

**Horshader Community Development Trust**  
**Minutes of Meeting**  
**Monday 12<sup>th</sup> January 2026**

**Present:** Directors: Fiona Jefferson (Chair), Peter Lidgett, Chris Morrison & Ian Macdonald (by phone).

Staff: Gordon Matheson (Business Manager), Kate Macdonald (Development Officer) & Catherine McCauliff-Bolton (Minute taking).

Apologies: None.

**Conflicts of Interest:** FJ (TOSC).

Item	Discussion	Actions	Responsible	Complete By
<p><b>Minutes of Previous Meeting(s)</b></p>	<p>8<sup>th</sup> December 2025 (Non-Quorate Meeting):</p> <p>a. Homologate decisions (all except [Redacted] Christmas Gift offering).</p> <p>b. Did this work?? Discussions on whether the process had worked for non-quorate meetings.</p> <p>Suggestion by PL: At next AGM, advise members of the process adopted by Board members if there is a non-quorate meeting.</p> <p>GM confirmed to all that they have received Conflict of Interest forms and requested that they are filled in and returned.</p>	<p>a. The process agreed has been followed: The absent Director would get a copy of the minutes asap after the meeting and any items that needed further input or any item vetoed by the absent Director would be halted and no action taken. All other items would be actioned once agreed by all Board members.</p> <p>Remove action points, financial remuneration levels and publish on website.</p> <p>b. Write up guidelines for quorate/non quorate meetings which needs to include that no action with any decisions made is to be taken, until the absent Director has vetoed or not.</p> <p>Completed forms to be given to Business Manager.</p>	<p>GM</p> <p>GM</p> <p>Board members, GM, KM &amp; CMB</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

	Question raised by FJ: What is Power for People Campaign (on 8 <sup>th</sup> December minutes)?? GM briefed who they are and what they do.			
<b>Note on WhatsApp Discussions</b>	<ul style="list-style-type: none"> <li>a. Community Woodland Maps (agree to accept quote from Jonathan Smith).</li> <li>b. Northland Boardroom Hire (agree to pitch at the standard rate). GM briefed the Board on Northland's requirements.</li> <li>c. Office closed Monday 5<sup>th</sup> January 2026 due to poor weather.</li> </ul>	<ul style="list-style-type: none"> <li>a. All agreed.</li> <li>b. All agreed. Await to hear back from Northland.</li> <li>c. No further action.</li> </ul>		
<b>Matters Arising</b>				
<b>Website</b>	CMB briefed the Board that work had been completed on the briefing pack for the web designer and requested PL to check. Towards the end of Jan 26, PL, KM & CMB will meet to discuss any changes to briefing pack and appoint a web designer who will meet with HCDT website panel to discuss designs, content, prices etc.	Agree date for next meeting.	PL, KM & CMB	ASAP
<b>TOSC</b>	<p>Need to agree:</p> <ul style="list-style-type: none"> <li>a. Offer Strategy – GM briefed the Board that no outstanding liabilities have been given to date from the Accountants for TOSC and ran through some of their liabilities including a redundancy package (that still has no cost produced) and re-cooping of some funds from bills already paid such as insurance and utility bills (that are paid in advance).</li> </ul> <p>Two choices were put to the Board members:</p> <p>Offer of £1 for the sale. If this is agreed by the TOSC Board – Risk of liabilities;</p> <p>or</p> <p>Wait to make offer until wind up costs/liabilities are finalised and then make offer (that covers outstanding liabilities).</p> <p>Discussions were had on both choices including any risks, liabilities and legal fees (both parties covering their own legal fees. For HCDT it will be approximately £500). Potential for TOSC Board to apply for community grant to cover residual debts.</p> <ul style="list-style-type: none"> <li>b. Title Burden – [Redacted due to ongoing negotiation]</li> </ul>	<p>All Agreed – Wait to see what liabilities/costs are for TOSC from John Moffat.</p> <p>[Redacted]</p>	GM	ASAP

