

Horshader Community Development Trust
Minutes of Meeting
Tuesday 12th August 2025

Present: Directors: Fiona Jefferson (Chair), Peter Lidgett, Chris Morrison & Ian Macdonald (by telephone) and 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 |
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| Minutes of Previous Meeting(s) | <ul style="list-style-type: none"> a. Monday 7th July 2025 (Ordinary Business). b. Monday 28th July 2025 (TOSC Decision Planning) | Both minutes agreed by Board. Remove action points, financial remuneration levels and publish on website. | GM | ASAP |
| Note on WhatsApp Discussions | <ul style="list-style-type: none"> a. [Redacted] b. Western Thistle Kit (£3525.60) for ALL junior players. c. Don's retirement [Redacted]. d. Turbine blade repairs. Noted by GM – He sent Enercon a note to request no work to be undertaken on Sundays. <p>Question raised (PL): In respect of TOSC meeting, how is the phoning of members going?</p> | <ul style="list-style-type: none"> a. No further action. b. Approved. c. Agreed. No further action. d. No further action. <p>Phoning ongoing to members this week, encouraging members to come.</p> | CMB | Ongoing |
| Matters Arising | | | | |
| IT Security Review | <ul style="list-style-type: none"> a. Confirming HCDT moving forward using [Redacted] as an IT service provider. b. Backups currently working ok. | a. Approved by Board (via WhatsApp). PL to get in touch with [Redacted] to move forward with their IT proposal. | PL | Ongoing |
| Membership GDPR Audit | No progress to report. | | | |

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| Risort Updates | a. Blade repairs – Team on site. Going well. Should be completed by end of this week. Turbine turned on when team not working on turbine/blades. | | | |
| Horshader Business | | | | |
| New Members | None. | | | |
| Community Fund Grant Applications | <p>a. Note WhatsApp (Western Thistle Kit).</p> <p>b. CEC (PA System) – Note from Carole Miller: Possible to get a good quality portable system that is very user friendly for about half what CEC are looking for. GM had conversation with Carole who recommended a couple of specific brands for a portable system. GM requested authorisation to go ahead and buy system.</p> | <p>a. See WhatsApp section (above).</p> <p>b. All Agreed. Purchase PA System.</p> | GM | ASAP |
| PEG Update | <p>Memorandum of procedure – for discussion. GM went through draft memo Procedure & Responsibilities having been drafted by GM to reflect what we do at present. Amendments discussed in respect of paragraphs:</p> <p>4d – Normal Outcome (last sentence) PL suggests inserting the word “financial” so it reads, “<i>An unsuccessful application is one that is rejected by the board and receives no financial support</i>”. PL suggests the purpose of this inserting this is so that we could still offer advice and guidance to the applicants even though their application is rejected.</p> <p>CM commented on the confidentiality paragraph. PL commented that he agreed with CM and that should be a statement within the document (within the Process section that reminds PEG members of confidentiality.</p> <p>Question raised (PL): Will the section from the HCDT Handbook go into the document as well?? Stated that the handbook information probably needs to be re-written as a checklist with different language, stressing different bullet pointed, short points, as</p> | <p>Update document: Introduction & Process Section, paragraph 4d.</p> <p>Update document: Introduction & Process Section - Insert Paragraph in respect of Confidentiality.</p> | GM GM | ASAP ASAP |

