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

Thursday 26th April 2018, 7pm, LSIC

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

**Apologies:** Peter Fleming

**DECLARATIONS OF INTEREST:** None noted.

**MINUTES OF LAST MEETING:** Proposed by Pam and seconded by Julia.

**MATTERS ARISING:**

**World War Service Book:** In Peter’s absence there were no updates.

**GOWER TRUST:** In Maureen’s absence Iain participated in the conversation; Arisaig Sailing Club’s request of £525 to help pay for training was approved.

**LSIC EXTENSION:** The Planning Application has been approved. Directors are now anxiously waiting to hear from the LEADER funding before considering next steps.

**WORKSHOP/CAR PARK:**  Depending on funding from the LEADER, the initial work on the carpark is anticipated to start towards mid-May.

An issue regarding car charging points possibly interfering with Broadband connection has been recently discovered in some areas; to avoid this, it is most important to make sure the exact route of the existing Broadband cable is marked out before any work commence on the car park. *Julia* will liase with Fraser MacDougall to check the cables.

**DATA PROTECTION:** Following Iain’s suggested actions, *Pam* will add a copy of the Data Protection Policy to the website; *Jane* and *Tiina* will get together to audit and collate existing membership data, ensure these are stored safely and to draw up a consent letter to members. All these should be in place before changes to the General Data Protection Regulation (GDPR) is enforced nationally on 25th May.

**PLAYING FIELD:** Paul noted there were some open questions regarding a breakdown on how the funding received from Robertson Trust (2015-2016) was spent. *Julia* will forward information on the work that was done.

*Julia* continues to liaise with Gavin regarding ordering fertilizer and possibly sharing costs of hiring equipment for the larger jobs. Meanwhile it was agreed that a group of people should get together on 6th May to aerate the field manually.

Hugh and Rayhave already started some of the maintenance jobs, including the grass cutting.

*Julia* is still exploring funding opportunities to help pay for the maintenance work needed for the field.

Safe and secure outside storage options for propane gas cylinders for example were discussed in brief. *Julia* will follow this up as necessary.

**COMMUNITY HOUSING SURVEY:** Few more days were left until the survey’s closing date. Pam reported the survey was available online and on paper to all residents, and informal conversations suggested a good response rate. Next steps of action will be considered following the outcome of the survey and the recommendations proposed.

*Pam* will attend the Community Land Scotland annual conference on 18th/19th May.

**LSIC:** It was noted that the monthly updates would be useful; *Julia* will liase with Alison to set the best practise for the future.

A brief update showed that visitor numbers and takings had increased in line with increased opening hours. Card sales had also increased, the new shelving funded by Birlinn had been put up and more books ordered.

A question regarding insurance and warranty was raised following the discovery of a damp patch around one of the windows in the LSIC. *Julia* will follow this up.

**WEBSITE:** *Pam* will add previous Minutes, and will continue to add future Minutes onto the website.

*Tiina* is yet to write up her bio.

*Julia* will chase up any previous news items which should be added to website.

**TREASURER’S REPORT:**

**Toilets:** £3,737 **Unrestricted:** -£1,500 **Project Fund:** £2,000

**LSIC**: £1,566 **Gower Trust**: £9,256 **Playing Field:** -£35

**WW1 Glenart funds for elderly:** £348 **Station Adoption:** -£89

**Community Housing Survey:** £2,460 **Defibrillator:** £1,195

**Bank Balance:** £46,962

Finances related to the toilets were discussed. Losing the Comfort Scheme from Highland Council will leave a shortfall. Julia had spoken to the Spar Area Manager regarding possible funding opportunities delivered by Spar. As the conversation was hopeful *Julia* will investigate it in more detail.

*Pam* will approach the Arisaig Fund.

Looking for funding in the future may become an ongoing exercise; the value of a donations box was discussed at this point.

In a more positive note it was highlighted that Arisaig was in a much better position than other areas that may lose their public toilets altogether. The community ownership was instigated at the right time.

**ECO MANAGER:** *Pam, Susan* and *Julia* will form the interview panel.

The remit of the post and the future possibilites were discussed in brief.

**INCOME GENERATION/POTENTIAL PROJECTS:** Pam had contacted Co-op again to apply for their funding; awaiting to receive a pack.

*Julia* will continue to look at other funding sources. Possibility of approaching LEADER for funding for the Shed was also discussed.

**Employment issues:** As an employer ACT must ensure it complies with its resposibilities and all employees have contracts in place accordingly. Advice on contracts and employment issues can be expensive thus different options for finding out information are explored. Julia started initial enquiries by requesting an ’Employer Pack‘ from DTAS. She also contacted VAL to enquire what help and advice they may be able to offer.

*Judy* will enquire if the bank has such services.

*Pam* will approach the Chamber of Commerce.

*Iain* will have a look at the Employment Law.

**Adopt a Station Volunteers‘ Day:** Jane gave a brief update on the event which was attended by approximately 100 people. The event was hosted by a wide range of speakers who brought attention to the level of help, advice and support there was available, different training opportunities, and new possible funding sources. In overall she found the event interesting and encouraging.

**Arisaig Community Picnic:** The Community Picnic will take place on Father’s Day on Sunday 17th June. *Pam* will take the leading role to push the event forward.

*Julia* will source existing bunting.

*Pam* will enquire about a football match for the day.

**AOCB:**

**Land availability:** A general discussion took place regarding possibilities of purchasing land or enquiring about land transfer through Community Asset Transfer. No decisions were made at this point, *Pam* will however continue to explore different options in relation to the Community Housing.

**BT phone box:** *Iain* will investigate if there are any future plans for the phone box.

**Participation training:** Pam informed this training is a great platform to develop an overall understanding on successful engagement between a community and a statutory organisation when discussing issues related to local assests, facilities and services.

**Public toilets:** Volunteers are ready for the painting day; *Julia* will inform the cleaners and organise the ’photo shoots‘.

*Julia* will order two noticeboards to inform the public how the money from the donation boxes are spent.

**War Memorial:** Sue Carstairs has been working on the funding application.

**DATE OF NEXT MEETING:** Tuesday 29 May 2018, 7pm at LSIC

Meeting closed at 8:50pm