<b>Project Manager Post</b>	<p>Interview Panel Recommendation – GM briefed the Board: 5 were shortlisted for interview. Narrowed down to 2 candidates. Agreed on a candidate: [Redacted]. Briefed Board on chosen candidate and his experience and timeframe for starting employment.</p> <p>Question by PL: Work timeline for Project Manager whilst TOSC takeover being finalised (is there work to keep Project Manager busy until TOSC resolved)?</p> <p>Answer by GM: Yes. GM briefed Board on projects that Project Manager will cover.</p>	Negotiate offer (incl. pay & conditions) with candidate.	GM	ASAP
<b>Community Development Plan</b>	<p>Final Sign Off – GM briefed the Board: Last meeting the Board members requested indicative dates to be added to some of the project work under the Community Development Plan. This has now been done. The plan is now ready and has been sent to printers. Plan to put out to members next week with quarterly update.</p> <p>Suggestion by PL: Sheet at back of Community Development Plan - showing key projects 2026 (top 6 projects)?</p>	<p>All agreed/approved.</p> <p>Add additional information for key projects 2026.</p>	GM/KM	ASAP
<b>Risort Updates</b>				
	<p>a. [Redacted on operational sensitivity at this point]</p> <p>b. CES Site Visit – Week 19<sup>th</sup> January 2026.</p> <p>c. Calum Macdonald (Point &amp; Sandwick/Chair of CES) – Visit to discuss financing options &amp; risks – Wednesday 28<sup>th</sup> January 2026.</p>		<p>a. Nil</p> <p>b. Board Members/GM</p> <p>c. Board Members/GM</p>	<p>wef 19.01.26</p> <p>28.01.26</p>
<b>Horshader Business</b>				
<b>New Members</b>	None.			
<b>Grant Applications</b>	None.			
<b>Bursaries &amp; Community Funds</b>	None.			
<b>Finance</b>	Agree date for budget meeting.	All agreed: Tuesday 27 <sup>th</sup> January 2026.	Board members/GM	27.01.26

<b>Staffing</b>	<ul style="list-style-type: none"> <li>a. Project Manager – See Project Manager Post (under Matters Arising).</li> <li>b. Horticultural Supervisor – GM confirmed CH will be scaling back starting early Feb 26. Need to fill position. Board provided with job specification.</li> </ul>	<ul style="list-style-type: none"> <li>a. See above.</li> <li>b. All agreed. Publish advert for position.</li> </ul>	GM	ASAP
<b>Development Office Update</b>	<ul style="list-style-type: none"> <li>a. £460.45 was raised at the carol service held on 23<sup>rd</sup> December 2025 in aid of Bethesda. Request a round up to £1000 donation to Bethesda.</li> <li>b. Confirmed the next Blasta! Lunch (21<sup>st</sup> January 2026) will be a Burns Supper themed menu.</li> </ul>	All agreed. Make payment to Bethesda.	GM	ASAP
<b>Community Growing/Tree Ark Report</b>	CH provided the Board with a written monthly update. No points raised.			
<b>AOCB</b>	TOSC Project Board - PL confirmed that Carl O'Donnell has expressed that he was happy to join the TOSC Board.			
<b>Business Requiring Off-Board Discussions (Dates to be set)</b>				
<b>Set Date of Next Ordinary Meeting</b>	<ul style="list-style-type: none"> <li>a. <b>Ordinary meeting</b> – Monday 2<sup>nd</sup> February 2026.</li> <li>b. <b>Budget Meeting</b> – Tuesday 27<sup>th</sup> January 2026 (evening).</li> <li>c. <b>TOSC Meeting</b> – Walkabout (best in daylight hours) – Wednesday 21<sup>st</sup> January at 2pm.</li> </ul>		<ul style="list-style-type: none"> <li>a. Board members/GM</li> <li>b. Board members/GM</li> <li>c. Board members/GM</li> </ul>	<ul style="list-style-type: none"> <li>02.02.26</li> <li>27.01.26</li> <li>21.01.26</li> </ul>