

Horshader Community Development Trust
Minutes of Meeting
Monday 27th January 2025

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

Conflicts of Interest: None.

Item	Discussion	Actions
Minutes of Previous Meeting(s)	Monday 2 nd December 2024 (Ordinary Business).	GM to remove action points, financial remuneration levels and publish on web.
Note on WhatsApp Discussions	<ul style="list-style-type: none"> a. Postpone Decision on Looms – Discussed under “Matters arising” (Point c). b. Shawbost CC Community Space let – GM suggested 50% reduction offer. 	<ul style="list-style-type: none"> a. See Matters Arising (Point c) b. All Agreed. Re-issue invoices at reduced rate.
Matters Arising	<ul style="list-style-type: none"> a. Service Pricing (FM & PL) – FM & PL had meeting (AM) Mon 27th Jan 25 to discuss pricing on Grass Cutting, Community Space and Minibus hire. <ul style="list-style-type: none"> 1. Community Space: <p>If using the Small Community Space the issue arised of access of use to the kitchen (situated within the Large Community Space). It was agreed that there should be no access to kitchen if hiring Small Community Space.</p> 	<p>Look to see if the inter connecting door between the two community spaces can be locked when small Community Space is hired out. Assess whether the Fire Plan needs to be altered.</p> <p>Hire of the Community Space document to be checked in entirety and updated (to also note the Defibrillator location).</p>

	<p>Pricing amendments for Community Space Hire put forward by PL & FM. Price increase for non members to hire Large Community Space to £25 per hour (from £20) and price remains at £10 per hour for members. No change to pricing for Small Community Space.</p> <p>2. Minibus: At present the minibus is hired and driven with a supplied driver. Would there be an option to supply the minibus without the driver and the implications of this (use of minibus, insurance, safeguarding requirements (disclosure), tax, MIDAS training etc)?</p> <p>Is there an option to ask for volunteer drivers?</p> <p>How to cover mileage/diesel costs?</p> <p>No pricing amendments for Minibus Hire put forward by PL & FM: to be kept at current rates. Minibus hire; half day - £25 (plus fuel)/£50 (plus fuel) for full day for members. Double cost for non members.</p> <p>3. Grass Cutting: The eligibility for the Grass cutting was discussed. Age: 65 year or over and no able bodied person(s) in the home capable of cutting the grass. Medical Issues now omitted from the eligibility.</p> <p>Revised pricing amendments for the Grass cutting service put forward by PL & FM: £40 per hour for 2 x people (down from £50) for Horshader residents and £50 for non Horshader residents.</p> <p>b. IT Security Review (Pending Quote from TM) – Received letter from OnTime Computer Services. They have withdrawn from the process due to changing their business model. PL has responded and may use their services in the future. TM have delays in their quote/tender. Will hopefully have it by next week. PL suggested we wait to see what TM respond with before looking elsewhere for assistance.</p>	<p>All agreed.</p> <p>Check the Minibus insurance in respect of cover and price change if minibus is driven without the supplied driver option.</p> <p>Sourcing volunteer drivers within the community.</p> <p>Requirement for full policy for Minibus Hire and continue discussion on pricing and implementation of charging for fuel.</p> <p>All agreed.</p> <p>All agreed.</p> <p>All agreed.</p> <p>PL will update on next board meeting.</p>
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	<p>c. Loom Pricing/Disposal – Concerns we raised about the disposal of the Looms once they are not required if we gifted them to the users. £1 per year nominal rent was put forward (in order that HCDT retain ownership). Commencement date of new rental price will be 01.01.25.</p> <p>d. Hardship Fund Future - The board discussed the report on what other Trusts are doing and the range of options of what we could do, also discussing what we do at present and its issues.</p>	<p>All Agreed.</p> <p>Arrange another meeting to go into depth about options, structure and future of the fund.</p>
Risort Update	EPK: GM advised the board that the EPK has been finalised (technically) and is with the solicitors for checking the legal framework, get out clauses etc.	Check for response from solicitors. Once received, Risort Board to convene.
New Members	Sharon & Carl O'Donnell (46SS) – CMB confirmed the welcome hamper had been delivered to the new members and they came into the office and applied/signed for membership.	Add to members List
Grant Applications	<p>1. Westside Thistle U-18 Football – Kit Sponsorship – Previously applied 2021. Board reviewed application in detail.</p> <p>2. Westside Football Club – Snack Cabin Project – Board reviewed application in detail and were positive about the application but felt more information was required (i.e. any further quotes obtained, further funding applications to other organisations? etc).</p>	<p>Agreed to full amount. T&Cs to be sent. Once received, payment to be made</p> <p>Application to be sent back for more information before decision made on funding.</p>
Bursaries & Community Fund Grants	Bereavement Grant to Joan Mackay (NOK: Margaret Maclean). FM confirmed what the Grant is for, how much etc.	Agreed. Payment to be made to NOK once payment details received.
Tree Ark Update	Board were given written details on the proposals to begin preparation for the TA move to Grinnivat & quotes for 2 x	

