



Matters Arising				
<b>IT Security Review</b>	<p><b>PL gave a presentation on a IT Support Proposal, covering key risks and 3 potential options:</b></p> <p>[Detail Redacted] The board considered options for IT support and agreed to progress further consideration of external provision.</p>		PL	ASAP
<b>Risort Updates</b>	None.			
Horshader Business				
<b>New Members</b>	None.			
<b>Community Fund Grant Applications</b>	<p>a. <b>Carloway Show (Show Booklet)</b> - Application discussed. All agreed to full amount requested.</p> <p>b. <b>Clann an Latha De (Annual Trip)</b> – Application discussed. All agreed to full amount requested.</p> <p>c. <b>Carloway FC (Ground Improvements)</b> – Application discussed. Budget limits discussed for 2025 and funds already allocated. PEG rejected application (suggestion of partial funding)? Partial funding awarded (£5000 only).</p> <p>d. <b>CEC (PA System)</b> – Application discussed. All agree to put application on hold for further investigations on options.</p>	<p>a. Award letter to be sent for full amount requested.</p> <p>b. Award letter to be sent for full amount requested.</p> <p>c. Award letter to be sent for partial funding.</p> <p>d. Application put on hold. Investigate options for PA System.</p>	<p>GM</p> <p>GM</p> <p>GM</p> <p>GM</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Ongoing</p>
<b>PEG Update</b>	<p>a. <b>Needs a memorandum of procedure – just making clear what PEG does and who it is accountable to.</b> Clarify needed on what PEG is/is not responsible for (i.e. not responsible for the financial side of applications). PL happy to sit with GM to discuss &amp; draw up draft.</p> <p>Question raised: Idea of younger representation on PEG – Kate Macdonald (DO) suggested. Any conflict of interests of KM being on PEG discussed.</p>	<p>Check to see if any previous procedures/guidelines have been written for PEG.</p> <p>If there are none, guidelines/procedure to be drawn up.</p> <p>Check whether KM can sit on PEG.</p>	<p>CMB</p> <p>PL/GM</p> <p>KM/GM</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

<b>Bursaries</b>	<b>Held until Sept 2025 – 2 applications to date.</b>	None.		
<b>Finance</b>	<p>a. <b>6-month Monitoring Statement</b> – All board members read through 6-month Financial Review.</p> <ul style="list-style-type: none"> <li>• Query raised: Under expenditure/General Core activities – Clarification needed: Was adjustments in the budget made before sign off in respect of KM’s course fees??</li> <li>• Query raised: Under Expenditure/Raebhat House (heat &amp; light) – Clarify wording (“.....when heating costs will be <b>higher</b> – I expect this”).</li> </ul> <p>Question raised on grass verges not being cut by HCDT anymore. FJ confirmed this is the council’s responsibility.</p> <p>b. <b>Banking Mandates/Signatories</b> – To be changed and have separate sheet for each bank/signatories. CMB clarified the process has been started.</p>	<p>Clarification on budget in respect of KM’s course fees expenditure.</p> <p>Clarification on wording.</p> <p>Complete banking mandate/signatory sheets.</p>	<p>GM</p> <p>GM</p> <p>GM</p>	<p>ASAP</p> <p>ASAP</p> <p>Ongoing</p>
<b>Development Officer Update</b>	<p>Kate briefed the board on the following areas she has been working on over the past few weeks:</p> <ul style="list-style-type: none"> <li>• Initial meetings/discussions with various people recently and have upcoming meetings planned with CnaG &amp; the Gaelic DO (who covers NW Lewis) in respect of what we can offer in terms of booking of our community space for such things as summer activities for children etc).</li> <li>• Potential Water sports project – Spoke with the Council &amp; Callanish (with potential to utilise equipment).</li> <li>• Blasta Lunches – Spoken with George (Cook). Starting lunches mid-October, another mid-November, then Christmas lunch and one later in January 2026 with Burns supper. The last lunch being February 2026.</li> <li>• Community Woodland – Spoken with Chris Humphries and Laura from the Woodland Trust. Site visit made. Woodland Trust have stated they will not be assisting us in the project (stating ground unsuitable after testing peat depth and fencing requirement needed). KM met with Scottish Communities Land Fund with potential grant up to £20,000 if we match the amount ourselves. If we did it in stages over different financial years we could match. Waiting to hear back from other parties before report will be made for HCDT to decide on project.</li> </ul>			

