

Great Bernera Community Development Trust Board Meeting
Date: 12th August 2026

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

In attendance: Jonny Mallabar, incoming Development Officer

Apologies: Calum Fraser

Ref.	Item	Action by
1	Minutes of Board meeting 15th July 2026	
	Agreed as a true record with the addition of the financial information reported at the meeting.	BJ
	JM to send to Helen Strong for publication on the Great Bernera website and put a hard copy on the community hall notice board	JM
2	Matters arising from the minutes	
2.1	Catherine Muir	
	JP has not been able to reach Catherine to determine if she wants to continue as a director, will keep trying	JP
	JM suggested changing the password on the Trust generic email address every time a director leaves and consider setting up individual GBCDT email addresses for directors. JM to liaise with Helen Strong to develop a proposal	JM
2.2	AGM	
	Hall is booked and notification email sent to members including JM pen portrait, JP has done Chair's report and circulated to directors. It was agreed that the proposed community storage container project needs to be investigated before being progressed. It was also agreed to send the Chair's report to the Stornoway Gazette, as they had been in touch asking for an update.	MB
2.3	Accounts	
(i)	Current financial position	
	AM has checked the Bright HR invoice and confirmed that it is correct. The invoice has been included in the HIE claim.	
(ii)	Outstanding debtors (money owed to the Trust)	
	This has been actioned.	
2.4	E-bikes	
	BJ advised that Point + Sandwich's e- bikes are insured as part of their overall insurance. JM to check Muirneag Consulting about safety of charging batteries in the Facilities Building, then obtain quotes for insuring the e- bikes. JM to also obtain quotes for insurance of the building.	JM
2.5	Communication	
(i)	Management of email communications	
	JM is now monitoring Trust email account, so JP access not urgent. JM to assist JP to access Trust emails.	JM
(ii)	Membership mailings	
	Last mailing was sent out in July.	
2.6	Estate Buyout	
(i)	Mapping	
	JP has checked Land Register- no new de-crofted sites. CnES has confirmed that they don't own the land on which roads have been built. This will require further changes to the mapping: JP to ask Total Design to update plans (if possible within existing fee).	JP
2.7	Insurance	
	JP has put Directors + Officers insurance in place	
2.8	Dubh Thòb	
(i)	Proposed acquisition of land from CnES	
	JB presented revised proposed land transfer plan excluding area currently used by pier users for storage. Agreed that further work is required on the overall vision for the area; this will be included in the forthcoming community consultation event. JP to advise CNES that we are in the process of involving the community.	JP

(ii)	Facilities Building Building Control Officer visited 11th August; he has provided a list of items to be addressed. One item may be rectified by the contractor at nil cost as it was not built in accordance with the drawing. JP and JM to work together to address the items raised and obtain quotes for items that need to be done by a contractor. The application for extension of the Building warrant has been submitted and paid for.	JP/JM
(iii)	Risk Assessment Risk Assessment prepared. BJ to add in legionella risk and mitigation measures. JM to ask Callum Macaulay about legionella prevention measures to date.	BJ JM
(iv)	Volunteer Local volunteer has helped with painting of Facilities Building. He is studying community development. JM to ask if he would like to help develop a community consultation plan.	JM
2.9	Development Officer AM to follow up HIE approval of IT costs	AM
	JM to progress other actions required by HIE grant conditions.	JM
	Payroll is now sorted.	
2.10	Charges at Dubh Thòb Now added to website. JP advised that the rates were set 5 years ago. JM is reviewing charges and costs and will produce a proposed charging structure. -This needs to allow for a sinking fund to cover repairs and maintenance	JM
3.0	Pontoon management procedures JM to arrange to meet Stornoway Port's operations manager for a briefing about how they manage their pontoons.	JM
	JM to find out what vessel Insurance companies' requirements are for winter berthing	JM
4.0	Buyout procedure JP has been liaising with the Scottish Government Land unit about details of the buyout process.	NOTE
5.0	AGM JP to print copies of Chair's report + agenda	JP
	There is a vacancy for a young person from a crofting family aged 16-25 to be co-opted to the Board.	NOTE
6.0	Finances	
6.1	Bank balances MB reported as follows: Balance on 14 th July: 13,137 Balance on 12 th August: £24,802 (this includes grant from HIE for Development Officer).	
	JP advised that Scottish Government Land Unit will not meet cost of recent mapping exercise. JP to contact HIE about their land buyout fund.	JP
6.2	Delegated authority for expenditure The following was agreed: (i) Expenditure of funds from HIE grant for Development Officer: AM and either Chair or Vice-chair (ii) Expenditure of Crown Estate grant: JM and BJ (iii) De minimis: M will record cash received + any cash spend (iv) Any other spend over the business as usual: approval of all directors required	
7.0	Date of next meeting Wednesday 23 rd September, 7.30pm	