

MINUTES – DIRECTOR’S MEETING 17th April 2018

1. **Attendance:**

Present: Murdo MacKay (Chairman), Neil Campbell (Secretary), Dougie Ferguson, Chris Loyle, Neil MacDonald, Rhoda MacDonald, Roddie MacDonald, Norman Iain MacKay, George MacLeod, Finlay MacLennan, Richard MacLennan, Linda Armstrong (Commercial Manager), Angus MacLennan (Facilities Manager) and Deborah Coghill (Administrator).

2. **Apologies:** Carole Melville (Observer),

3. **Declarations of Interest**

The Chairman declared an interest for the Rural Tourism Infrastructure Fund (under AOCB).

4. **Approval of Minutes**

The Minutes of the Meeting of **20th March** 2018 were unanimously approved.

5. **Action Points**

To be listed and circulated separately

6. **Updates**

Financial

Eric MacLeod is to come over to the island to give further help and advice with the transfer of the Cashbook information on to *Quickbooks*.

Commercial Manager’s Report including Land & Crofting

- Thomas Plot – sale of property imminent which will trigger plot purchase.
- Porteous Plot – update requested.
- MacVicar Plot – no further update at present.

There have been two enquiries from families seeking house plots for private houses.

- No.6 Seilebost – Following an enquiry as to the location of the boundary, Finlay was delegated to identify and draw on the map plan where the boundary was.
- Seilebost School – The tenants are requesting a 6 month lease. This was **Agreed**.
- The Cliff – Alan has requested the provision of a toilet on the site, even if it be only a chemical toilet. It was **decided** that if he wished, Alan could himself pay for the installation of a chemical toilet, which he would be allowed to empty at the *Talla na Mara* disposal unit. **Jeeves** is shortly to vacate his space at The Cliff. It was **Agreed** to offer Jeeves’ space to Alan. The **Roller-door** at the Cliff is broken again. It was **agreed** to engage Richard Allan to fix the door.

- **Health & Safety - NFU** are coming to do a check on Health & Safety next week. **Risk Assessment** – Angus is to start on Risk Assessment for The Cliff and for Seilebost School. Also to do a Risk Assessment on the Water System for the Seilebost School and for *Talla na Mara*.

It was agreed to speak to other Community Trusts regarding the sharing of their Health & Safety policies. There were no updates to report.

- **First Aid** - It was essential for Health & Safety purposes to have at least two people who were competently trained in First Aid. The options for training included either a three day course, or an intensive one day emergency course. It was **agreed** to ask Kathleen at HIE if there was funding available to assist with the costs of sending personnel on First Aid courses.
- **Crown Estate** – Amanda Bryan from the Crown Estate is coming to visit the island on 29 May, and is expected to hold a Joint Meeting with WHT and the North Harris Trust to discuss potential benefits for community estates from the Crown Estate.

Facilities Manager's Report

The Facilities Manager gave his Report. See Appendix 2.

- The MK has offered to pay for half the cost of shelving in their shed space.
- **Permit to Work Book** - Contractors who are coming on site to carry out work are required to fill in a Permit to Work Sheet in the Book, including a risk assessment, they are required to give a week's notice before they come, and to state where they will be working.
- Seilebost School – water checks need to be done **regularly** and a thermostat to be bought to test the water.

7. AOCB

- ***Aspiring Communities Fund***: Kathleen Stewart HIE thinks it is worth applying to this Fund to potentially finance the hiring of another member of staff. If successful, such an application would provide 100% funding of salary, NI and tax, plus an additional 40%. Murdo is willing to help complete the Application Form. It was agreed to ask Peter Kerr if he too would be willing to help with this.
- ***Rural Tourism Infrastructure Fund***: The Fund will have to submit evidence of pressure points by a week on Friday (27th) so WHT will need to get their

Application in by Monday or Tuesday (23rd or 24th). Linda and Neil will be dealing with this. CnES are submitting a (whole) Western Isles Application for £300K on this occasion. The next round of applications will be in October.

- **Muir Burn:** As a result of the fire which was out of control on Friday (13th) it was **decided** that a policy for West Harris needs to be compiled for next year, explaining both the benefits and the risks of muir burning. The policy could potentially be sent out along with the Rent Notices in November.

8. Brainstorming

- **Borve Lodge** – the Directors indicated that enquiries had been received from WHT residents, as to whether they were allowed to fish? Could a letter be sent to the Estate Manager at Borve Lodge to clarify the situation.
- **Cockle Fishing** – as WHT own the foreshore, permission is needed but this has not been sought by anyone to date. Murdo is to forward details to Neil and Linda.
- **Department Records** – to be sought from the relevant authority
- **HHP Residents** - Concern was expressed about the speed at which cars come up the road into TnM. It was agreed to purchase two Road Safety signs for display within the grounds of TnM.

The Meeting concluded at 7.59pm.

9. **Date of Next Meeting:** Tuesday 22nd May 2018 at 6.30pm in *Talla na Mara*.

Proposed Dates for 2018

Jun 19th, Aug 21st, Sept 18th, Oct ?, Nov 20th, Dec 18th.