	<p>Polygrub contractor works.</p> <p>PL stated that no there is no updated Business Plan which outlines what the cost of everything is going forward (also income and what Grinnivat is going to produce etc). Discussions were made about the school moving and having their own polygrubs, the logistics etc. timescales, growing seasons. The original Business Plan not robust enough.</p> <p>Local, proposed Community Woodland sites were discussed and surveys that have been completed/viability of the Tre Ark.</p>	Updated Business Plan for Move of TA to Grinnivat before decision made.
New Van & Mower	<ol style="list-style-type: none"> 1. Van – Requirement for new van as current trailer/van not fit for purpose. 2. Lack of mowers/ current mowers need maintenance. 	Agreed to purchase of Van & Mower.
HR Review	<ol style="list-style-type: none"> 1. Appraisals for staff. GM confirmed he will start the staff appraisals and that they will be completed by end March. 2. Quote for HR/CPD 3. HR training for GM 	<p>Initiate staff appraisals.</p> <p>All Agreed.</p> <p>All Agreed.</p>
Development Officer Post	GM requested approval to re-advertise the post of Development officer as by not doing so could delay projects and, within the advert to include an 'open day' approach. Other options discussed if no response to the post, such as an Apprenticeship or a student learning 'on the job'. IM declared to board members of an interest of Kate Macdonald(KM).	Agreed. Re-advertise post.
Set date for meeting with Project Evaluation Group (PEG)	No date was agreed but will be arranged informally (Tue or Thu).	TBC
Set date for Finance meeting	<ol style="list-style-type: none"> a. John Moffat available – week beginning 3rd,10th or 11th Feb 25. b. Provisional agenda: 	<p>Board members generally agreed 10th Feb 25 was more convenient for all.</p> <p>Arrange meeting with John Moffatt.</p>

	<ol style="list-style-type: none"> 1. Update on Xero Implementation 2. Discussion about Financial Info Board members want to see reported monthly 3. Budget setting 4. Investment Plans <ol style="list-style-type: none"> 1. Cash reserves 2. Long Term Designated Funds 3. Turbine Repowering/Replacement 	
Set date for SGM	<p>To Update Membership on TOSC. FJ raised a point on timeframe date to use Grant (from the Comhairle Nan Eilean Siar Crown Estate Fund) towards TOSC. GM confirmed that as long as we spend it on one of the objectives TOSC would of met, we can keep it and that there is a nine month time frame left to use the funds.</p> <p>PL raised a point that Membership needs to be kept updated (in respect of not obtaining the Grant and that a meeting will be held in the near future to discuss).</p>	<p>Update on TOSC to be discussed at a later date.</p> <p>Send a draft membership update to board members for approval.</p>
Financial Balance Report	<p>GM supplied a written Cash in hand Balance Report that was given to Board members showing how the cash in hand has grown for the year. The Charity cash reserves has risen since last year. Cash reserves for Risort also discussed.</p>	<p>Email copy to IM .</p>
Set Date of Next Ordinary Meeting	<p>Monday 24th February 2025</p>	<p>Agreed.</p>