

Horshader Community Development Trust
Minutes of Meeting
Monday 26th May 2025

Present: Directors: Fiona Jefferson (Chair), Peter Lidgett, Chris Morrison & Ian Macdonald and Staff: Gordon Matheson & Catherine McCauliff-Bolton (Minute taking)
 Apologies: None

Conflicts of Interest: Ian Macdonald - 3c – Interviews.

Item	Discussion	Actions	Responsible	Complete By
Resignation of Board member	Flora Macleod The Resignation of a Board Member was noted.			
Minutes of Previous Meeting(s)	a. Monday 28 th April 2025 (Ordinary Business). b. Tuesday 6 th May 2025 (Budget Meeting). Question raised on previous minutes: Has the grease trap been fitted?	Both minutes agreed by Board. Remove action points, financial remuneration levels and publish on website. Still outstanding/on order.	GM	ASAP Ongoing
Note on WhatsApp Discussions	a. Sale of Minibus Van – GM confirmed that the old minibus has been sold for £6500 to [Redacted]. b. Flowerpots – GM has confirmed the pots (22 in total) have/are being potted up with plants and currently stored at the Grinnivat Polygrubs and ready to go out at end of this week/early next week. Working through locations for pots and watering plan, the following have been asked to water the pots: [Redacted] – a number of volunteers were named. Dalmore & Dalbeg residents said no to pots (due to sheep, deer on common grazing etc).			

	<p>Watering to be every 2 days (those named to find other cover if away) and every 2 weeks Don and Billy will go around and trim near the pots.</p> <p>GM confirmed [Redacted] is making 2 x wooden pot surrounds per week.</p> <p>c. Interview with [Redacted] – Development Officer Post</p> <p>Sick Pay (Appoint Working Group??) – [Detail Redacted] Staffing policies and a current absence were discussed, with actions agreed</p> <p>Question raised: Is there any casual workers (for grass cutting) coming in for the summer period? GM confirmed there were no plans at present.</p> <p>Staff member retirement/Possible Apprenticeship – [Detail Redacted] Upcoming staffing changes and future workforce options, including training and apprenticeship routes, were discussed.</p>	<p>Request and await feedback from referees.</p> <p>Meeting with Clare from Orbit to discuss. Costings & Review required on Sick Pay Policy & Death in Service Policies.</p> <p>All agreed for CH to be paid full sick pay (discretionary) for period of absence stated.</p> <p>To assess whether there are external funding options available.</p>	<p>GM</p> <p>GM</p> <p>GM</p> <p>GM</p>	<p>ASAP</p> <p>27.05.25</p> <p>Ongoing</p> <p>Ongoing</p>
Matters Arising				
	<p>a. IT Security Review – [Detail Redacted] - An update was provided on IT security and licensing arrangements, and interim steps were approved.</p>	<p>PL to speak with [Redacted] and proceed for costings.</p> <p>All agreed to proceed to move to non-charity equivalent MS Office Licences.</p>	<p>PL</p> <p>GM</p>	<p>Ongoing</p> <p>ASAP</p>
Risort Updates	<p>Annual Profit Waterfall (£849,361 to HCD before 30/09/25 (RPG balance £960,000) – Budget meeting held on 06th May 2025 where it was agreed to transfer monies from RPG Ltd Bank account to HCDT's.</p>	<p>Monies to be transferred.</p>	<p>GM</p>	<p>ASAP</p>
Horshader Business				
New Members	None.			

Community Fund Grant Applications	Shawbost Free Church – Signed letter (T&Cs) arrived today - £40,000 to be transferred now, £20,000 in Jan 26.	Transfer monies to Shawbost Free Church.	GM	Ongoing
PEG Update	None.			
Bursaries	None.			
Finance	<p>Draft Accounts:</p> <p>Corrections, Trustees Report & Credit Write-offs:</p> <p>a. Risort account: Confirmation of changes of list of Risort Directors discussed. GM confirmed email already sent to MJG to change. Rest of draft account is standard text. Financial changes to figures only.</p> <p>b. Trustees Report: GM read out and updated the board members. GM briefed the board on the outstanding creditors list. Only query raised was cost for travel for training for Donna Maclennan.</p> <p>Bank Mandates:</p> <p>After discussion it was agreed to amend the banking signatories with the following banks: [List of bank and platforms redacted]</p> <p>Signatories no longer serving as Elected Directors, or employed by the Trust shall be removed, and the following signatories mandated to sign on behalf of Trust:</p> <ul style="list-style-type: none"> • Primary Signatory (and main contact for all services, including online access): [Redacted] • Second Signatory: [Redacted] • Third Signatory: [Redacted] <p>In addition, it was agreed that GM should draft a procedure for immediate updates to banking signatories across all banks, when</p>	<p>Creditor list to be written off (less travel for training costs for Donna Maclennan).</p> <p>All agreed for [Redacted] to become 3rd Signatory on all accounts. Review of all bank account mandates.</p> <p>Procedure for starters & leavers to be drafted (including banking signatories).</p>	<p>GM</p> <p>GM</p> <p>GM</p>	<p>ASAP</p> <p>ASAP</p> <p>Ongoing</p>

