

Horshader Community Development Trust
Minutes of Meeting
Monday 30th September 2024

Present: Directors: Flora Macleod, Fiona Jefferson, Chris Morrison, Peter Lidgett, Iain Macdonald, Jimina Macleod, and Staff: Gordon Matheson, Chris Humphreys.

Conflicts of Interest: JM is a trustee of Shawbost Old School Trust (the owners of TOSC); CM in relation to a hardship fund application.

Item	Discussion	Actions
Minutes of Previous Meeting(s)	Monday 26th August (Ordinary Business) Monday 16th September (Account Signing)	GM to add to remove action points, financial remuneration levels, and publish on web.
Matters Arising	<ol style="list-style-type: none"> 1. First Aid Training – Planned for 15th October 2. Christmas Fayer – Planned for 16th November 3. Staffing – Anna James has declined to stay on due to personal circumstances (may return as a volunteer in 2025). 4. Shawpbost – Difficult to roll into Christmas Fayer (probably no space – given date, agreed to hold off until next Spring) 5. Warmworks – Dates now being set for home assessments 6. Christmas Lunch – Need to decide a date; George Mitchel boked to cook; menu ready, just need numbers 7. Facilities Management – PPL paid. Grease Trap pending. 8. Grants: <ol style="list-style-type: none"> a. Norse Mill – NMS Confirmed grant from SSCG was unrestricted funding to cover their operational deficit. Ts&Cs signed. Grant paid. b. Logan Wearing – Bursary Paid c. Samatha Macarthur – Lessons Paid 9. Business Manager – GM Accepted Offer, contract details to be ironed out with FJ. 	<p>CM will coordinate bookings for stalls at Fayre.</p> <p>GM to settle a date around 3rd December for the Christmas Lunch. Home deliver for HCDT area only. Agreed to offer over 65s a +1.</p>
Risort	Noted points – PL accepted as a director by Companies House;	GM to update Companies House Record.

	<p>Loan Repayment expected to complete 30/9/24. Full Circle O&M Contract offer discussed. Board agreed to appoint IM as a director.</p>	
New Members	<p>Iain & Hannah Nicolson, 40A South Shawbost – Accepted into membership</p>	
Hardship Grant Application	<p>A Hardship Fund application seeking support was discussed and approved.</p>	<p>The Board Agreed to develop the Hardship Grant Policy and publish this in due course. GM to identify some examples of other trusts as a template for further consideration.</p>
AGM Date	<p>It was agreed to Hold the AGM at Raebhat House on 5th November 2024. It was agreed to invite questions and nominations in advance. There was discussion about altering the term of office for elected directors, but agreed to leave this unchanged.</p> <p>It was agreed to provide a TOSC update at the AGM, but to postpone full discussion to a separate meeting AFTER the AGM.</p>	<p>GM to circulate the Draft Annual Report for Directors prior to circulation.</p>
Tree Ark	<p>CH gave a report on the ongoing status of the Tree Ark and Growing Crubs.</p> <ul style="list-style-type: none"> • Anna James Finished • Tree Ark ARGIS Inspection • Seed Collection • Vine Weevil mitigation • Fungus Gnat mitigation • Failure Rate of seedlings in a fully organic growing environment. • Community Woodland Plan • Watering & Irrigation System – goal is to have the Tree Ark watering system automated for the weekend (staff saving?). 	<p>Tree Ark Business Plan Review to be completed by CH and GM and presented to Board at a later date.</p> <ul style="list-style-type: none"> • Review to address overall vision for the HTA, expansion options, and projections for the future. • Community Woodland Plan to be updated if possible.

Service Pricing	<p>The Board discussed a review of pricing for all services in 2025.</p> <ul style="list-style-type: none"> • Allotment Fees (inc. January Shutdown) • Grass Cutting Fees • Assorted Rents 	<p>It was agreed to remit this discussion to a subgroup of the board, comprising FM and PL. GM & CH to provide the sub-group with service usage report, and to review the criteria that entitle residents to the service.</p>
Minibus	<p>The Board reviewed prices from three minibus providers:</p> <ul style="list-style-type: none"> • GM Coachworks • Fishwick • The Minibus Centre 	<p>After discussion, the Board agreed to accept the quote from the Glasgow-based firm, The Minibus Centre (who offered the best delivery option). GM to finalise order with TMC.</p>
Remote Access to IT services	<p>GM asked if his Terms and Conditions could allow a work from home. There was some discussion around the issues to do with security of our IT system.</p>	<p>PL to review IT security with Don Macdonald.</p>
Christmas Tree	<p>It was agreed to secure a larger Tree for 2024.</p>	<p>CH to arrange with Maybury Gardens, or another supplier.</p>
Directors Code of Conduct & Vision Statement	<p>There was discussion around how Directors' function, in carrying out their duties. Some options to deliver better outcomes were discussed, e.g. a directors recruitment pathway. The limitations of the smallness of the defined area of the Trust restrict the number of potential directors, so a complex recruitment process probably wouldn't help.</p> <p>One option discussed was to create a focus group from within the membership to hold discussion on these issues – and not to take up time with this matter at the AGM.</p>	<p>GM to produce some direction for implementing membership engagement around:</p> <ul style="list-style-type: none"> • Vision and Values • The next iteration of the Development Plan consultation
Staffing	<p>The final version of the Job Descriptions for the Development Officer and Finance & Admin Support Officer were discussed. The Board recognised the urgency to get the administration of the Trust's financial systems in hand. But the Board also recognised the tension with delivering the Trust's charitable objectives, and</p>	<p>It was agreed to advertise the posts, and in relation to the DO post, see if part-time staffing would be an option for applicants.</p>

	how this depended on the DO post being filled.	
Social media	A Board member felt the recent social media post relating to Northland Power was unnecessary. The Board reiterated their neutrality on the subject, and instructed no further posts, other than to advertise events locally.	
Date of Next Meeting	Date of next meeting will be Monday 28 th October.	All