

**Horshader Community Development Trust  
Minutes of Meeting  
Monday 1<sup>st</sup> September 2025**

**Present:** Directors: Fiona Jefferson (Chair), Peter Lidgett, Chris Morrison & Ian Macdonald. Staff: Gordon Matheson (Business Manager), Kate Macdonald (Development Officer) & Catherine McCauliff-Bolton (Minute taking).

Apologies: None.

**Conflicts of Interest:** Fiona Jefferson (TOSC) & Chris Morrison (UDS Museum).

Item	Discussion	Actions	Responsible	Complete By
<b>Minutes of Previous Meeting(s)</b>	<p>a. Tuesday 12<sup>th</sup> August 2025 (Ordinary Meeting).</p> <p>Question raised (PL): Any progress on the purchase of PA system? Answer (GM): Not purchased yet.</p> <p>Questions/Updates raised from previous minutes:</p> <p>a. Curry night - Any more bookings? Received bookings (15 online, church teams: Carloway, Breascleate &amp; Barvas). Catering set for 60-70.</p> <p>b. Christmas Fayre - Suggested date is 15<sup>th</sup> Nov 25. Discussions had on dates available. Climate EV Roadshow unavailable to run alongside Christmas Fayre.</p> <p>c. Fireworks Night – Date is 7<sup>th</sup> November 2025.</p>	<p>Both minutes agreed by Board. Remove action points, financial remuneration levels and publish on website.</p> <p>a. None.</p> <p>b. Date (15.11.25) TBC.</p> <p>c. Need to order fireworks. Liaise with TOSC.</p>	<p>GM</p> <p>KM</p> <p>KM</p>	<p>ASAP</p> <p>Ongoing</p> <p>Ongoing</p>
<b>Note on WhatsApp Discussions</b>	<p>Request for more general planning meeting to manage project workload:</p> <ol style="list-style-type: none"> <li>1. TOSC</li> <li>2. Future Energy Project</li> <li>3. Website</li> </ol>	<p>TBC</p>	<p>GM</p>	<p>Ongoing</p>

<b>Matters Arising</b>				
<b>IT Security Review</b>	PL: Heard back from [Redacted]. Will start 29-30 Sep 25. They will come in to do a handover/takeover with DM. [Redacted] to start Stage 1 work (implementing local admin accounts, installing remote access software, antivirus etc).	Check with DM for available dates to do handover with [Redacted].	CMB	ASAP
<b>Membership GDPR Audit</b>	No Progress to report.			
<b>Western Thistle Kit</b>	Paid.	Photographs to follow.		
<b>Urras Dualchas Shiaboist (UDS)</b>	GM: Re-drafted letter – The letter to UDS has been amended. Request sign off.  Question raised (FJ): Queried the question that we thought we would suggest to UDS to try and hand building back to council in the first instance (not try and sell on open market etc)?	Check with UDS/Council.	GM	ASAP
<b>TOSC</b>	Note (PL): Would like to formally thank all those involved with setting up the successful SGM on Fri 15 <sup>th</sup> August 2025 that was well attended.  GM briefed the Board:  [Detail Redacted] The board received an update on progress towards acquisition and future development of The Old School Centre, including legal, financial and project governance considerations. Further work and decisions were agreed.  GM asked the board that a decision is made on how to manage the project and how we create a management structure for TOSC in general in that how, in the coming months, how we engage the community in the running of a community asset, is really important.  Suggestion (GM): To create a Committee Steering group for TOSC who will work for Horshader as an oversight for the entire project (from across the membership including associate members who will be involved in running the project for us, reporting to the HCDT Board on a regular basis).  Suggestion (PL): Maybe rather calling it a 'Project Board' & need senior steak holder (maybe member from HCDT board) and other	Insurance costings to Board members.	GM	30.09.25

