

Horshader Community Development Trust
Minutes of Meeting
Monday 24th February 2025

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

Apologies: None

Conflicts of Interest: FJ – TOSC & SaTS items. IM – DO item

Item	Discussion	Actions
Minutes of Previous Meeting(s)	<p>a. Monday 27th January 2025 (Ordinary Business).</p> <p>GM detailed Van & Minibus insurance in respect of drivers (van: limited drivers policy, minibus: “anyone can drive” policy) and confirmed that previously, after investigations, a decision was made that other drivers were stopped from hiring/driving the minibus. MIDAS Training Scheme allows HCDT to have cheaper insurance (volunteer drivers not insured).</p> <p>b. Monday 10th February 2025 (Financial Planning Meeting).</p>	<p>Remove action points, financial remuneration levels and publish on web.</p> <p>Check status of MIDAS/Insurance.</p> <p>Remove action points, financial remuneration levels and publish on web.</p>
Note on WhatsApp Discussions	<p>a. X</p>	
Matters Arising		
IT Security Review	<p>a. IT Security Review (Pending quote from TM) – PL confirmed no response from TM (Overtime already pulling out). PL confirmed initial items that need to be addressed in respect of IT are: Work from Home Access, Ongoing IT Support and consideration of information we store/professional approach from HCDT.</p>	<p>To source (further afield) and cost other companies in the market who could supply IT Support (remotely).</p>

Risort Update	a. EPK – 24/02/25 Contract for signing came in and now complies with changes having been made. Risort Board need to sign by end of week. GM confirmed temporary cover in place until the end of February 2025.	Risort Board meeting to be held on Wednesday 26/02/25.
Horshader Business		
New Members	None.	
Grant Applications	<p>a. Westside Football Club: Snack Cabin Project (additional papers emailed on 31/01/25 – resent 21/02/25) - Quotes supplied. Application amount requested reduced to £2500 due other grants being sourced.</p> <p>b. Stramash 2025: Event Funding. Partially awarded £200 by PEG.</p> <p>c. SaTS: FilmG – PEG initially not scored & rejected application. GM updated board with additional information in respect of last years funding T&Cs. Board re-evaluated application.</p> <p>d. CNaG – Event – reviewed by PEG and rejected.</p>	<p>a. All agreed to revised amount. Award letter to be sent.</p> <p>b. Partial amount suggested by PEG – All agreed. Award letter to be sent.</p> <p>c. Partial amount suggested by Board – All agreed. Award letter to be sent.</p> <p>d. All agreed with decision of PEG.</p>
Bursaries & Community Fund Grants	a. John Davis: Lifeguarding – Does not qualify (not Horshader area). It was identified by the board that there are a lack of lifeguards in the Horshader area. If funding were to be approved, lifeguard must be in situ and employed at the pool at Shawbost (discussions to have this put into the contract) in order that it benefits the community. Private hires of pool on regular basis for lifeguard cover to be provided also discussed.	Application put on hold until discussions can be held with CNES (Council) on lifeguard cover at the Shawbost pool if the pool were to open on a regular basis.
PEG Process Follow Up	<p>PL briefed Board members on a new draft of the PEG scoring Matrix.</p> <p>Board suggestion for new members for PEG. Confirmation that community members volunteer to become PEG members (not that the board appoints PEG Members). Criteria discussed to become a PEG member (aged 18 and over).</p>	<p>Copy of draft PEG scoring matrix to be given to Colin Miller to discuss with PEG members.</p> <p>Set meeting with joint PEG and Board members.</p> <p>Volunteers for PEG members request from community members.</p>
Update on Tree Ark Business Plan	GM read out to board the Tree Ark monthly report for February (including tree sales, and the site updates for Grinnivat and Dalmore). FJ raised an objection in respect of the move of	

	<p>Horshader resident allotment holders from the Grinnivat site to the Dalmore site. Questions were raised on the expansion of the Grinnivat site and where residents and non residents were allocated.</p> <p>The Tree Ark Business Plan for the relocation to the Grinnivat site (2025-2029): The costings provided were discussed and the financial viability. GM raised the Tree Ark's objectives (including the issues of the lack of a suitable site for creating a woodland community, only supplying trees to the Woodland Trust, being organic and the lack of market for this on the island, the School link (and what site they would use) etc). Discussions on moving forward was discussed and cost effective scaling back being more financially viable and the need for more community focused ideas.</p>	<p>Discuss with CH.</p> <p>Discuss plan on scaling back project ideas with CH.</p>
Development Officer "Trainee" Post/Open Day	<p>GM briefed the board about an Open Day and the Development officer's post requirements. Confirmed the post not yet re-advertised. GM suggested bringing the Development Officer's advert and Open Day together. The Open Day could deliver a Development Review of the Tre Ark, Grant schemes, "What We Do" and a Development Plan to the community members and public. The Trainee Development Officer specifics were discussed by the board, including contract, sponsorship, course costs and living arrangements.</p>	<p>Re-advertise position of Development Officer as a Graduate Post with September (approx.) start date.</p> <p>Open Day to be organised. Date TBC.</p>
Staff Pay Review	<p>To be discussed at a later meeting.</p>	<p>Meeting arranged for Tuesday 4th March 2025.</p>
Local Development Plan Update	<p>a. TOSC Update: GM updated board members on draft brief to go out to community members. Board members stated that TOSC requires community input.</p>	<p>a. All agreed. Draft Update TOSC Brief confirmed to go out to community members.</p>
Investment Plans	<p>a. Bursary Fund. Board raised point that money needs to be set aside for future use.</p> <p>b. Turbine Repowering/Replacement – GM briefed the board on future of the turbine costs (future lifespan, replacing etc). Discussion by board members on setting funds aside (legacy fund) for replacements/new income stream for future board members to use within the community. 10% of annual profitability of Turbine suggested by GM to the Board.</p>	<p>a. All Agreed.</p> <p>b. Articles need to be written/updated in respect of the legacy fund to protect it and an extraordinary motion raised. Members need to be consulted, and majority consent given at a Special General Meeting.</p> <p>Special General Meeting to be arranged.</p>

CPD – HR and/or UHI Developing a Community Energy Project (SCQF level 11)	No immediate decision needed.	Decision to be made by September 2025
AOCB		
Offices Closing (e.g. for funerals)	<p>It was agreed that in future the Business Manager would have the authority to close the offices as necessary (e.g. if all staff were affected by a local bereavement and wished to attend a funeral service).</p> <p>It was agreed that the BM should inform the Board of such decisions, before making public announcement – but that the BM’s autonomy to make these decisions should be upheld by the Board.</p> <p>It was agreed that Directors should feel free to question the BM as to their rationale for such decisions <i>in private (i.e. not to question decisions in front of other staff members)</i> – but on the understanding that Directors serve to exercise a governance and oversight role, not a management role in the running of the Trust activities.</p>	
HCDT Van	GM confirmed 1 x bid has been received for van that is for sale. Potential other interested party.	Board initially agreeable to bid offer but request discussions with other interested party first.
Business Requiring Off-Board Discussions (Dates to be set)	<ul style="list-style-type: none"> a. Plans for Hardship Fund b. Budget (CIB: still no December Management Accounts) c. Further discussions on Investments 	<ul style="list-style-type: none"> a. To be discussed at meeting on Tuesday 4th March 2025. b. Meeting to be arranged – Await accounts from CIB. c. Meeting to be arranged (Invite to Rathbones).
Set Date of Next Ordinary Meeting	Monday 24 th March 2025 (Monday 31 st March 2025 is School Holidays)	Agreed.