

# MEETING OF THE BOARD OF DIRECTORS ARISAIG COMMUNITY TRUST (ACT) MINUTES

Tuesday 7<sup>th</sup> April 2020 at 7pm

Online Skype meeting

1. **Board Members Present:** Julie Gordon (JG), Iain Macniven (IM), Rosemary Bridge (RB), Steve Westwood (SW), Gary Reavell (GR), Olivia Bridge (OB), Peter Fleming (PF)  
**Others Present:** Zoe Pritchard (ZP) - ACT secretary, Alison O'Rourke (AO) - ACT Eco project, Pamela King (PK) – ACT housing project officer, Susan Carstairs (SC) – Arisaig & District Community Council (ADCC)  
**Apologies:** none
2. **Declaration of Interest:** none
3. **Minutes of last meeting (9<sup>th</sup> March 2020)** – proposed by RB, seconded by JG
4. **Matters arising: none**
5. **Covid 19:** all buildings are closed and community gatherings cancelled as per Government guidelines. The community toilets also closed.
6. **Community Action Plan during Covid 19:** SC and GR gave an update on the document and survey that Ruth Reavell has put together. The finished document will be circulated shortly. The survey received a 20% response rate. Noted that residents have naturally fallen into a pattern of help from neighbours for shopping etc. Those members who listed that they were vulnerable also said that they required no assistance at present. If their circumstances change, they have a card with the phone number of who to contact for additional help. Agreed that those who have offered to volunteer under the Resilience Plan need to be contacted to confirm receipt of interest. Noted that it is important that volunteers are not be put in compromised situations without the relevant training – for example, First Aid training, personal protective equipment (PPE). PF highlighted that members of other volunteer groups, for example, The Coastguard search and rescue, may be asked to work alongside community groups in these instances – no formal decision has been made yet but it maybe something that is put into action as things progress. **Susan Carstairs left the meeting.**
7. **Government Third Party Resilience Fund:** SW circulated the final version prior to the meeting. **ACTION: SW** to amend section 4 and submit application (ZP to be sent a copy for filing).
8. **Treasurer's report:** Monthly figures for LSIC and ACT and monthly statement circulated to Directors prior to the meeting. A financial forecasting meeting between Directors has taken place and a new projection model has been drafted by PF. PF gave overview of the model and noted that in order to achieve their goals moving forward then ACT need to find revenue from sources other than funding bodies. Noted also that the community housing project is very much achievable under the new finance model.
9. **Community Land:** PK gave updates.
  - a) **Shorefront** – ACT have been unsuccessful in their application to the Scottish Natural Heritage for help with the shorefront developments (some of the elements included in the application were the stone seating area, interpretation boards, links with school activities, mosaic work). Noted that the current Covid 19 climate may be starting to impact on funding available.
  - b) **Housing** – Draft offer to purchase the land has been submitted. Confirmation received that no VAT will be due on the purchase. The additional land purchasing option has been removed from the submission but a dialogue can still remain open between parties. PK noted that due to Covid 19, it is difficult to contact offices and those working on the projects. The contractor is also currently tied up with projects that have been stopped due to Covid 19. PK has written to Scottish Land Fund (SLF) for confirmation that the funds that have been awarded by them remain secure. The planning application submission will be subject to delay
  - c) **Orchard** – Noted that there has been some deer action amongst the newly planted trees. SW confirmed he has wire mesh that can be used along with fastenings to secure around the trees in the meantime. **ACTION: AO** to liaise with SW.
10. **ACT volunteer policies and handbook:** ZP gave update. The aim is to produce a general information handbook for volunteers which will also contain several policies that apply to both volunteers and paid employees – such as Health and Safety, Grievance Procedure. These will be ACT's policies and a master copy can be stored electronically and in hard copy so that any amendments can be easily made in the future

and copies in the folder replaced when needed. A Volunteer Note of Interest form will be available on the ACT website – details from which will populate a volunteer database (name, address, contact number, email). A hard copy of this form can also be kept at the LSIC for anyone wanting to be contacted about volunteering work in the future. Once an individual actually undertakes a volunteering role, they can complete the Volunteer Registration form which will gather more detailed information – such as PVG, emergency contact info, date of birth etc. The PVG status can be input on the database so ACT have a record of persons with relevant qualifications if needed for an area of volunteering with vulnerable groups in the future. JG noted that it would be a positive goal to put ACT forward for Volunteer Friendly Award. Also noted that ACT will need to look at acquiring a list of qualified First Aiders at some point.

- 11. Alternative ways of raising funds:** ZP has registered ACT with Recycle4Charity. Printer cartridges are collected and sent to them and ACT receive £1 per cartridge. Noted that a full list of cartridges accepted for donation are listed on the website under “Wanted List”. ZP has set up her home address so that envelopes (Free post) and collection box arrive there during Covid and when LSIC re-opens, the box can be placed in there. **ACTION: ZP** to look at Recycle4Charity marketing tools in order to inform wider locality of ways to donate to ACT via this scheme.
- 12. Mallaig Community Shop:** no further updates at present.
- 13. EV charging:** PF submitted documents for review prior to the meeting. Tariff details now updated to the new reduced costs. The main decision to make is whether to start charging customers for the use of the chargers and at what rate. ACT have passed the deadline for maintaining the chargers free to use, so can start charging for use at any time - subject to notifying EST. Agreed to review at the next quarter.
- 14. Playing field/toilets:** JG noted that there is a lot of moss on the football pitch. Lawn sand has been acquired but due to Covid 19 restrictions it is difficult to find the means to apply it and rake it afterwards. The shed has been painted and the benches will be done next. The goal post nettings are loose and will need fixing. The toilets need painting. PF confirmed the lights should now be off inside while they are closed due to Covid 19. The hot water tank in the cleaner’s room needs replacing – noted that the donation received from Cub Post could be used for this.
- 15. LSIC/Eco project:** LSIC remains closed due to Covid 19. Noted that the external bench needs painting. AO gave update on the Eco project. Work is going on at present to finalise the completion of the former project period. Activities relating to the new one are on hold due to Covid 19 – ideas include having a clothes swap shop in the station building, also a Tool Library located in Bill’s Shed.
- 16. Arisaig Station:** IM advised of some progress on the Station lease at last. ACT have agreed to drop the break option at year 5 which they had requested. The ScotRail surveyor who is dealing with the matter is just checking a couple of final points. Fundamentally, ScotRail have still to confirm the precise extent of the Station buildings that will be leased to ACT - **ACTION: IM**. No further updated on the planters.
- 17. Potential projects and funding:** no action due to Covid 19.
- 18. AOCB**
  - a) **Staff furlough letters** – letters issued and staff informed of recent updates relating to accepting another job
  - b) **Thanks from Tiina for her gift received**
  - c) **Master copies of finalised funding applications to be sent to ZP for filing**
  - d) **Updates re Covid 19 received by DTAS to be sent to RB and ZP for info**
  - e) **Website new director details: ACTION: ZP** to arrange
  - f) **Station room usage: ACTION: SW** to send questionnaire info to PK and ZP to arrange to upload onto website, Facebook and email to members
- 19. Date of next meeting Thursday 7<sup>th</sup> May**  
**Meeting ended at 8:45pm**