

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

Thursday 19th November 2020 at 7pm

Online Skype meeting

1. **Board Members Present:** Julie Gordon (JG), Iain Macniven (IM), Rosemary Bridge (RB), Olivia Bridge (OB), Steve Westwood (SW).
Others Present: Zoe Pritchard (ZP) - ACT Secretary, Pamela King (PK) – ACT Housing Officer, Alison Stewart (AS) – LSIC.
Apologies: Alison O'Rourke (AO) – ACT Eco-Project.
2. **Declaration of interest:** none
3. **Minutes of last meeting (8th Oct 2020):** Proposed by IM, seconded by SW.
4. **Matters arising:** none
5. **Recruitment of new Board members:** The Board are eager to increase the number of Directors on the Board and also to adopt Co-opted Directors as a means of extra support too. **ACTION:** to gather together information and ideas on possible skill sets that may support current and future projects. **ACTION: ZP** to collate and draft an article for West Word and Facebook.
6. **Funding Applications:** OB gave an update on the Heritage Emergency Fund (HEF). The original deadlines for proving funds spent are negotiable due to the impact of Covid. The original plan to modify the LSIC and install a second exit has been replaced with the idea of an exterior covered area running along the front side of the building to shelter people from the weather as they wait to enter the building. **ACTION: OB** to keep HEF updated on progress of plans for the covered area - [see item 9(a)].
JG identified Aviva Community Fund as another possible avenue to help with adjustments.
7. **Treasurer's Report (inc. Gower Trust):** Treasurer presented a monthly financial update in advance of the meeting. Outcome of Museums/Galleries Application for £21,000 – 23,000 is awaited. Adapt and Thrive Application is in the process of being completed and if successful will cover development work on Bill's Shed, including provision of a water supply, improved storage and a Wi fi connection. Also applied for is the replacement of damaged windows in the LSIC and a one off sum for maintenance of the Community Orchard. No Gower Trust applications. **ACTION:** to schedule a separate meeting to discuss Gower Trust funds and expenditure.
8. **Community Land**
 - a) **Shorefront** – Funds for the purchase of the site have been received from the Scottish Land Fund and final details of the contract are being agreed with the lawyers. Purchase should be completed in November.
 - b) **Orchard** – No further updates
 - c) **Housing** – ACT Planning Application has been submitted, website updated and social media posts published to bring people up to date with the project. **ACTION: PK** to pursue Note of Interest for Community Right to Buy in conjunction with IM on the land adjoining the current purchase area. Also, to find more information on how to define the allocation procedure for Self-Build plots.
 - d) **Land for Aires** – PK gave an overview of the survey that has been published on the website and Facebook regarding campervan overnight parking area out-with the village centre. There has been a good response rate to the survey so far and a deadline has been set for the month end. All results are being collated into a spreadsheet to be analysed. Noted that a full update will be given on the proposed project in Westword December issue, alongside a FB post. **ACTION: ZP** to collate info for West Word article.

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9. LSIC

- a) **Exterior Covered Area** – a quotation is required for the exterior covered area. A proposed completion date for the works will be scheduled for Feb/March 2021. **ACTION: SW** to draft a detailed spec of the requirements. **ACTION: SW and AS** to copy OB into all communications to enable HEF application to be kept up to date. **ACTION: ZP** to draft a FB post to be published with details of the works required in order to gather interest from local contractors.
- b) **Health & Safety Inspection** – Croner have indicated that ACT are eligible for an inspection free of charge as part of their services. **ACTION: SW** to make inquiries into how this may affect volunteers.
- c) **Fire Safety Inspection** – AS confirmed that the LSIC meets the requirements set out on the Scottish Government website. The only outstanding elements would be the separate plug in appliances that are due to be checked (kettle and photocopier).
- d) **Track & Trace** – no further action required.

10. **Bill's Shed** – **ACTION: AS** to purchase Fire Extinguisher and Fire Blanket for the shed.

PK left the meeting

11. **Eco Project** – AO provided updates by email prior to the meeting. AO has taken over the management of the EV Charging points. The Board thanked Peter Fleming for remaining as Primary Contact on the public help sheet available for those using the charger points. A fault with the Fast Charger has been reported and awaiting action. An application has been submitted to the Climate Asset Fund for the purchasing of more Electric bikes. AO has successfully completed a Practical Cycling Leadership course and an Outdoor First Aid course. The trees in the Orchard will be pruned and there is further tree planting to be undertaken in collaboration with Nevis Partnership.
12. **Toilets** – The cleaning staff have been re-booting the contactless facility each morning and this seems to be resolving any problems. SW has taken over the management of the I-Zettle hardware.
13. **HR (Croner) updates** – awaiting final review of Master Contract. **ACTION: JG** to send to RB and OB for final comments.
14. **Arisaig Station** – Nothing to report.
15. **Renewables** – Discussions ongoing between SW and CARES.
16. **EV Charging** – See item 11 above.
17. **Playing Field** – the football pitch and upper play area are now open in line with current Scottish Government Covid Protection Level 1 guidelines. JG noted that new hinges are required for one of the gates and will make necessary inquiries.
18. **AOCB** – The Board thanked Peter Fleming for all the work and contributions that he has made whilst on the Board of Directors. A discussion followed about how the Trust can be best placed to adapt to changes and ways they can ensure they are best placed to respond to the changing needs of the local community and economy. Agreed that a revised Business Plan and Vision is required to place the Trust in a strong position moving forwards through the next 10 years and beyond.
19. **Date of Next Meeting** – 7th January 2021

Meeting ended 9:20pm