

Minutes of Horshader Community Development Board Meeting on 07 May 2018

Venue: Raebhat House, 7.00pm

Present: Flora MacLeod (Chair); Sharon MacLeod (Vice Chair); Jimina MacLeod; Domhnall MacLeod; Alisdair Wiseman; Alan Murray (Development Officer).

Apologies: Mairi MacLean; Richard Macdonald; Iain MacArthur.

Organising the community meeting

- We confirmed the date, timing and venue of the next community meeting: Saturday 09 June 2018, 2.00pm, the Old School South Shawbost.
- We also confirmed that we will create a mixed programme including: an introduction from Flora as the new Chair; introducing the new development officer; an insight into our aspirations for the first three months; the community consultation; a local knowledge quiz; and entertainment. Afternoon tea will be served during the programme.
- The event will be open to everyone in the community, regardless of whether or not they are members of the Trust. We should bring membership application forms to encourage non-members to join.
- Flora and Sharon will be responsible for organising the event with help from other Directors, members of staff and other volunteers as required.
- We will look to get decorations for the room and tablecloths and table decorations for the tables.
- The aim is to make the event a sociable occasion as well as one where we can conduct the business of the community consultation.
- We need to investigate the provision of a projector to help with presentations.

Confirming the shortlist of projects we will try to complete inside the first 3 months

- Coastal walks: look at improving the way-markers and styles.
- Newsletter: introduce a new-look newsletter containing lots more information and providing the opportunity for more people in the community to participate in its creation and development.
- Tidying up the polycrubs: getting the polycrubs back to where they were when the community growing project was first launched.
- Creating a new governing document for the Trust, presented in plain English and addressing the errors and omissions that have become apparent in recent months.
- Putting benches above the 3 beaches in the community using the indestructible recycled plastic benches into strong concrete foundations.
- Delivering the first mindfulness workshop for members of the community.
- We discussed a number of other projects that will be added to the longer-term list: providing a more comprehensive range of assistance to the elderly people in the community, including more special chairs, inflatable cushions to assist people who have fallen over; doing the map of all the local place names; creating boardwalks to the beaches; creating a community FreeCycle service using Facebook where people can post pictures of things they no longer want or need that might still have a use for other people who just have to reply to the post; and planting daffodils along the verges in the Horshader area.

The new template for the newsletter

- We confirmed the new template for the newsletter. We will set up a competition for a Gaelic name for the newsletter – prize to be decided later. On the front page, we will include a photograph of the local area taken by a member of the community and give the person who took the pic a voucher.

- We agreed to include a number of additional things in the 'News in Brief' section of the next edition of the newsletter: something on a collapsible wheelchair; a call for spare tea sets for use in the café; and the rental of the small stock trailer.
- Alan agreed to be the second pair of eyes on the newsletter.
- A first draft of the next edition of the newsletter will be available for the next Board meeting.

Actions from last meeting

- Sharon took the Directors through the actions from the last meeting.

DropBox trial

- Alisdair has set up a trial on DropBox – the first draft of the newsletter has been uploaded so that everyone can play with the application. This can be used in the future if there is anything highly confidential that we wish to circulate amongst the Directors. However, we might just decide that there is no real need for confidential document storage.

Midas training

- Jimina got a very favourable response from parents and staff at the school on Midas Training. They requested that they might get the use of the minibus for school trips and events free of charge in return. We agreed that this was a good idea.
- We also discussed the fact that individuals with special needs must always be accompanied by a responsible person when travelling in the minibus.

Membership and community lists

- We agreed that creating up-to-date membership and community lists is now a priority, as we will need these to ensure that we invite everyone to the community meeting in June.

Staff advertisements

- Adverts have been drafted for gardener sick cover and summer administrative support and will be posted before the end of the week.

Live community projects

- Alan has provided the list of project activity supplied by David and Don. The list is a mix of ongoing activity and actual projects. This is not a matter of urgency – however, sometime soon, we will look at the lists, identify those items that are live projects and then determine what needs to be done to get them on a firm footing or indeed completed.

Employing Angela to provide support to the Board

- Angela has agreed to help the Directors to take the Trust forward. She will design and deliver a short workshop explaining how the Trust is supposed to operate, based on her extensive experience in various roles with the Trust. She will also sit on the governing document working group. And she will provide support to Alan as he comes up the learning curve as the new Development Officer.
- The specific support required for the third area of support will depend upon Angela conducting a review of the current position so that she can tailor her guidance and advice. This will include a proper review of policies and procedures – we now have access to the Council's manual. We agreed that it would be sensible to leave Alan's training until things were a little quieter.

Turbine insurance

- Confirming that we have some sort of insurance policy to cover turbine downtime is now a matter of urgency because SSE have advised us that they require 22 days stoppage, at three separate times. This is on top of the downtime that caused by a system failure that is

currently being addressed. This could represent a considerable amount of lost revenue to the Trust if we are not adequately covered.

Installing a means of participating in Board meetings remotely

- Alan has had a challenging time trying to get sense out of BT. However, there is a process in place now to enable multiple Directors to participate in Board meetings remotely. We will trial it at a future Board meeting.

Quotes for rectifying the electrics in the café kitchen

- Alan is getting two quotes at the moment and will report back to the next Board meeting.

Short-term plan for the shop and café

- It is now important that we organise a meeting of the short-term plan working group so that we can confirm the way forward for 2018 before the season gets into full swing.

Other business

- We agreed that we must set up proper agreements for the people who have allotments so that we can address any issues that arise during the course of a calendar year.
- We agreed to provide David with a discretionary expenditure budget of £500 for the rest of 2018 so that he can purchase items required for the various growing activities without having to request permission from Alan on each occasion.
- We agreed that it would be sensible to post on the Trust Facebook page that paper copies of the Board meeting minutes are available in the office.
- Dalmore polycrubs water supply: we agreed that we should try and find a permanent solution to the water supply to the Dalmore polycrubs – the current solution is not robust and means that there are occasions where no water is available.
- Directors who are not able to participate in 75% of the Board meetings: we confirmed that the Directors are entirely happy with the fact that some of the current Directors are not always able to attend meetings, either in person or remotely. We are keen to address this directly in the new governing document so that the Trust can access the skills and experience of as many people as possible in the future, regardless of their ability to participate in 75% of the Board meetings.

Next meeting: Monday 14 May 2018, Raebhat House, 7.00pm

The Board of the Horshader Community Development Trust