

**Horshader Community Trust**  
**Minutes of Board Meeting**  
**Monday 17<sup>th</sup> June 2024**

**1. Preliminaries**

**Present:** Carole Miller (Chair), Fiona Jefferson, Flora Macleod, Jimina Macleod, and Gordon Matheson (keeping the minute until left meeting)

**Apologies:** None

**Minutes of previous meeting:** Minutes of 27<sup>th</sup> May 2024 meeting were approved.

**Declarations of Interests:** FJ is a member of the SOST.

**2. Review Of Actions From Previous Minutes**

**Ness and Westside Forum:** Alice Murray at CnES had organised a meeting the NWF on Tuesday 11<sup>th</sup> June at 7:00pm in the Clan MacQuarrie Centre. GM attended. The Forum was also attended by the Ward Councillors. There was a discussion on how the Ward Development Plan should be organised. It was agreed to split the (large) ward into two sections – North (from Upper Barvas to Ness) and South (from Lower Bravas to Dalbeag). This would allow the Ward Development Plan to be drafted with more granularity. It was also agreed to assess the Crown Estate Fund applications with this division in mind – so in future the fund would have a North and South allocation. These sub-ward forums would be the means by which special projects requiring support from across the district would be allocated larger support (e.g. as the Bragar Cemetery Seawall had done in 2022.) All CEF applicants would receive some support this round – but on a proportional basis agreed by the councillors – with support from Alice Murray as ward officer.

**Dalmore Water Meter** – GM reported that the matter is still heading towards resolution. Brightwater have instructed us to pause the DD. The problem seems related to the meter readings after a meter replacement.

**Accounts & AGM** – The RPG accounts are complete and audited. The auditor (MJG) are nearing completion of the Trust Consolidated accounts, and they are due for 24<sup>th</sup> June (when John Moffat will meet with the Board to sign the accounts). The Board agreed to a provisional date for the AGM on 3<sup>rd</sup> September.

**Hustings:** GM has been unable to secure the attendance of key candidates for a Hustings type event. The Labour Candidate has committed to only two public events this election – particularly as the large number of small party runners makes these events difficult to create meaningful discussion.

**3. Project Evaluation Group**

There were no applications for support.

**4. Operational Update/Financial Update**

**Membership Applications** – None

**Bursary Applications** – None

**Update from Development Officer –**

The Board requested written monthly reports in future. The DO reported on:

- TOSC – On Hold Until Election
- GM had spent the last month on an emergency crash course learning the Trust's financial systems.
- Summer Staffing – GM requested that the Board approve recruitment of a summer Admin Assistant. It was agreed to employ a student in the role, through until September, allowing a new manager to recruit their own staff after appointment.

**Update from General Manager – Position Vacant** (Donna Maclennan had finished on 14<sup>th</sup> June 2024.

- It was agreed to advertise the post and hold interviews on 16<sup>th</sup> July.

**5. Project Updates –**

**Tree Ark** – Laura McEwan has now left full time employment, but is willing to remain in post 1 day per week until a new supervisor is found.

GM reported on tree planting progress. The team has successfully planted c. 18.5k trees this season. With the loss of LM, and AJ joining the team, there is no realistic chance that the Tree Ark will reach its sales commitment of 30k trees without additional staff. It was agreed to recruit 60 hours per week of temporary staff through to the end of July / beginning of August, to meet demand.

**Community Woodland** – Further re-assessment of the site is to be completed.

**Grass Cutting** – Ongoing, with a dozen clients.

**6. AOCB** – Several Items were raised:

**Management Post Discussion / Restructure** – After GM left the meeting, the Board continued a discussion about filling the General Manager post, and more generally the Trust's staffing organisation.

**Next Ordinary Meeting:** TBC?