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| | <p>opposed to the draft Introduction & process document which is a process. GM: Pointed out that the Handbook information for PEG members is missing Responsibilities of Charitable Trustees.</p> <p>GM makes suggestion of, in respect of the Development Officer post – system where community groups in area can apply for use of the Development Officer time (to assist them in writing their applications etc). Factor into the Community Grant Fund (use of DO time as opposed to funding) as tangible support/community support?? Discussion had. Due to time constraints at present and large upcoming projects, maybe revisit this idea in approximately 12 months' time.</p> <p>Question raised (FJ): Do PEG members have to each sign copy of the completed Procedures & Responsibilities?</p> <p>Confirmed KM cannot be a PEG member (due to current bye-laws) but can sit in on meetings.</p> | <p>Amend Handbook information.</p> <p>GM to put step in to get each PEG member to sign a declaration to say they have read and understand the Memorandum of Procedures & Responsibilities.</p> <p>Re-draft document to be agreed once amendments made. Once approved, GM to share with PEG and get their thoughts before it is signed off as a final live document.</p> | <p>GM</p> <p>GM</p> <p>GM</p> | <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> |
| <p>Bursaries</p> | <p>Held until September – so at two applications for new academic year.</p> | | | |
| <p>Finance</p> | <p>Bank Mandates/Signatories – Previous minute taken at Board meeting (26.05.25) was a collective minute to state to the banks listed that we wanted to change the signatories. When this extract minute was sent to the banks, some have come back and asked for an individual minute for each bank listed.</p> <p>Approval requested by GM to amend the previous decision, so it reads an individual minute for change of signatory for each bank not a “one for all”.</p> | <p>Agreed. Raise individual mandate/change of signatory for each bank.</p> | <p>GM</p> | <p>ASAP</p> |

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| <p>Staffing</p> | <p>a. Re-draft for Horticulturist Apprenticeship:</p> <p>PL noted the following needed to be added:</p> <ul style="list-style-type: none"> • In respect of the training element in it – specific details to be added. • In respect of the career development, there is nothing about a potential permanent full-time job at HCDT – this is to be emphasised. <p>CM noted the following:</p> <ul style="list-style-type: none"> • <i>“The ability to converse in Gaelic, and residency in the Horshader or surrounding area would be a strong advantage in this role.”</i> on Job Specification – noted it could be hard to find anyone who could do this. Suggests amending to “not essential”. <p>b. Lack of Grass Cutters in September 2025 discussed and need for casual labour to assist & to keep Horticulturist Apprenticeship appointment separate. Costings for hourly rate & NI discussed.</p> | <p>Points raised agreed. Job Specification to be amended as necessary.</p> <p>a. Amendments to be made:</p> <ul style="list-style-type: none"> • Add Specific details on training. • Add potential of permanent position in HCDT on completion of training. • Gaelic speaking amended to <i>“not essential but beneficial”</i>. <p>b. All agreed. GM to investigate availability for cover.</p> | <p>GM</p> <p>GM</p> | <p>ASAP</p> <p>ASAP</p> |
| <p>Development Officer Update</p> | <p>KM briefed and updated the board on the following points:</p> <p>SurfLewis – No response.</p> <p>CnaG – Keen to get Gaelic after school club going (at Raebhat and utilise the minibus to collect children). Waiting for schools to go back and will contact the Parent Council.</p> <p>Dalmore Shed Project – Costings: £1400 for solar kit, approximately £350 (plus materials) for installation – TBC. (Climate Hebrides for funding – awaiting response).</p> <p>Community Woodland Project – Slow progress. Sent out more requests for signage – not much response from providers. Looking at incorporating different elements into the project i.e. sensory elements.</p> <p>Fruit & Veg Market – Ready to go for Wednesday 13th August. Conformed location (TOSC), timings (1230 – 1430 hrs) and that it will run bi-weekly until the end of September. We should have different produce for the winter months so maybe be able to extend past September.</p> <p>Deliveries to the elderly discussed and the challenges involved. Confirmed once we have established the market model and have</p> | | | |

