

Horshader Community Development Trust
Minutes of Meeting
Tuesday 30th September 2025

Present: Directors: Fiona Jefferson (Chair), Peter Lidgett (by phone), Chris Morrison & Ian Macdonald (by phone). Staff: Gordon Matheson (Business Manager) – Minute taking & Kate Macdonald (Development Officer) (by phone).

Apologies: None.

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

Item	Discussion	Actions	Responsible	Complete By
Minutes of Previous Meeting(s)	<p>Monday 1st September 2025 (Ordinary Meeting).</p> <p>IM: Amend the following: Delete “Angus”, Insert “Anderson”. Delete “Elsie”, Insert “Elsa”.</p>	<p>Minutes updated with amendments.</p> <p>Minutes agreed by Board. Remove action points, financial remuneration levels and publish on website.</p>	<p>CMB</p> <p>GM</p>	<p>ASAP</p> <p>ASAP</p>
Note on WhatsApp Discussions	<p>a. Shawbost Pool Response – GM updated the board: The outcome being fairly successful – The council’s consultation is going to change from consulting with the community on what would happen after the pools close, focusing on additional bus services to Stornoway/ after school activities etc to moving towards community consultations with potential partnerships and stakeholders or funding through the UK Government fund package called “Pride & Place” which HCDDT could bid for funds.</p> <p>b. Aline Forest Visit – PL briefed the board: A good, productive visit. Provided good pointers and advice to think about. Visited play area and facilities.</p> <p>KM emphasised their running costs that they currently have to the board. CM – Would we follow suit and put in play/swing area??</p>			

	<p>PL – Potentially yes - A few things for local children and educational resources used by Shawbost School & other schools on Westside. Other idea mentioned: BBQ/family area.</p> <p>c. PPA Fixed Price Agreement – GM noted: sent out to board for notification (price setting seemed to be fair pricing).</p> <p>d. Quiz Night Follow Up/Debrief –</p> <p>GM noted: Sent £1000 to Blythswood, thanks from Jeremy Ross received. FJ noted: Feedback was good for quiz night. CM noted: Work done by KM – Well done. GM noted: Spoke to George (Cook) in respect of staff relations. After further information to be gathered by GM, will speak again to him. IM noted: Unacceptable behaviour and not to be tolerated and is discouraging to staff members. GM noted: Need to address how we deal with payrolled staff in respect of disciplinary issues/recently sought advice from Claire at Orbit. Potential formal written warning to be considered.</p> <p>e. Christmas Night Out – GM noted to Board Members that we have booked in for the Directors (incl PEG) & Staff (and to include their partners). Christmas meal at the Boatshed, Stornoway on 19th December 2025. IM volunteered to drive minibus.</p>	<p>Business Plan for Woodland project ongoing.</p> <p>Send board members letter from Jeremy at Blythswood.</p>	<p>CH</p> <p>GM</p>	<p>Ongoing</p> <p>ASAP</p>
Matters Arising				
IT Security Review	<p>[Detail Redacted] Progress was noted on strengthening IT security arrangements.</p>			
Urras Dualchas Shiaboist (UDS)	<p>GM noted: He met with Diane & Catriona at 6pm on 30.09.25, who were keen to push ahead with public meeting in respect of the future of museum - GM discouraged them from doing so and stated that the TOSC survey previously held and consultations/networking with community councils & parent associations on the Westside, has given a big reach for an online consultation, so will approach the</p>			

	<p>council to formally confirm they do not want the building back. Confirmed they now have liability insurance on the building.</p> <p>The next move is to create an online survey (with 2 options to consider): sell the building on the open market or to come forward to become a director of UDS, as the current directors do not want to continue.</p>	<p>Speak to Council to formally confirm they do not wish to take the building back. If not, create an online survey.</p>	GM	ASAP
TOSC	<p>GM noted: The Old School Shawbost Trust executive spoke to Maggie at Anderson Macarthur asking whether they could transfer over the building to HCDT and wind up? She stated the wind up must take place whilst there are still assets. TOST working out when the wind up will happen and what their liabilities are up to that point and the termination of their accounts. Timeframe for this will approximately be the end of October 2025.</p> <p>PL noted: Suggests could be beneficial to send out to membership a brief update of what is happening (including timeframes) to keep them informed including those with no email.</p>	<p>Brief membership with update via email/post (for members with no email).</p>	GM	ASAP
Risort Updates				
PPA	See above (Notes on Whatsapp discussions).			
Horshader Business				
New Members	None.			
Community Fund Grant Applications	<p>CEC – CD.</p> <p>FJ noted: PEG accepted the application.</p> <p>PL noted: Feedback to CEC - Is CDs the best way to go and not streaming??</p> <p>KM noted: This was discussed at PEG meeting - more costs involved with streaming.</p> <p>PL noted: If big costs involved, could it be a service that we offer in that the music could be uploaded onto our new website with other musicians using website platform to get their music out, thus helping the community??</p> <p>CM & IM noted: This was a good idea.</p>	<p>Website coordinators (PL, KM & CMB) to incorporate this in website design.</p>	<p>PL, KM & CMB</p> <p>GM</p>	<p>Ongoing</p> <p>ASAP</p>

