

**Horshader Community Development Trust
Minutes of Meeting
Monday 3rd November 2025**

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: Fiona Jefferson (TOSC) & Chris Morrison (UDS Museum).

Item	Discussion	Actions	Responsible	Complete By
Minutes of Previous Meeting(s)	Tuesday 30th September 2025 (Ordinary Meeting).	Minutes agreed by Board. Remove action points, financial remuneration levels and publish on website. Send board members email from Jeremy at Blythswood.	GM GM	ASAP ASAP
Note on WhatsApp Discussions	<ul style="list-style-type: none"> a. Winter Fuel Scheme (£500 grant/household). Amount discussed and agreed. b. Social Media Comments re Coffee Morning. c. Companies House ID Certification. CM confirmed yet to do. d. Staff Retirement (CH). [Detail Redacted] Upcoming staffing changes and training arrangements were discussed. 	<ul style="list-style-type: none"> a. No further action. b. No further action. c. CM to complete. 	CM	ASAP

Matters Arising				
IT Security Review	[Detail Redacted for security reasons] The board reviewed progress on IT security improvements and approved next steps.			
Urras Dualchas Shiaboist (UDS)	GM briefed the board: Survey on behalf of UDS completed. The results show two thirds in favour of closing it down. GM briefed the Board how the survey was structured. 2 people did volunteer, but this was not enough to replace current board members and make it quorate. HCDT to advertise their meeting to trigger the Wind-Up process (booked for Thu 20 Nov 25). GM emailed Kenny Macleod (offer for council to take building back) and GM will have chat with him (this Friday) in respect of the prospect of the council taking the building on, formally. Contents in the building and storage of said contents discussed by the Board. Curator will be required to go through and manage the contents.	Advertise meeting and share results of survey. No action at this time.	GM	ASAP
TOSC	Wind up postponed due to title issues. GM briefed the board on the previous transfer of the title deeds and issues that ensued (burden removal issues). OSCR have given the Wind Up of the charity until 10 th Jan 26. Question by FJ: Ask whether it is still OK to run events with the burden still in place. GM confirmed it is OK. FJ also stated that due to TOST assuming the transfer to HCDT would have been completed before now, they might have issues with their electricity bill, and their income stream is non-existent (due to them not running the fireworks night etc) and might request assistance.			
Risort Updates				
	[Commercial details redacted]		GM	ASAP

Horshader Business				
New Members	David Owen (43 SS).	Board agreed application.		
Community Fund Grant Applications	<p>Bragar & Arnol – Grinnebhat Solar PV Scheme - KM briefed the Board (from the PEG meeting): PEG requesting being kept informed from the project to see what is beneficial and what savings will be made.</p> <p>Question by FJ: requested how much we have spent on Grants this year so far? GM confirmed £64,000 spent so far (budgeted £65,000 for year) and year end runs until Dec 25.</p> <p>Request by PL: would like to request a detailed report and feedback of how the project went if the application is supported by Board.</p> <p>Noted by GM: Potential Conflict of Interest of Frances (Fez) Simmons (HCDT employee and principal person named on application).</p>	All Board members agreed in full to funding application.	GM	ASAP
Bursaries	<p>a. Scott Macarthur (Lifeguarding). Board discussed merits of lifeguarding application. Dual resident.</p> <p>Board also discussed request for funding for travel expenses for football training and its merits and difficulties. Declined at present but could be re-considered at a later date.</p> <p>Suggestion by PL: Consider a concept at next budget meeting as we do not have rules and structure in place at this time for such requests.</p> <p>b. John Davis (Lifeguarding) – Residue issues discussed by Board.</p>	<p>All Board members agreed in full to funding application for lifeguarding.</p> <p>Agreed in full to discretionary payment for funding application (Reason: Keeping Shawbost pool open).</p>	GM	ASAP
			GM	ASAP

	<p>Question by GM: [Redacted] Fund – Not operating the account anymore. Request close this account and move balance to Insignis cash platform, so it is earning interest.</p>			
Staffing	<p>a. Project Manager – Terms of Reference for Project Board for TOSC given to Board members.</p> <p>Suggestion by GM: 3-4 members for this board from community members to oversee TOSC project who would report to HCDT Board. The chair of that board to come from HCDT Board. To deliver the project effectively, employ a Project Manager on a 3-year fixed term contract (cost to Trust over 3 years approximately £150,000).</p> <p>Comments & Suggestions by PL: Check the market to see Project Manager resources on Island. Do we need to go for a senior Project Manager? Maybe a good Project Manager who has had a few years’ experience? Maybe need to re-visit the responsibilities to ensure no overlap with Development Officer, Business Manager, or tree Ark Supervisor.</p> <p>Comment and Suggestions by FJ: Previously when we had a Project Manager, they reported to the Development Officer. Also, define “Community members”?</p> <p>Reply by GM: Maybe start with the Membership, then if we cannot get enough from that group, open it up to whole village.</p> <p>Comment by FJ: Try to ensure half the TOSC Board made up of members.</p> <p>b. Plan for Chris’s retirement – To be discussed at later date.</p>	<p>Re-draft “Role Purpose” – No overlap with other positions in company (Development Officer etc)</p> <p>50% of TOSC Board from membership.</p>	<p>GM</p> <p>GM</p>	<p>ASAP</p> <p>ASAP</p>
Development Officer Update	<p>a. October Blasta! – 36 attendees. Feedback was really positive. Currently have 40 booked for 12th November (Paul Moorby to do the catering – quoted £100 plus groceries).</p> <p>Have applied for funding to potentially cover the costs of funding a few more Blasta! Lunches past the planned last one in Feb 26.</p>			

