Great Bernera Community Development Trust Board Meeting
Date: 15th July 2026

Present: John Porteous (Chair). Mark Bryant, Calum Fraser, Anna Macdonald, Brenda Jones

In attendance: Jonny Mallabar, incoming Development Officer

Apologies: Zoe Paterson Macinnes

Ref.	Item	Action by
1	**Minutes of Board meeting 17th June 2026**	
	The following amendments to the draft minutes were agreed: (1) Zoe was also present at the meeting (2) Item 6(b): add that John agreed to email Murchison Law to this effect. With these amendments, the minutes were approved.	
2	**Board members**	
	Brenda now registered as a Director with Companies House. JP to ask Catherine Muir if she wishes to continue as a Director, as she has not attended recent meetings.	 JP
3	**AGM**	
	BJ to fill in BCA booking for the Hall. Start time to be 7.30pm. BJ to draft email to be sent to members to notify AGM (and also announce appt of JM as Development Officer). and send to Directors for review. JM to provide a pen portrait for inclusion in the email. CF to buy wine and nibbles. JP to do Chair's report and look ahead (including planned community consultation); accounts to be presented (MB).	BJ BJ JM CF JP MB
4	**Accounts**	
a)	Current financial position	
	MB issued financial information by email prior to the meeting. Summary below: Balance on June 17th: £12,209.89 Income: £1,483.04 Outgoings: £555.78 Balance on July 14th: £13137.15 No significant outgoings this month, usual DD (BT, Valda, DTAS, Xero, EE, BrightHR, EE, Scottish Water). Donation of £760 towards the legal costs received. AM to check that Bright HR invoice is correct.	 AM
b)	2025 accounts: Directors' queries	
	MB received responses from CIB Services. These don 't fully answer the questions raised; MB to go back to CIB.	MB
c)	Outstanding debtors (money owed to the Trust)	
	MB to discuss with Callum Macaulay. Some invoices may have been paid. MB will circulate list of debtors. JM will be responsible for issuing future invoices and chasing up any outstanding payments.	MB
d)	Outstanding creditors (money owed by the Trust)	
	MB advised that the chair of the BCA has agreed to waive the outstanding hall rental charges, fees. MB will ask for credit note.	 MB
5	**E-bikes**	
	BJ visited Point & Sandwick Trust to see how their e-bikes are set up. P&ST to provide details of their insurance to BJ.	BJ
6	**Communication**	
a)	Management of email communications	
	JP still not able to access Trust email account, he will contact Helen Strong for assistance. MB is checking the Trust email account regularly. JM will develop a procedure for dealing with incoming emails.	JP MB JM

b)	Membership mailings	
	Helen Strong will send out next mailing. A few members have asked for hard copy info, AM is happy to deliver these.	AM
c)	Community consultation	
	Proposal to be developed once JM starts in post. Agreed that this would be a phased process rather than a one-off exercise.	NOTE
7	**Estate Buyout**	
a)	Mapping	
	JP is checking Trust's current maps against the Land Register of Scotland's records JP had given Total Design a list of items to be updated on their plans. Total Design has updated the plans. JP has checked updates but some have been missed; JP to advise Total Design of outstanding items. Total Design has submitted an invoice for £900 for updates done to date. JP to ask Scottish Government Land Unit if they will reimburse the Trust this cost. JP asked Comhairle nan Eilean Siar (CnES) about ownership of land which is now occupied by a road . CnES think it is likely that they didn't buy the land, as the adoption process gives CnES rights over the land.	JP JP
b)	Buyout process	
	JP advised that the process for a Crofting Community buyout requires a majority of crofters to be in favour of the buyout proposal as well as a majority of the total eligible population. JP confirmed that the legislation defines who is eligible to vote. MB noted that everyone's views are important to the Trust, regardless of whether they have a vote in the buyout process or not.	
	Insurance	
	JP obtained quotes from NFU for Director and Officers insurance for £250k and £500k cover. It was agreed that this should be taken out. JP to forward quotes to Directors	JP
9	**Dubh Thòb**	
a)	Proposed acquisition of land from CnES	
	JP has spoken to occupiers of the adjoining land. There is support for the land to be tidied up. Some of the boat owners are concerned about losing the right to store boats and creels on the land. It was agreed that the Trust would not want to displace existing storage. Consideration to be given to excluding the area used for boat and creel storage from land to be acquired. JP to review proposed land acquisition plan.	JP
b)	Facilities Building	
	JP reported that gravel has now been placed around the exterior, some additional gravel still required. Blinds and fire extinguishers have been purchased. External painting to be completed, then handrails and balustrade to be installed. JP to organize. JP to submit receipts to CIB Services for reimbursement for items he has purchased for the building. JP to apply to CnES Building Standards for a Temporary Occupation Certificate.	JP JP JP
c)	Risk Assessment	
	AM and BJ to visit Facilities building w/c 20th July and prepare a Risk Assessment for its use.	AM/BJ
d)	Volunteer	
	A local resident has volunteered to help at Dubh Thòb over the summer. JM to get in touch	JM
e)	Pontoons	
	JM to obtain a briefing from Callum Macaulay about the operation of the pontoons and charging process.	JM
10	**Development Officer**	
	JM to get prices for IT kit. MB to advise the budget allocated for this. AM to check with JM what PPE is required. AM to contact HIE for authorisation before kit is purchased. AM to check with HIE as to what proportion of building overhead costs is eligible for reimbursement	JM MB AM AM AM
11	**Any other business**	
a)	Pride in Place consultation	
	BCA has invited the Trust to a meeting to discuss joint approach to the planned consultation; it was agreed to collaborate and attend the planning meeting.	

b)	Charges at Dubh Thòb	
	Information to be added to website; MB to advise Helen	MB
c)	Bright HR portal	
	Agreed that BJ should have access the portal as well as Anna.	
d)	Payment of Development Officer salary	
	Agreed that this should be on the last working day or each month. First payment will be end of July. AM to obtain PAYE no. from HMRC. AM & JM to discuss options for pension.	 AM AM
12	**Date of next meeting**	
	To be held 12th August, 7.30pm	