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| | <p>established the produce production rate, we can then possibly switch over to a Veg Box model along with that, if we do take over TOSC, we could potentially have a veg stall in the foyer area.</p> <p>Website – Discussions had in the office between GM, KM and CMB. Requested a meeting (after the TOSC meeting/decision) as to what the next steps will be.</p> <p>Community Development Plan – Summary findings (copy given to each Board member) & planning next steps.</p> <p>Blasta Lunches – dates confirmed (15 October, 12th November, 17th December, 21st January 2026 & 18th February 2026. Confirmed 10 places booked. Distributing leaflets through eligible households. The minibus has been allocated for use for these dates, so transport issues are mitigated.</p> <p>Curry night - Confirmed date is 12th September. Notices put up in local area and on social media. Discussions held on size of teams required, age limit of attendees. KM requested for volunteers to assist on the night (5 x volunteer names already received) .</p> <p>Christmas Fayre – Date for event discussed to ensure it does not clash with any other local Christmas event (for availability of stall holders).</p> <p>Suggestion by CM: Clarification that if we offer refreshments (drinks and baking), what/if we charge for this as there was confusion last year.</p> <p>Christmas Card Competition – To be run for the Shawbost School to get them involved in a new project with potentially selling them locally. Prize TBC.</p> <p>Niseach Chef – Idea for potential supper clubs either at Raebhat House or TOSC so locals can have opportunity to socialise. This has been successful in other areas. Provide discount to members, pay full price for non-members?? Current prices (with potential increases for next year) and subsidising prices discussed, making it more affordable. KM confirmed Niseach chef has no availability for this year so looking to arrange something for early next year.</p> <p>Climate Hebrides – They are touring their EV Roadshows (possible October time). They would provide a speaker and provide some funding (for catering). Do we want to offer this??</p> <p>Yoga sessions – 6 weeks of free yoga open to all women funded by WIRCC. Are we happy to host and offer venue for free?</p> <p>Events Promotion – Budget for promotions (i.e. promoting our events in the Events booklet)??</p> | <p>Meeting date TBC</p> <p>Meeting dates TBC for focus groups, drop ins etc.</p> <p>MC and volunteers still required. Names to KM.</p> <p>Check with local areas (i.e. Carloway, Barvas, Ness etc) for their projected Christmas fayre dates.</p> <p>Noted. Agree a plan beforehand with those involved in the baking etc.</p> <p>Agreed.</p> <p>Look at dates in 2026.</p> <p>Look at combining this event with the Christmas Fayre event.</p> <p>Agreed. To be arranged.</p> | <p>PL/KM/CMB</p> <p>KM/GM</p> <p>KM</p> <p>KM</p> <p>GM</p> <p>KM</p> <p>KM</p> <p>KM</p> | <p>Ongoing</p> <p>Ongoing</p> <p>ASAP</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> |
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| | <p>Suggestion by PL: For next years budget, see how many events likely over the space of the year, come up with a marketing budget, to be agreed at Board level. For the next 6 months work out what funds might be needed.</p> <p>Suggested by FJ: Promote our events further afield on Facebook which could attract tourists to some of our events. KM confirmed promotion only being done via our own Instagram and Facebook pages.</p> <p>Suggestion by PL: Contact other communities (such as Carloway) to see if they would promote our events and we do likewise for them??</p> | <p>Costing for next 6 months for promoting upcoming events.</p> <p>Promote our events on other Facebook pages (Western Isle Noticeboard etc). Contact other communities to see if they would promote our events and likewise, we would promote theirs.</p> | <p>KM/GM</p> <p>KM</p> | <p>ASAP</p> <p>Ongoing</p> |
| <p>Update on Tree Ark/Growing Project</p> | <p>Board members read through update report given by Chris Humphreys for July 2025.</p> <p>GM reiterated from the report that the netting on Tree Ark ongoing and should be completed by 15.08.25. Tree production going well this year. GM also confirmed Fez is no working at Grinnivat Polygrubs.</p> <p>Discussion on feasibility of purchasing local croft land had (for educational purposes, i.e. crofting, peat cutting etc). GM confirmed croft land can only be purchased by individual not an organisation at present and legalities involved in usage of croft land. Common grassing land could be an option.</p> | | | |
| <p>Local Development Plan Update</p> | <p>Feedback on latest survey: What's next - Focus groups, Development Day?</p> <p>Discussed results on feedback on latest survey. Need to address mission statement for Development Plan.</p> <p>Costal erosion discussed (Shawbost beach – Beach head & causeway, Dalmore & Dalbeg) with a direct financial impact on organisations in the area. GM suggested getting professional advice in this area.</p> <p>Suggestion by PL: Future idea - Potential of developing a pathway at back of TOSC discussed (due to feedback from community member) – maintenance, costings, land issues etc. that could be used by community and visitors etc.</p> | <p>Revise mission statement.</p> <p>Compile report showing findings (no comments to be mentioned that were made on survey). Audience for results TBC (approximately October).</p> | <p>GM</p> | <p>Ongoing</p> |

