

Horshader Community Development Trust
Minutes of Meeting
Monday 2nd December 2024

Present: Directors: Flora Macleod, Fiona Jefferson, Chris Morrison, Peter Lidgett, Iain Macdonald, and Staff: Gordon Matheson, Chris Humphreys & Catherine McCauliff-Bolton
 Apologies: None

Conflicts of Interest: FJ - Shawbost Old School Trust (TOSC).

Item	Discussion	Actions
Note on WhatsApp Discussions	None.	
Minutes of Previous Meeting(s)	Monday 28 th October (Ordinary Business).	GM to add to remove action points, financial remuneration levels, and publish on web.
Matters Arising	<ol style="list-style-type: none"> 1. Tree ARK Business Plan – CH presented revision of the Business Plan (2025-2029) and updated cost figures within. Discussion held on the 3 options for future location of the Tree Ark. Cut off date for options by Mid Summer 2025. 2. Minibus – Being delivered Thu night (Ferry)/Fri morning. Naming of vehicle discussed. Payments from Coop Bank for minibus/large payments need extra signatory. FJ volunteered. 3. IT Security Review – PL updated Board members in that we are still waiting for the Certification of Requirement Terms 	<p>Read revised Business Plan (2025-2029).</p> <p>To ensure Business Plan meets its goals whatever option is chosen - if Option 3 (Grinnivat) is chosen, develop the plan, including detailed costs.</p> <p>Visit school and obtain approval.</p> <p>Arrange extra signatory (FM) to Coop Bank account for payments.</p> <p>Ensure insurance cost rise for new minibus is confirmed and paid.</p> <p>Initial review of responses. Organise face to face</p>

	<p>required by Tech Mobile & Ontime IT services. Given until 16th Dec 24 to respond. There have been no questions from these companies.</p> <p>4. Support Grant</p> <p>5. Christmas Lunch – GM updated on figures of those confirmed attending (35) and restricted home deliveries for 10th December 2024 and confirmation Morag assisting George Mitchell in the preparation.</p> <p>6. Winter Fuel Scheme Update – GM confirmed vouchers (Coop & Tesco) and fuel deliveries have gone out to recipients. Certas have not confirmed crediting recipient’s accounts with funds. GM confirmed payment taken from HCDT to Certas.</p> <p>FJ noted delivery under Bulk Buying Scheme is not until 1st week January 2025.</p> <p>7. Warmworks – GM confirmed new staff have been employed and trained and therefore heating assessments via home visits are commencing.</p>	<p>meeting with these 2 companies – go through the documents to clarify any points.</p> <p>Presentation to Board members on recommendations how to move forward at next Board meeting.</p> <p>Contact Certas about their policy on filling of tanks (customers and board members raised having issues with delivery if their tanks are almost empty or only small amounts needed).</p>
<p>Risort Update</p>	<p>The newly appointed Tech Advisor (from Locogen) is looking at the contract with Enercon. Possible shorter term contract being looked at: 4-5 years instead of 8 years. GM had 2 recent meetings - They are aware of recent issues we (and other companies) have had.</p> <p>Discussion had whether dates will be met (on 12th Dec 24). Unlikely but Enercon happy to roll over until 12th Jan 25. New terms in 2025 but turbine will still operate throughout Christmas period.</p> <p>Turbine now fully operational after a week of various faults (after lightning strike).</p>	

Tree Ark	CH updated the Board members (via monthly update) on tree orders, seed collection and registration, pest issues and Grinnivat and Dalmore sites.	
Allotment Terms & Conditions	CH presented updated Terms and Conditions. Amended points included the raise in rents to members and non-members, Chemicals (including weedkiller) usage, site access & payment date (being in advance and by 31 st January).	Send out T&Cs to Board members with amendments to wording/figures.
TOSC Update	<p>GM gave update in respect of the Community Ownership Fund – There has been nothing official in respect of our bid. Decision could be made today (02.12.2024).</p> <p>Discussions were made in respect of having no Development Officer at present and the impact of the delay in timescales. Working now in terms of planning and scenarios to the community going forward or to wait longer. Suggestion made of employing a contractor to complete work. Suggestion made to approach members with revised plan. Funding discussed.</p> <p>In respect of TOSC, GM discussed risks, liabilities and cost of running. If HCDT were to take on the project, it would cost approximately £200k to fix: turbines, roof, fix heating etc and generally bring it up to standard. Discussions took place about having a plan in place if HCDT were to stay in Raebhat House and delivering services (and costings involved), from there instead.</p>	Any discussions in respect of this are to be put on hold, dependant on the outcome at TOSC.
Staffing Update	GM Presented a plan for Christmas Bonuses and alerted the Board to forthcoming changes to National Living Wage levels which would affect a number of staff.	Agreed to pay Christmas Bonuses as per report.
Looms Pricing	Joint letter received from the three renters of the Looms in respect of the high rental costs of in comparison of others on the island. GM gave background to the Board members. Discussions were held about the content of their letter (and what they have requested), current length of their rental period, costs, maintenance and lack of people requesting use of looms/people leaving the trade. FM suggested gifting the looms. All agreed	Need to check the legalities of gifting the looms before final agreement.

	gifting. PL supports but pointed out the revenue loss per year.	
Grant Applications	<p>There was one Grant Application:</p> <ul style="list-style-type: none"> Alex Murray seeking £120 for the max number of three driving lessons. 	<p>Agreed to meet request in full.</p> <p>GM to contact awardee with Terms and Conditions ASAP and make payment accordingly.</p>
Project Evaluation Group (PEG)	<p>FM questioned if we have received the scoring criteria from PEG? GM confirmed nothing has come in yet.</p>	<p>Arrange a meeting between PEG and the Board members.</p>
Investments	<p>GM has confirmed he has spoken with John Moffat. John is to brief the board at a future point. Suggestion made to delay until next board meeting. Agreed.</p>	<p>Arrange for John Moffat to attend next Board meeting (25/01/25) to brief Board members.</p>
Budget and Management Accounts	<p>HCDT have submitted Q3 for 2024 to the accountants and October 2024 are also ready to be submitted. We have requested up to date figures.</p>	<p>Obtain updated information from Accountant. Send out to all board members.</p>
Date of Next Meeting	<p>Date of next meeting will be Monday 27th January 2025.</p>	