <p>GM</p> <p>GM</p>	<p>ASAP</p> <p>ASAP</p> <p>Ongoing</p>
Bursaries	None.			
Finance	<p>a. “Going Concern” notice for MJG Audit – 2 draft letters were given to Board members by GM, both addressed to Mann Judd Gordon (MJG):</p> <ol style="list-style-type: none"> 1. Proforma letter (from HCD to MJG) – HCD Year ended 31 December 2024 (which we are declaring in respect to the audit) 2. Going Concern Assessment letter. <p>Proforma Letter HCD Year ended 31 December 2024: After GM speaking to Kay at MJG, particular attention to be drawn to the following points: 6, 10, 11 & 12 which were read out to Board members and discussed.</p> <p>Point 6: “We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements”.</p> <p>Point raised: Suggestion by GM to hold a self-declaration for criminal convictions form for community/members when they become directors.</p>	<p>Point 6: Self declaration form for each director to be raised and signed.</p>	<p>GM</p>	<p>ASAP</p>

	<p>Point 10: “We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements”.</p> <p>Response: For this year being “No”, however next year we need to pay attention to this point.</p> <p>Point 11: “The methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework”.</p> <p>Response: Need to note that this is the case.</p> <p>Point raised from FM: Has MJG been made aware that we are doing this internally?? Response: Yes, since January 2025.</p> <p>Point 12: “The company has not granted any advances or credits to, or made guarantees on behalf of, directors other than those disclosed in the financial statements”.</p> <p>Response: GM stated that we should be OK on this as we produce group accounts including Risort and there are financial agreements between Risort and the Trust. Clarity on the answer to this is needed from MJG.</p> <p>Comment from PL: This is stated in the draft document that MJG have sent us, it should be covered. It is not as though it has been left out.</p> <p>Draft Going Concern Assessment Letter: Draft sent to MJG on 28/04/25 and approved by them. This letter was raised to support the strong financial position & adequate reserves held by the company.</p>	<p>Point 10: Re-evaluation of Rhaebhat House currently being undertaken.</p> <p>Point 11: CMB has had internal training (Xero) and putting more training in place. Looking at risks around this area and manage them to a reasonable level.</p> <p>Point 12 to be clarified by GM to MJG to answer.</p>	<p>GM</p> <p>GM</p> <p>GM</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
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	<p>This is a statement of the waterfall payment that we are expected to receive, the Trust's annual budgets, statement of the reserves policy (amended this year), Designated Funds and Project Fund that's left for the Community Development Plan and note about the allocation of the Graduate Traineeship (stating our confidence that we will be able to support this through the next 4 years) showing the Trust is a legitimate going concern.</p> <p>Point raised by FM: Is £100,000 sufficient for Turbine Emergency Repair Fund?? Discussions had on fund amounts and potentially raising them. PL stated maybe we should wait until we decide what projects we decide on when Development Plan updated.</p>			
Update on Tree Ark/Growing Project	<p>Update report given to Board members. GM stated that all tree orders we sent out and CH now in negotiations with Estates for next year's orders for the trees that we are producing now.</p> <p>Hours higher due to [Redacted] (temporary member of staff) having started recently.</p> <p>Green netting on Polygrub at Tree Ark needs replacing.</p> <p>Point raised by FJ: Again in respect of tidiness of plants at the Grinneabhat Polygrubs area by allotment space holders.</p>	<p>Board members all agreed - Both letters signed by FJ.</p> <p>CH to obtain quote and time scales for replacement of green netting to Tree Ark.</p> <p>Speak to allotment space holder concerned.</p>	<p>CH</p> <p>GM</p>	<p>ASAP</p> <p>ASAP</p>
Local Development Plan Update	<p>GM briefed the Board members on the following draft project ideas for the new Trainee Development Officer to explore:</p> <p>a. Draft a La Carte Menu of Projects:</p> <ol style="list-style-type: none"> 1. Gaelic Development – look at our charitable objectives in respect of the development of Gaelic speaking within the area. 2. TOSC – Meeting with Matthew Hebditch on Wednesday to discuss water ingress/damage to roof. 		<p>GM</p>	<p>TBC</p> <p>30.05.25</p>

	<p>Quote prices for works on TOSC project 18 months old.</p> <p>3. Deer Larder - The current deer management have no way at present of dealing with deer carcasses (increasing deer numbers into the area).</p> <p>4. Blasta! Lunches – Possibility of running it as a community social event (no takeaways etc).</p>	<p>Re-price TOSC project for works that need carrying out.</p> <p>Meeting with Estates to discuss possibility of a deer larder on the Westside.</p> <p>Pricing up costs of running lunches.</p>	<p>GM</p> <p>GM</p>	<p>ASAP</p> <p>TBC</p> <p>TBC</p>
AOCB				
Lochs Agricultural Show	<p>a. Minibus Use (Needs volunteer driver) – HCDT unable to provide a driver for Lochs Agricultural Show on 26.07.25.</p>	<p>Inform Lochs Agricultural Show that they can use our minibus but provide their own driver (as long as the driver has a D1 licence). To check this is ok with insurer.</p>	<p>CMB</p>	<p>ASAP</p>
Business Requiring Off-Board Discussions (Dates to be set)				
	<p>a. Budget</p> <p>b. PEG Process Follow Up (Still needed?)</p> <p>c. Further Discussions on Investments</p>	<p>a. Board agreed on date Tue 06th May 2025.</p> <p>b. Not required. No further action.</p> <p>c. GM to arrange choice of dates.</p>	<p>GM</p> <p>GM</p>	<p>ASAP</p>
Set Date of Next Ordinary Meeting	<p>Monday 26th May 2025 (Bank Holiday but offices still open).</p>			