	directors or staff change. Records of this should be retained in the office safe.			
Update on Tree Ark/Growing Project	<p>Board members were given a monthly update on the Tree Ark and Polytunnels.</p> <p>2 x quotes were provided for works on the netted tunnel. GM briefed the board, and discussions were had about the costs.</p> <p>Suggestion was made about the possibility of making up produce boxes to sell and how/when/where to advertise/locate them. Discussions were had on what/when the produce from the Polygrubs would be available for purchase. Confirmed it should be ready before the school summer holidays.</p>	<p>All Agreed on going forward with the quotes provided for works.</p> <p>GM to speak to CH in respect of making up produce boxes and advertise the sale of the produce when ready (to Horshader members first then more widely).</p>	<p>CH</p> <p>GM</p>	<p>ASAP</p> <p>Ongoing</p>
Local Development Plan Update	<p>When to go to community with options for TOSC:</p> <p>Direction requested by GM in respect of TOSC from board members. Needs to be dealt with otherwise it will go into the summer holidays, then into late August before consultation with the community can be done.</p> <p>Suggestion that a brief update to be given at the AGM with achievable objectives:</p> <ul style="list-style-type: none"> • Get the community thinking • Shows the community we are moving forward • Give feedback to TOSC <p>Let members know the date of a meeting in respect of TOSC (to be held latest 31st July 2025).</p> <p>Headline costs to be revised. GM briefed board members on the works that need carrying out at TOSC and the funding involved (including solar panels).</p> <p>Suggestion made by PL: By end July have plan and some costings for community members to be able to decide whether to go ahead with</p>	<p>Provide update at AGM in respect of TOSC.</p> <p>Arrange date and inform members of TOSC meeting (will include added incentives).</p>	<p>GM</p> <p>GM</p> <p>GM</p>	<p>17.06.25</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>TOSC. Could run a separate project to get all information together in terms of the solar panels in respect of the application for funding. To define a plan – what we are doing and timescales etc feeding into TOSC (benefits of moving to TOSC, investing money and what TOSC would be used for to benefit the community).</p> <p>Discussions held on previous concerns of funds being given to TOSC (via meetings and questionnaires etc) and a plan on how to get members to the TOSC meeting, for them to vote (and to also include a viable plan for future of Raebhat House, including croft land/boundary issues).</p>	<p>Plan to be devised for the use of TOSC, clarifying and direction of Raebhat House and boosting attendance.</p> <p>Obtain updated costs for TOSC works and potential future running costs.</p>	GM	Ongoing
Website Update	Photographer Corporate Shoot – GM requested money to spend on photography for forthcoming updated website. Photos to include head shots of Directors & Staff.	All agreed. Date of shoot TBC (after 17.06.25).	GM	Ongoing
AGM	Agree Date – 17th June (only Tuesday evening that suits John Moffat)	<p>Date agreed. Call the AGM meeting date all members & associate members with date and agenda & TOSC update.</p> <p>Draft Accounts & Trustees Report to be sent out.</p>	GM GM	ASAP ASAP
AOCB				
Passwords & Security	[Redacted].	[Redacted]	GM	ASAP
Old Museum	<p>CM was approached by 2 members of the Old Museum Committee in respect of meeting with HCDT board in respect of repairs, insurance, taking the building back etc. GM briefed those present on the background of previous joint funding applications (in respect of CEN, Kinloch Historical Society & The Old Museum, Shawbost).</p> <p>As there has been no HCDT involvement previously (only grants given), and HCDT does not own the building, guidance only can be</p>	<p>CM to inform Old Museum committee members concerned that HCDT can only offer guidance on</p>		

	given to the Old Museum Committee members. The responsibility is that of the committee members.	any issues and matters they may have and are free to contact GM to arrange meeting.	CM/GM	Ongoing
Staff Appraisal	Gordon Matheson Staff Appraisal/Performance Review was discussed by board members. A performance review is required. When appraisal is complete, objectives to be set.	PL to speak with Carol (and thereafter brief FJ) in respect of appraisal forms/previous process.	PL	ASAP
Business Requiring Off-Board Discussions (Dates to be set)				
	<p>a. Meeting with John Moffat to go over the accounts before AGM – 9th, 10th or 11th at 3.30pm ideally.</p> <p>b. Further discussions on investments – Dates requested to Rathbones.</p> <p>c. DTAS Director Training – 18th August, 8th or 15th September.</p>	<p>09.07.25 @ 3.30pm preferred by all in attendance. GM to confirm with John Moffat.</p> <p>TBC</p> <p>All Agreed - any dates (but not after 15.09.25 – Directors away). GM to arrange training.</p>	<p>GM</p> <p>GM</p> <p>GM</p>	<p>ASAP</p> <p>Ongoing</p> <p>Ongoing</p>
Set Date of Next Ordinary Meeting	Monday 7 th July 2025.			