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| | GM: Taking the information from the feedback forward, feeds into what we do next to get more detail – do we focus work on each one of the five areas or one development day, breaking it down into the five areas to gain concrete feedback from the membership? | Compile more in depth questions and details required for an Open Day. | GM/KM | Ongoing |
| Website Update | <p>Appoint Working Group – PL, KM & CMB appointed.</p> <p>Suggestion by GM: To take forward, need couple of staff to put together options and gather views and opinions of what do members want from website as a strategic decision (not on content) on whose our website for. At present it's a communication tool for our membership. Options to tap in to supporting the tourist market and gather community views, integrate social media etc. Suggests PL, KM & CMB for working group.</p> <p>Suggestion from FJ: Having members on working group? Asking what members want to see on website??</p> <p>Suggestion by PL: Suggesting Billy (Macleod's) input and someone from campsite's input??</p> <p>Suggestion by CM: Questionnaire for visitors at campsite to see what visitors there are looking for? KM stated she has started a questionnaire but no sure on content.</p> | Working Group meeting TBC (after TOSC meeting) | GM | Ongoing |
| AOCB | <p>a. Urras Dualchas Shiaboist (UDS) – GM read out a draft response to UDS in respect of their request (dated 31.07.25) for HCDT to take the UDS over.</p> <p>GM asks: First option - Do we send this response or, the second option is they must fix the situation themselves (no involvement from HCDT)? GM stated that after meeting with them, he found they want to just resign as Trustees, which if they did the charity would in effect become defunct and there would be nobody for the legal obligations of the building. At present they are not even insuring the building (due to no funds). GM had advised them against this and to gain legal advice due to the implications.</p> <p>Therefore, GM's suggestion to the board members is that HCDT could help in delivering a way forward for them, with new Trustees or with the wind up of the charity. This would relieve them of the</p> | | | |

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| | <p>burden (without being a beneficiary that would create conflicts of interest).</p> <p>Discussions had on potential work costs, listed building issues, support/advice & potential insurance only assistance with the view to urge them to wind up charity (giving building back to council).</p> <p>FJ noted the potential backlash for monies spent that cannot be recovered. GM stated the only expenditure would be running community consultation (to become a Trustee or sell on open market) and a building survey, with money being recovered from the sale but if the building is not sold or given back to the council, there is a potential for loss of monies for HCDT.</p> <p>Question raised (FJ): Can UDS not go straight to council and ask them to take back the building as they have been asking for new Trustees for years and building now in bad state of repair? GM: Not sure as UDS see giving building back to council as the last option.</p> <p>FJ: UDS need insurance and willing to support this however long this takes to resolve, offering advice and guidance.</p> <p>b. Coffee Mornings at Raebhat House to restart Friday 22nd August 2025.</p> | <p>a. To discuss options with UDS (Looking to urge them to give back building to council with insurance in the meantime).</p> <p>b. Noted.</p> | GM | ASAP |
| Business Requiring Off-Board Discussions (Dates to be set) | | | | |
| | DTAS Director Training – Set for 8 th September. | Noted. | | |
| Set Date of Next Ordinary Meeting | <p>a. Ordinary meeting – Monday 1st September.</p> <p>b. TOSC Decision Follow up meeting?</p> | <p>a. Noted.</p> <p>b. TBC – after Special General Meeting (being held on 15th September 2025). GM to have meeting with Matthew Hebditch Fri 15.08.25 (AM).</p> | GM | 15.08.25 |