	Full amount of application agreed by board (£4050).	Proceed with application process (T&Cs, payment etc).		
PEG Update	<p>Memorandum of Procedure – PEG Feedback.</p> <p>KM noted: Two suggestions from PEG:</p> <ol style="list-style-type: none"> 1. Date of submission for applications – to be submitted by certain time of month for it to be considered within that month. If this deadline is not met, the application will be carried forward to the following month for consideration? <p>Deadline timelines discussed by board.</p> <ol style="list-style-type: none"> 2. Can it be put into procedure that we will feedback to PEG what the decision of the board is on applications? <p>GM noted: PEG members happy with rest of Memorandum of Procedure.</p>	Memorandum of procedure to be updated with both points mentioned.	GM	ASAP
Bursaries	None.			
Finance	<p>Budget report to End of August (Sept report at meeting)</p> <p>PL noted: Three things missing or suggestions in respect of the financial report:</p> <ol style="list-style-type: none"> 1. On a month-by-month basis – needs set of notes finalising/explaining major variants/changes – notes to be carried forward stay with the report (repeated) allowing being able to look back. 2. Use of colour ‘red’ to show negative – confusing to read. PL to discuss with GM offline. 3. Currently producing report as spreadsheet – suggests running it past an accountant to make sure formatting it as it currently is, the most appropriate way to do it/getting advice/suggestions on best practice. <p>GM noted: Highlighted large variant - Purchase of van at beginning of year and tools (handyman) for grass cutting which did not appear</p>	<p>Make notes as necessary.</p> <p>Meet to discuss Point 2.</p> <p>Arrange for accountant to check/access.</p>	<p>GM</p> <p>PL/GM</p> <p>GM</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

	on the budget line when putting budget together. Overall budgeted net expenditure for the Trust was estimated at £337,000 for the year. The year to date remaining budget projection at £336,000. Income and expenditure on target.			
Staffing	Horticultural Apprenticeship – Post Filled. [Detail redacted]			
Development Officer Update	<p>Update given to be the Board by KM on current projects:</p> <ol style="list-style-type: none"> Christmas Fayre – 10 businesses attending so far. Received another email so totalling 11 – at capacity for the event. Breakdown of local businesses attending discussed. <p>FJ noted: request for extra table for raffle. Discussions had on tables needed (based on last year).</p> <ol style="list-style-type: none"> Yoga – awaiting a start date. Atlantic58 – Will be doing some mapping work on Shawbost Coastal Erosion (free of charge) to establish any erosion. Sgoil Shiabost Christmas Card Competition - They are happy to go ahead. Hoping to use as fund raiser for Parent Council. Finalising details. Christmas Cards (based on winning Christmas Card Competition) - Do we want to send one to every house in the Horshader area or extend this to all of Shawbost area plus Horshader area (cost for 150 cards is approximately £150)? <p>PL noted: As it is from the school, suggests all of Shawbost.</p> <p>All agreed for costs for Christmas cards.</p> <ol style="list-style-type: none"> Community Cinema – Research done on what licences etc would be needed (Cost: in the region of £91 for licence but taking money from attendees could easily cover this cost) – Board input requested - Do we want to go ahead with this? 	<p>Raffle(s) being held TBC.</p> <p>Agreed to go ahead. Budget and operation required for ongoing, longer-term project.</p>	<p>KM</p> <p>KM</p>	<p>ASAP</p> <p>Ongoing</p>