	<p>b. Fireworks Night – Last few bits being organised (catering). Fireworks are in storage and fire crew happy to assist. Relevant H&S in place. Considered bad weather forecast.</p> <p>c. Christmas Fayre – Fully booked. Have ordered some banners to go up near cattle grids to encourage attendance. Also new decorations ordered to decorate TOSC & Raebhat House. Will also advertise the event on social media pages. Confirmed Clann an Latha would like to do teas and coffees again for a donation. Sandie coming to take professional photography FOC to attendees.</p> <p>d. Cinema – Enquiries made reference licencing – less than 6 per year do not need a cinema licence exemption certificate (checked with CNES). Grinnebhat use a £50 projector from Amazon which has been recommended by Calum. Could be as good way to trial the pop-up cinema before committing to a more expensive equipment. PL offered his projector for use.</p> <p>e. Yoga – 4-week block starts on Wednesday (5th November). If demand is there, we could look to provide this more regularly and apply for funding.</p> <p>f. GWT Conference takeaway - Main takeaway from the conference was the use of a social return on investment metric to measure the benefit of funds invested. Helps demonstrate the social, environmental and economic value created. Could be a good tool for newsletters/funding applications. Social Value Engine delivered a workshop at the DTAS conference, an annual membership for their service is £1250.</p> <p>g. Advocacy WI – Workshop booked for 29th January (2-4pm) with DJ. Will advertise this nearer the time. Main Focus: in relation to Power of Attorney.</p>	<p>Contact Clann an Latha de to clarify it will be a donation by HCDDT to them, not a charge to attendees.</p> <p>Using longer term – Trial licence?</p>	<p>GM</p> <p>KM</p>	<p>ASAP</p> <p>Ongoing</p>
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Update on Tree Ark/Growing Project	The Board were given the monthly report (October 2025) for the Tree Ark & Allotments, prepared by CH.			
Local Development Plan Update	<p>Plan for meeting on 17th November and drop ins on 12th & 22nd November.</p> <p>12.11.25 – Before and after Blasta lunch 17.11.25 – Members meeting to work through discussion points (PL & KM to facilitate) 22.11.25 – Room at Christmas Fayre</p>			
Website Update	<p>CMB updated Board members on where website re-design stands: CMB & KM working out how we have grouped the information that will be put onto the new website (looking at other websites for ‘likes’ and ‘dislikes’), colour schemes, promoting Gaelic etc. The Board were given two homepage draft designs (made in-house).</p> <p>The next stage would be collating information for each section of the site but feel the need for a web designer’s input and direction at this stage to ensure we are not over producing work/information and that we have reached our limits for design.</p>	Look for web designers for working framework.	PL/KM/CMB	Ongoing
AOCB	<p>a. Pools – West Side Sports & Recreation Group. GM briefed the Board on comparing Ness and Shawbost/Westside in relation to its differing collective sports and recreational activities, with the Westside being singular in its groups doing their own thing, whereas Ness is more collective (Spors Nis, CEN etc).</p> <p>There being no singular Point of Contact on the Westside for sports and recreation development and suggest getting the groups to come together to form a board that will develop Sports & Recreation facilities for the Westside, who in turn could be the point of contact and apply for funding. If the pool was to be brought under community control, they would be more likely to attract funding than HCDDT. GM asked the Board if they are happy for him to take the initiative on this, talking to the groups for representation and put a steering group together??</p> <p>Comment from PL: Support the idea but have concerns with not having the resources in-house to do this at the moment what with other projects coming up.</p>			

	<p>Comment from GM: Concerns with island funding and budgets and with over optimism of funding to keep the pools open.</p> <p>Comment from PL: Is there anyone in the interested parties/groups that could come together, that GM could brief and put in the right direction and run with it?? Concerns with losing CH and recruiting a Project Manager. Not discounting the idea but put it out to others within the groups.</p> <p>Comment from GM: Various people he can/will speak to in relation to this.</p> <p>b. Draft Quarterly Membership update (Extra item from agenda issued) – Update to send out to members to update them what we have done for the past few months. To be sent out via email (paper ones sent out to those without email).</p> <p>c. Ideas/Points from PL:</p> <p>Sending out communication to membership reminding them on what services we offer, hires etc – with costs and our contact details (sheet A4).</p> <p>Update from 30-minute meeting with Alasdair Allen MSP – He was looking for an update from us: where we were, what we are doing etc. Briefed him on main projects we are working on. He offered his services in terms that if we need help, to contact him. He was impressed what we were doing.</p> <p>04.11.25 - Teams Meeting for EV Infrastructure for the Island - interesting to understand what direction is being taken. Look at re-charging facilities at TOSC?? Will send update brief to Board members (via email) on what was discussed.</p> <p>Kayak/Water sports – PL asked KM any more ideas or thoughts on this. KM replied that she has looked into it and it is very expensive. Looking at disposal of items we hold and getting in external provider (such as Surf Lewis) in to do any session as this would be more cost effective. GM confirmed he has given</p>	<p>All agreed. Quarterly membership update to be sent out.</p> <p>Create reminder of services for membership.</p>	<p>GM</p>	<p>ASAP</p>
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	one to Laura McEwan for remote island access for her work in Woodland Trust (on hire). Also interest in the other kayak.			
Business Requiring Off-Board Discussions (Dates to be set)				
Set Date of Next Ordinary Meeting	Ordinary meeting – Monday 8 th December 2025. TOSC Meeting – TBC			