

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

Thursday 11<sup>th</sup> June 2020 at 7pm

Online Skype meeting

- 1. Board Members Present:** Julie Gordon (JG), Iain Macniven (IM), Rosemary Bridge (RB), Gary Reavell (GR), Olivia Bridge (OB), Peter Fleming (PF), Steve Westwood (SW).  
**Others Present:** Zoe Pritchard (ZP) - ACT Secretary, Pamela King (PK) - ACT Housing Officer, Alison O'Rourke (AO) - ACT Eco-Project

**Apologies:** none

- 2. Declaration of Interest:** none
- 3. Minutes of last meeting (7<sup>th</sup> May 2020)** - Proposed by RB, seconded by JG.
- 4. Matters arising:** DTAS training for new directors completed. **ACTION: OB, SW, GR** to complete Declaration of Interest forms from director packs and return to ZP for filing. Noted from the training that ACT Charity number should go on all correspondence.
- 5. Government Resilience Fund and other Covid-19 available funding:** Third Sector Resilience Fund completed and £3000 received. No further funds available from this at present. Heritage Emergency Funding completed and successful. **ACTION: OB** to send confirmation letter to ZP for filing. Small Business Grant Scheme - **ACTION: OB** to follow up.
- 6. Treasurer's Report (inc. Gower Trust):** RB circulated report prior to the meeting. Furlough grant received for salaries. Arisaig Fund award received for orchard fencing work. Quaker Housing Trust have awarded £20, 000 - **ACTION: RB** to check date received into bank account. Noted that it is important to ensure all Directors are kept up to date with each funding application and at what stage/milestone each application is at. **ACTION: ZP** to look into a means of co-ordinating the information.
- 7. Community Land:**
  - a) Shorefront** - topographical survey completed and circulated to Directors prior to the meeting. Design work required in order to complete phase 2 of the Rural Tourism Infrastructure Fund (RTIF). **ACTION: SW** to arrange completion of design work.
  - b) Orchard** - newly planted trees are secured. **ACTION: PK** to find out dates when the fencing work can take place.
  - c) Housing** - delays moving forwards due to Covid 19. It's hoped that Scottish Water will be able to complete the site visit soon as restrictions are slowly lifted. Correspondence received from Andy Cairns requesting ACT site plans to confirm which boundaries are his. PK confirmed architects are in the process of drawing up the plans.
  - d) Seaweed Farming** - **ACTION: PF** to look at emails forwarded on by PK.
- 8. Toilets** - Agreed to form a sub group to focus on the recent Government guidance issued surrounding the easing of restrictions surrounding Tourism Industry scheduled for mid July. Group members are: RB, JG, PF, GR. The group will look at the feasibility of opening the toilets and what changes may need to be put in place to meet Government guidelines. The same group will look at the LSIC too. Agreed that if the toilets are to re-open, then the way donations are received also needs to be looked at in relation to Covid 19. **ACTION: PF and SW** to research costs of setting up Contactless card donation facility.
- 9. Arisaig Station**
  - a) Lease of buildings** - **ACTION: IM** to find out if a survey will be undertaken, or if any previous surveys exist. SW flagged concern about asbestos. **ACTION: OB** to find out legal

fees which ACT are due to pay Scotrail. **Post meeting note:** IM circulated to directors the estimated legal costs for Abellio (landlord) and for ScotRail (owner and head landlord).

b) **Maintenance of planters** - no updates.

10. **EV Charging** - report circulated prior to the meeting. The Eco-Project can continue to support the cost at the moment.
11. **ACT policies** - ZP has completed policies for both volunteers and paid staff. Awaiting feedback from VAL relating to the Disciplinary Policy. **ACTION: OB** to review docs from ZP and confirm her agreement. The documents will then be printed and filed. JG noted that DTAS may also require a Code Of Conduct. SW suggested also uploading the policy docs on the ACT website.
12. **Playing Field** - no further updates.
13. **LSIC** - Thanks was given to Judy Budge for the painting of the bench and to Zoe and Chris Pritchard for clearing weeds around the centre. **ACTION: IM** to find out if the current Covid food boxes can be moved into the Astley Hall so as to free up Bill's shed to store textiles for the Eco-Project. **ACTION: IM** to find out what planning is required if the High Land Pizza van was to park in the car park. **ACTION: JG** to find out what licenses High Land Pizza hold.
14. **Website management** - Noted that the ACT website may need attention at some point in order to move forwards in generating income once Covid 19 restrictions are lifted. An online shop for example may need setting up and other links to donation schemes already in place. **ACTION: OB** to make inquiries.
15. **Eco Project** - Photo competition has been launched. Deadline for submissions is the end of June. Litter picking has been able to take place whilst adhering to Government Covid 19 guidance. AO confirmed that the Eco bike could be a useful means of delivering supplies/purchases locally if the LSIC started trading.
16. **AOCB** - Insurance due for renewal on 1<sup>st</sup> July. All comments to be sent to IM.
17. **Date of Next Meeting** - Thursday 9<sup>th</sup> July at 7pm

**Meeting ended 9:15pm**