	<p>7. Fireworks night – Had conversations with Piotsa: happy to go ahead and attend/provide pizza. Estimates of numbers given to them.</p> <p>Other food being offered (Burgers) discussed including requirement for Food Hygiene Certificate.</p> <p>[Contract details redacted]</p> <p>8. Volunteer Handyman – Volunteer Centre Stornoway got in touch to say they had someone expressed an interest in this role. Request Board input: How do we want this to work in respect of invoicing customers for material costs plus mileage rate (this would mean we are covering our own costs in delivering the service)??</p> <p>KM noted: Would need relevant disclosure checks (PVG or Disclosure Scotland).</p> <p>PL noted: No issues with doing it but asks whether all staff are disclosure checked??</p> <p>GM noted: Only within their safeguarding policy – only for staff working with vulnerable groups (i.e. DM with Minibus, CH because he works with children). Handyman going into people’s home would need a check. Raised the ethos and values the charity staff work towards – want to make sure any external volunteering delivery a service on our behalf they are aware of how they conduct themselves etc and we pay attention to this.</p> <p>PL noted: Get feedback/satisfaction survey from any customer who would use this volunteer handyman service to ensure values and standards of the Trust are met.</p> <p>KM noted: People have issues getting in tradesmen to do small jobs and by getting a volunteer handyman in could elevate this.</p> <p>9. Community Development Plan Workshops – No feedback since the Community Development Plan Survey was given</p>	<p>1/3 off price agreed.</p>	<p>KM</p>	<p>ASAP</p>
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	<p>out at last board meeting, so asked board if everyone happy with it. No comments/All ok.</p> <p>GM noted: Where do we go from here/next steps – Deliver focus groups in November?</p> <p>PL noted: Support this – Get communication out to update members to show us moving forward (what KM is organising etc). Not to rush Community Development Plan now and get it wrong/to be carefully planned & implemented as it will become our foundation on how we build things moving forward into the future.</p> <p>KM noted: Dates for focus group? Do the Board want the summary findings to go on social media or keep within membership??</p> <p>KM updated board on start of her Masters course/combining it with workload & timeframes. Discussions had to ensure she has sufficient study time/work time balance.</p>	<p>Focus Group to be arranged – Early Nov 25.</p> <p>Email to membership/abbreviated report for social media.</p>	<p>KM</p> <p>KM</p>	<p>ASAP</p> <p>ASAP</p>
Update on Tree Ark/Growing Project	<p>CH gave board members report for Tree Ark & Growing Project for September.</p> <p>Total staff hours discussed – Identified that due to workload, Anna will come back to work in November.</p> <p>GM noted: Plant passport inspection completed – systems in place satisfied.</p> <p>FJ highlighted from report: Winter veg planting started. Shop will continue in October. Flower tubs to be brought in this week or next week.</p> <p>GM noted: Discussed with Board - planning permission (under 2.5 meters so not required) & solar panels for Dalmore site.</p>			
Local Development Plan Update	No Update.			
Website Update	KM briefed the Board: Finalising in terms of tabs and their design & content and the organisation of the website as opposed to the			

	<p>technical issues/points. Potential presentation to Board for next board meeting to show progress.</p> <p>GM noted: Dependant on what platform the Trust use for the website, discussion had with CMB to potentially attend chosen website platform course.</p>	Presentation to Board for Nov 25 meeting.	KM/CMB	ASAP
			GM/CMB	Ongoing
AOCB	<p>a. GM noted: Request – Gunnera around the village. Suggestion to board to HCDT to contact Ian Mackay (Clerk of South Shawbost Common Grazings) – on how to action a plan on how to deal with Gunnera.</p> <p>b. GM noted: Circulated today, updated version of TOSC Project Board with first draft of job description for a Project Manager for Board to consider.</p> <p>c. Curtailment from SSE in respect of Turbine whilst GM away on annual leave in October – Need to add Director as Point of Contact – Request made to PL to be listed.</p>	<p>Ask Common Grazings Committee if there is any plan to eradicate Gunnera.</p> <p>Board members to read and consider document sent and feedback to GM.</p> <p>Add PL to list as POC for SSE/Run through details with PL in respect of curtailment.</p>	<p>GM</p> <p>Board Members</p> <p>GM</p>	<p>ASAP</p> <p>Ongoing</p> <p>ASAP</p>
Business Requiring Off-Board Discussions (Dates to be set)				
Set Date of Next Ordinary Meeting	<p>Ordinary meeting – Monday 3rd November 2025.</p> <p>TOSC Meeting – When building handover is actioned.</p>			