

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

Thursday 9th July 2020 at 7pm

Online Skype meeting

1. **Board Members Present:** Julie Gordon (JG), Iain Macniven (IM), Rosemary Bridge (RB), Olivia Bridge (OB), Peter Fleming (PF), Steve Westwood (SW).
Others Present: Zoe Pritchard (ZP) - ACT Secretary, Pamela King (PK) – ACT Housing Officer.
Apologies: Alison O'Rourke (AO) – ACT Eco-Project.
2. **Declaration of Interest:** none.
3. **Minutes of last meeting (11th June 2020):** Proposed by SW, seconded by RB.
4. **Matters arising:** no further updates on Seaweed farming.
5. **Government Resilience Fund and other Covid-19 available funding:** Furlough grant payments for staff continue to be received. Identified that more funds are available from the Emergency Heritage Fund up to a total amount of £10,000. **ACTION: OB** to follow up. Noted that Third Sector Resilience Fund request a breakdown of their funding to date. **ACTION: SW** to email RB details.
6. **Treasurer's Report (inc. Gower Trust):** RB circulated report prior to meeting. There were no Gower Trust applications for consideration. **ACTION: PF** to show RB how to generate a report from the new finance model for the purpose of the monthly board meeting minutes. Agreed that a review of third party accounting programmes would be beneficial at some point in order to have something in place for the start of the next financial year. **ACTION: ZP** to upload the funding applications spreadsheet onto OneDrive.
7. **Community Land:**
 - a) **Shorefront** – Design draft in progress and awaiting Design Brief. Community consultation will be necessary to find out which option is preferred. SW presented the group with a number of different ways to encourage community engagement and to help raise funds for the project. Agreed it will be important to build momentum for the project before launching any Crowdfunding scheme. New deadline dates in place for Rural Tourism Infrastructure Fund – draft submission 25th Sept 2020, final submission 14th Oct 2020.
 - b) **Orchard** – fencing materials have now been received and building has commenced. Difficulty in sourcing a deer gate. Agreed that Duncan Curry make one as part of the fence construction work. **ACTION: PK** to ask Duncan to supply the board with a full breakdown of the costs of materials and labour in respect of the Heritage Emergency Funding received for the fence work.
 - c) **Housing** – PK will return to work under a 10 week plan totalling 1 day a week. Envisaged to return to approximately 25 hours per week starting in October 2020. PK circulated a report prior to the meeting and presented the group with any outstanding issues requiring decisions to take the project forwards. **ACTION: IM** to draft a Letter of Comfort to Andy Cairns. Noted that there may be additional funding sources to help with the final landscaping, path work, green spaces and tree planting. Discussions underway between the Highlands Small Communities Housing Trust (HSCHT) and Scottish Water to progress with the site survey. A couple of design alterations have been put forward by S&K Macdonald Homes – inclusion of a 2nd bathroom (toilet and sink) in the 3-bed homes and inclusion of attic trusses to support 2nd story extension. **ACTION: PK** to circulate plans.
8. **Toilets – reopening after Covid-19 lockdown, ways of handling donations:** Decision has been made to re-open the toilets on the 15th July 2020. Several alterations have been done to the building and its fixtures in order to adhere to new Government Guidelines in response to Covid-19. The board thanked PF for all his work on carrying out these works. **ACTION: RB and JG** to arrange another meeting to update cleaning staff with full details. Agreed to not go ahead with sink in the cleaner's cupboard as proving difficult to fit in a suitable location and there would be no hot water. Cleaning staff to be given PPE and hand sanitizer that will be available for their sole use in the

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cleaner's cupboard. Agreed to keep cash donation boxes in place alongside new contactless option with clear, prominent signage for customers. Noted that the current bank set up will not be practical for managing the toilet donations made by card. Agreed that one option would be to open a separate bank account for the sole purpose of receiving toilet donations. **ACTION: PF** to set up contactless card reader outside of the building and to seek a solution for the way the payments are received in to the bank. **ACTION: JG** to handle any future cash donations. **ACTION: RB** to make inquiries into facemasks for cleaners. **ACTION: ZP** to draft an advert for a Relief Cleaner.

9. Website management (donate facility): Agreed to install a Donate button on the Trust's website. **ACTION: ZP** to check contract arrangements with Justgiving and as long as it can be operated on a month by month basis, to arrange website updates.

10. Arisaig Station

- a) **Lease of buildings** – No further updates.
- b) **Maintenance of planters** – No further updates. Agreed that if Covid-19 restrictions continue to be lifted in August then an article in Westword and a Facebook post would be good to try to encourage residents to get involved with the maintenance of these.

11. Renewables: SW presented the group with some ideas. **ACTION: SW** to make further inquiries into community heating schemes.

12. EV Charging: Report circulated before the meeting. Usage envisaged to increase as Covid-19 continue to be lifted.

13. Playing Field: Thanks to Hugh Cameron for fixing a new catch on the top gate. **ACTION: JG** to arrange fixing of lower gate. **ACTION: IM** to investigate legal implications to opening the football pitch due to Covid-19 restrictions. Noted that the signs are weather worn.

14. LSIC: The centre will remain closed for the foreseeable future. **ACTION: JG** to write to Alison Stewart to invite her to a return to work on a 1 day a week basis from the 1st August 2020.

15. Eco Project: A local beach cleaning exercise is taking place, details of which can be found on Facebook. There has been a good response to the photography competition.

16. AOCB:

- a) **Director thanks** - Gary Reavell has stepped down as director due to work commitments. The board thanked Gary for all his hard work and in helping steer the Trust through the Covid-19 lockdown.
- b) **Staff thanks** – Pauline Cunningham is no longer able to carry out her cleaning duties due to work commitments. The board thanked her for all the work she has done over the past 3 years.
- c) **Director recruitment** – agreed that some time invested in thinking of ways to generate additional directors would be really beneficial for the Trust.
- d) **Station keys** – **ACTION: IM** to see if keys have been returned to the Keysafe
- e) **ACT policy documents** – ZP gave update on policies for both volunteers and employees. **ACTION: ZP** to circulate revised documents.
- f) **Mobile app** – JG gave details of a mobile app that is available as a Visitor Information tool and a local business directory. Agreed to not pursue at present.
- g) **HR management** – Agreed that some sort of support will be required long term. **ACTION: SW** to find out some more information about different options that may be available.
- h) **DTAS oil buying scheme** – JG is waiting for further information.
- i) **Impact of increased tourism** – **ACTION: PF** to circulate any updates he may receive from other community groups. Agreed that whilst the Trust should remain informed of progress of actions and support where necessary, it is not an issue that the Trust should take a lead on.

17. Date of Next Meeting – Thursday 6th August

Meeting ended 8:50pm