

Horshader Community Development Trust
Minutes of Meeting
Monday 26th August 2024

Present: Flora Macleod, Fiona Jefferson, Chris Morrison, Peter Lidgett, Iain Macdonald (on phone), Jimina Macleod

Apologies: Gordon Matheson

Conflicts of Interest: JM is a trustee of Shawbost Old School Trust (the owners of TOSC).

Item	Discussion	Actions
Welcome	We welcomed the new directors, Peter, Chris and Iain to the board and acknowledge with thanks previous Chair Carole Miller for her service to the trust.	
Election of Chair	FML nominated Fiona Jefferson as Chair, seconded by JML and unanimously agreed by Board.	
Minutes of Previous Meeting	Minutes of meeting from 17 th June were approved with the proviso of the following being added:- <i>“The board agreed to ask GM to act up until a new manager was appointed and an acting up payment of £100/week was agreed.”</i>	GM to add to additional paragraph to last unabridged minute – post on abridged without monetary agreement.
Risort	Agreed any Risort business to be discussed at separate Risort meeting. PL has agreed to become a director of Risort as CM has stepped down.	GM to organise adding PL as director of Risort
Horshader Accounts & AGM	Board agreed to ask JM (MJG) to meet on Monday 16 th September @ 7:30pm to go over accounts and sign off. To discuss Trustee’s report at the meeting with GM and JM (MJG) Discuss potential dates towards end of October for AGM.	GM to liaise with JM re meeting on 16/9/24 Discuss and agree AGM date at next board meeting.

Managers Report		
Admin Staffing	Admin Staffing – discussed admin staffing and agreed that we should ask GM to pull together a JD and advert for full time admin/finance administrator, with a view to taking all day to day accounting in house, with salary of £26-£28k (?). In the interim, to help with cover when Kate leaves, ask GM to advertise temporary three month admin cover post on SM.	GM to produce JD and advert for admin/finance administrator for next board meeting. Advertise on SM for temporary 3 month admin post.
First Aid Training	The recent training was not sufficient so look at asking Joan Mackay to come in to do some basic life support (including AED training) for staff. FML mentioned local fire brigade can also provide training. Suggested to open to staff and public.	GM to organise further first aid training.
Christmas Fayre	All agreed to go ahead with Christmas Fayre this year, perhaps look at bigger venue and some first aid training(?), though not all thought there would be enough space for this.	Look at alternative bigger venue for Christmas Fayre.
Tree Ark & Polycrubs	Ask Chris Humphries to put a report together for next board meeting with costs for additional staffing, if CH thinks more urgent and cannot wait for next board meeting, ask him to circulate to board via email.	GM ask CH to produce report for costings for staffing and work required at Tree Ark and Polycrubs
Grass Cutting	Now fiscal status of board is looking better ask CH to look at reducing the costs for grass cutting for eligible members of the community. Implement strict rules for who is eligible for reduced rates.	GM to ask CH to look at grass cutting costs for eligible members
Minibus	GM had provided quote for new minibus. Can we look at additional quotes for hybrid vehicle and/or lease vehicle? Also produce report for justification of replacement of minibus – how else can we utilise a new bus?	GM look at additional vehicle choices and look at utilisation of new bus to justify expenditure.
TOSC	GM has asked MP Torquil Crichton to look into progress of funding application for TOSC.	
Shawpbost	Board did not think necessary to have another in October but look at having one combined with Christmas Fayre.	GM look at combining with Christmas Fayre

Warmworks	Disappointing response so far – worth GM sending reminder via SM/email asking for responses.	GM send reminder to members.
Winter Fuel	Discussed winter fuel and PL asked how scheme was managed, i.e. was it means tested etc. Scheme is for all eligible households in Horshader area, given continuing increase in fuel costs it was agreed to increase the amount of winter fuel to £450.	GM to pass to temporary admin person to start process of winter fuel scheme once appointed.
Blasta Lunches	As no funding available agreed to support Christmas Lunch for Horshader, North and New Shawbost for over 65s. Home deliveries for horshader residents unable to attend.	GM to organise Christmas lunch.
Facilities Management	Grease trap to be fitted, GM to organise quotes. PPL music licence to be reinstated.	Organise quotes for grease trap and reinstate PPL music licence.
Grant Applications		
Norse Mill	GM to check if they have received the funding granted by South Shawbost Common Grazings and if they still requiring funding from HCT? All agreed to support grant if they still require funds.	GM to check with NM committee re SSCG re funding.
Bursaries	Logan Wearing – approved	
Driving Lessons	Samantha Macarthur – Approved *Look at amending bursary/driving licence policies to allow children of members in blended families to apply for funding. Parental member must be resident in the area for a minimum of one year and have some form of parental responsibility for son/daughter. Ask GM to adopt into bursary/driving lesson rules.	GM to amend bursary/driving lessons rules as discussed.
PEG	Leave compliment of PEG members as is and look at additional members in future if required.	

Business Manager Post	GM had asked FJ to ask if he could now accept position – agreed to offer GM post.	JF to discuss with GM and offer post.
Date of Next Meeting	Date of next meeting will be Monday 30 th September.	All