	<p>Recommendation by PL; CH &amp; KM to complete higher level costing business plan (in terms of cost to do project, funding from other sources etc) looking at different scenarios (i.e. no funding at all, certain percentage of funding etc).</p> <ul style="list-style-type: none"> <li>• Trainee Horticulturist position – Potential funding for this position (Hydro Fund SSE)– Getting application ready to apply (deadline December 2025).</li> <li>• Bins (South Shawbost) – New bin acquired and being situated at South Shawbost.</li> </ul>			
<b>Update on Tree Ark/Growing Project</b>	<p>Chris Humphries provided a monthly report in respect of the Tree Ark and Growing project to the Board. Compliments and positive feedback given on flower tubs around areas. With the Community growing project there will be new vegetables available soon so thinking of having a pop-up farmers market potentially at TOSC. KM been in contact with Environmental Health &amp; Trading Standards to ensure we are compliant.</p>	Chase feedback reference compliance.	KM	ASAP
<b>Local Development Plan Update</b>	<p><b>a. TOSC Update</b> – Gordon working on presentation for TOSC meeting. PL suggests putting reasons on the presentation about the limited membership who could come for funding (normally bursaries etc) and visible benefits not being seen by the community at present but how we can spend money on TOSC (and associated activities/facilities thereafter) that will then be visible and be directly beneficial in the community. FJ stated that in the past, member’s main concern was having 2 buildings (Raebhat House &amp; TOSC) and its associated running costs. Back up option suggested that could be put to members is that we purchase TOSC for the nominal fee and therefore become a property investment. PL stated a third option, that if we were not to proceed with TOSC, what the plans are to develop Raebhat House (gym, after school club etc).</p>	Await revised costings ongoing for TOSC.	GM	Ongoing
<b>Website Update</b>	<p><b>Appoint Working group</b> – Suggestion made - Go out and ask members what they would like to see on the website. Working group to also come up with ideas. Mix of people suggested (with younger people being involved) with technical knowledge on what would be feasible. PL suggested KM and suggested getting people from the community involved and asked CMB whether Daniel would be interested. PL suggested going to local camp site to</p>	CMB to ask Daniel about input.	CMB	Ongoing

	<p>gather information from visitors to see what they would want to see on the website.</p> <p>PL happy to be part of the working group.</p> <p>CMB briefed the board members what has been done already – photographer booked for headshots and local, working photos. Lack of Gaelic being used on current website.</p>	KM/CMB to investigate gaining community & visitor input.	KM/CMB	Ongoing
<b>AOCB</b>				
	<p><b>a. Sick Pay</b> – [Detail Redacted]</p> <p><b>b. Staff Appraisals (Gordon Matheson)</b> – Board members only discussed GM’s staff appraisal held recently with PL.</p>	Payroll to be monitored for [Redacted]. Policy to be discussed at next meeting.	GM	Ongoing
<b>Business Requiring Off-Board Discussions (Dates to be set)</b>				
	<p><b>DTAS Director Training – 18<sup>th</sup> August, 8<sup>th</sup> or 15<sup>th</sup> September</b> – FJ asked of there were timings available (is it during the day?). PL happy with any suggested but not after 15.09.25. FJ unable to do any (as she works Mondays) but available Wednesdays or any day but after 3.30pm.</p>	Clarify dates and timings for training.	GM	ASAP
<b>Set Date of Next Ordinary Meeting</b>	<p><b>a. 31<sup>st</sup> July 2025 – Last pre-TOSC Decision planning meeting.</b></p> <p><b>b. 12<sup>th</sup> August 2025 – Next Ordinary Meeting (following Fiona’s return from holiday)</b></p>			