	<p>stake holders (community representatives) &amp; Project Manager who will liaise with the Project Board, QS &amp; company who has tender.</p> <p>Project Manager role: Role to be fulfilled (not current staff). Fixed term contract (i.e. 30 months) with salary (upwards of £28,000).</p> <p>Question (GM): Members for TOSC board – Open to all of Shawbost?</p> <p>Suggestion (PL): Suggests a School representative, Campsite representative, &amp; a Crofters Association representative: 5-6 people on TOSC board.</p> <p>GM briefed the board to let them know the Council are taking their furniture (that is stored) from TOSC in the coming weeks.</p> <p>Suggestion (PL) : Potential use of space in Raebhat House when HCDT have moved to TOSC: Mountain Rescue Team – Westside base.</p>	<p>Draft job description for Project Manager.</p> <p>Draft document to be raised in respect of what the project will be, how it will work, what the structure will be, what the deliverables are, what the interfaces are etc. This document to go out with request for TOSC board members after board approval.</p> <p>For TOSC Project Board: Ask members first then if no feedback, open up to wider community.</p> <p>Asset Register needed for TOSC.</p> <p>Noted.</p>	<p>GM</p> <p>GM</p> <p>GM</p> <p>GM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<b>Risort Updates</b>				
<b>Feasibility Study</b>	Feasibility Study going out on Future Energy Options.	Communication Plan required.	GM	Ongoing
<b>Horshader Business</b>				
<b>New Members</b>	a. Sheila Harrison.	Approved. FJ: Re-imburse membership payment. Already paid.	GM	ASAP
<b>Community Fund Grant Applications</b>	None.			
<b>PEG Update</b>	None.			
<b>Bursaries</b>				

	<p>GM briefed the board on the Bursary level – was £2000. We have £6000 budgeted but did not set award level; the Investment Fund is on track to earn £19k – 50% = £9500. So, we can afford awards of £3000 each??</p> <ul style="list-style-type: none"> <li>• [Redacted – 3 recipients]</li> </ul> <p>Discussions had on awarding different amounts to each applicant. Agreed £2500 to each, leaving a residue amount for any later applicants for this year.</p> <p>Suggestion (PL): Worth updating membership on Bursary Fund: what it is for, how to use it etc and encourage membership?</p>				
		Payment agreed of £2500 to each bursary applicant listed.	GM	ASAP	
		Look at Bursary wording. Clarify rules on applying for different activities (i.e. one person applying for monies for 2 different activities).	GM	Ongoing	
<b>Finance</b>	None.				
<b>Staffing</b>	<p><b>Horticultural Apprenticeship –</b></p> <ul style="list-style-type: none"> <li>• Amendments from last board meeting made to Job Specification.</li> <li>• Interview team to be GM &amp; CH.</li> <li>• Closing date for applications to be 19<sup>th</sup> September 2025.</li> </ul>	All agreed on all points.			
<b>Development Officer Update</b>	<ol style="list-style-type: none"> <li>Blasta – 18-20 booked for each event so far.</li> <li>After school club – Meeting next Monday (08.09.25).</li> <li>Christmas Fayre – Date suggested Saturday 15.11.25.</li> <li>Niseach Chef – Provisional bookings: 20 &amp; 21 March 2026.</li> <li>Fireworks – 07.11.25 – Piotsa (Pizza) truck attending.</li> <li>Yoga – Fridays between 10-11am. Start date TBC.</li> <li>Community Development Plan Analysis – Given to Board members.</li> </ol>	<p>Check alternative dates for Christmas Fayre.</p> <p>Check amount Piotsa can produce on night. Liaise with Matthew Hebditch for event (i.e. Fire service etc).</p> <p>Feedback on CDP from Board members to KM (if any).</p>	KM	Ongoing	
			KM	Ongoing	
			Board Members	Ongoing	
<b>Update on Tree Ark/Growing Project</b>	<ol style="list-style-type: none"> <li>Board members read through update report given by Chris Humphreys for August 2025.</li> <li>Cover needed for Grass Cutting and handyman - Ruairidh Maclennan (4-week contract).</li> </ol> <p>Noted by PL: Well done to those involved in the Market Stall.</p>	All Agreed.			

	Noted by GM: Shed up at Dalmore site. Roof to be finished and then solar panels to go up.			
<b>Local Development Plan Update</b>	Update on latest online survey given.			
<b>Website Update</b>	No further update.	Arrange meeting for Website Working Group (PL, KM & CMB).  Link for photos taken by photographer to be sent to board members.	CMB  CMB	ASAP  ASAP
<b>AOCB</b>	(PL): Training for GM @ UHI (1 module – Developing Community & Energy Project) that was that was discussed at his appraisal needs to be approved by the board.	All Agreed.		
<b>Business Requiring Off-Board Discussions (Dates to be set)</b>				
	<p>a. DTAS Director Training – Set for 8<sup>th</sup> September. Invite Pairc Trust? Question raised (PL): Is there any information or agenda to read up on beforehand??</p> <p>b. Planning Meeting – Date needed.</p>	<p>a. Agreed 6pm start time and to the invite Pairc Trust to also attend training. Ask if there is any documentation/agenda to read up on beforehand?</p> <p>b. Wait for information to come in (Project Board etc) and then set date.</p>	GM  GM	ASAP  ASAP
<b>Set Date of Next Ordinary Meeting</b>	Ordinary meeting – Tuesday 30 <sup>th</sup> September 2025.			