**MINUTES OF MEETING OF THE DIRECTORS OF ARISAIG COMMUNITY TRUST**

Wednesday 28 March 2018, 7pm, LSIC

**Present:** Julia Gordon (Chair), Iain Macniven (Vice Chair), Judy Budge (Treasurer), Jane Foster, Paul Sheard, Pamela King.

**Apologies:** Peter Fleming, Tiina Heinonen (Minute Secretary).

In the absence of Tiina, Iain took the minutes of the meeting.

**DECLARATIONS OF INTEREST:** There were none.

**MINUTES OF LAST MEETING:** PLAYING FIELD: the reference to Judy should be Julia.

LSIC: this item should be deleted as not relevant to the LSIC. Subject to these amendments, the minutes were proposed by Paul and seconded by Jane.

**MATTERS ARISING:**

**World War Service Book:** Ann Martin has been in touch on behalf of the Astley Hall Trustees. The Trustees will discuss the ACT proposals at their next meeting after Easter. It was agreed that the Trustees should liaise on this matter with Peter, being the driving force behind the current proposals. It was noted also that the Community Council was progressing the matter of funding for the War Memorial, with an information session to take place on 9 April at the LSIC.

**GOWER TRUST:** There are no current applications.

**LSIC EXTENSION:** Following the public consultation at the LSIC on 24 March, it was noted that the preference remained for Design Option 1. Sam Foster will make the necessary changes to the planning application and ascertain whether any further fee is payable. ***Action*:** Jane to follow up with Sam.

**WORKSHOP/CAR PARK:**  £1500 has been received from the Arisaig Fund in relation to the workshop. Two quotes have been received for the work, with some divergence in the figures. They will need to be reviewed again once the issues regarding rock work have been resolved. A third quote is awaited. The work should start towards the end of May. As for the main building extension, quotes are awaited from three interested contractors. The LEADER application has to be submitted by 20 April. ***Action:*** Julie to monitor and follow up as necessary.

**DATA PROTECTION:** Iain has put together a paper setting out the various actions that will be required, following his session with Alison Stewart. He will now take this forward and report back further to the board. ***Action:*** Iain to follow up.

**PLAYING FIELD:** The playing field checklist and contact details have been updated, and existing volunteers are happy to continue to assist. Hugh Cameron and Ray Gordon have completed the work on the ramp at the shed. There has been a problem with gates being left open, and this needs to be addressed by use of self closing gates or some other measure. Julia reported on discussions with Gavin Johnston of Traigh Golf Club and also Fort William Golf Club regarding sharing of aerators and other items. Subsequent to Julia’s report, Gavin joined the meeting at 8.05 pm. Gavin advised that he has a contact in Dunoon who supplies aerator equipment to the Club for use around October/November at a cost of £400 per day. He might be able to do likewise for ACT when they need the equipment, at £350/250? There was discussion about acquiring and transporting the aerator on a long trailer to be sourced from somewhere. Gavin will also try to get a good price for fertiliser for ACT. Gavin was given a note of ACT’s requirements and undertook to investigate and report back. ***Action:*** Julia to liaise with Gavin.

**COMMUNITY HOUSING SURVEY:**  Pamela reported that funding of £1,850 and £790 has been received from the Highland Council Discretionary Fund and the Arisaig Fund respectively. Some minor tweaks are to be made to the survey form. The aim is to issue it in two weeks’ time, allowing three weeks for its completion, with a final date of 30 April. There will be an online link too. There will also be a secondary survey for non-residents. A report is expected by early June. ***Action:*** Pamela to follow up and report back to the board as necessary.

**LSIC:**  The board discussed the helpful reports which Alison Stewart had prepared for the board in relation to current activity and a proposed LSIC mug design, which was warmly approved by the board. Separately, there was a query in relation to copyright in a design prepared by Jim Porteous-Wood which Alison had used on her report and which ACT wishes to use. Ann Martin understands that Jim had gifted the design to the LSIC. Pamela will seek confirmation. ***Action:*** Pamela to contact Ann.

**WEBSITE:**  The website is now live. Julia and Pamela have been given training on WordPress and were hugely impressed by Mungo Orr’s expertise and willingness to share that expertise. Pamela will manage the website initially but others should probably be trained up. We will need to consider whether the online membership forms will be compliant with current/upcoming Data Protection law, and Iain will look into that. ***Action:*** Iain to follow up.

**TREASURER’S REPORT:** LSIC: £27,926; Unrestricted (£2,330); Toilets: £4,222; Playing Field: (£35); Gower Trust: £9,256; Defib Fund: £1,380; Project Fund: £7,000; Station Adoption: (£89); Community Housing Survey: £2,640.

**ECO MANAGER:** The funding has been received. The job advert will appear in West Word and the VAL website and elsewhere. The closing date for applications is 15 April. It was suggested that Alison Stewart, Sam Foster and Julia might comprise the interviewing panel, although others were available if required. Sam had been involved in the interview process last time round when there was funding for a post, and he had shared the questions used in that process. The proposed interview date is 23 or 24 April. The Astley Hall was considered as the venue for the interviews but it was thought that the room at Arisaig Station might be a better novel idea. ***Action:*** Julia to finalise arrangements.

**INCOME GENERATION/POTENTIAL PROJECTS:**  Peter had prepared a detailed note of actions to be taken in relation to the toilets. Money had been received from the Cub Post and Julia is to apply to the Rotary Club for funding. Paul is arranging to apply for funding of £2,600 for the playing field from the Arisaig Fund to match the Robertson Trust. Julia will then make an application to Garfield West for further funding. ***Action:*** Julia and Paul to proceed accordingly.

**AOCB:**

**Defibrillators:** The Community Council had raised the question of maintenance of the defibrillators. The board confirmed its view that its role had been as custodian of funding only, because of having the charitable status which the Community Council lacked**,** and that it would not envisage ACT being involved in maintenance or insurance etc. Iain undertook to relay this to the Community Council and also to check with Nikola Hope Thomson, who had coordinated the defibrillator project via Trossachs S&R, given her knowledge in this field. ***Action:*** Iain to follow up with Community Council. *Post Meeting Note: ACT agree to give a donation of £50 to Trossachs S&R as a thank you for Nikola’s help. Judy to action.*

**Station Adoption:**  There is an adopters’ event in Glasgow on 25 April. Travel is paid for by Network Rail. Jane will attend. No others present were able to attend, and Iain advised that he will check with Grace as to her availability: ***Action*:** Iain to follow up.

**Toilets:**  It was noted that, following the public consultation, around a dozen people had put their names down to volunteer for work such as painting etc.. There were also volunteers for work at the Station.

**Insurance:** Iain confirmed that he was finalising the insurance for the LSIC etc and that he was to receive a valuer’s report imminently. The figures may need to be interrogated a bit, but Iain will ensure that everything is in place in time. ***Action*:** Iain to follow up.

**DATE OF NEXT MEETING:** 26 April 2018 at 7pm.

There being no further business, the meeting closed at 9pm.