

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

Thursday 7th January 2021 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 O'Rourke (AO) – ACT Eco-Project.
Apologies: Maureen McColl (ADCC)
2. **Declaration of interest:** none
3. **Minutes of last meeting (19th Nov 2020):** Proposed by SW, seconded by IM.
4. **Matters arising:** none
5. **Recruitment of new Board members:** The Board met prior to the meeting and an action plan is in progress.
ACTION: OB to pursue note of interest from Jim Christian.
6. **Funding Applications:** An Application has been submitted to Community & Renewable Energy Scotland and is awaiting response.
7. **Treasurer's Report (inc. Gower Trust):** The Treasurer provided a brief outline of the current financial situation, illustrating monthly Cash Flows from April to December in both the LSIC and ACT Management Accounts. Income generation continues to be a concern as despite comfortable Bank Balances, these consist largely of restricted funds such as CCF, Gower Trust etc. Thanks to Alison Stewart for arranging a stall at the Arisaig Hotel Christmas event in early December. This contributed to an income of £758.01 in LSIC sales for the month of December. Maureen McColl was invited to the meeting to discuss the Gower Trust applications but was unable to join due to technical issues. The following Gower Trust applications were agreed: Astley Hall – general hall maintenance and renovation of wooden floors, Santa presents (in lieu of a children's party); Playgroup – Village Christmas Lights (decisions were made subject to the approval of the Community Council); LSIC and ACT – Management support. **ACTION: RB** to draft responses to Gower Trust applicants and to liaise with Maureen McColl at the Community Council.
8. **Community Land**
 - a) **Shorefront** – A decision is pending on the application to Rural Tourism Infrastructure Fund (RTIF) Round 3. SW gave an update on the project plans. A lot of feedback has been received relating to the under-use of the Health Centre carpark. This area could be considered for a community land asset transfer. Noted that a bay would need to be kept for ambulance use only and a few designated bays for the playpark. **ACTION: SW** to make enquiries into a community land asset transfer. **POST MEETING NOTE** – The RTIF application has been unsuccessful. Board members thanked SW for his contribution to the project and the funding application. Item to remain on the agenda for discussion at the next Board meeting.
 - b) **Orchard** – Noted that maintenance of the area will be needed long term. Becky from Shielfoot is going to prune the fruit trees this Winter/Spring. **ACTION: RB and AO** to pursue purchase of an industrial strimmer and to look into a plan of action for the short term.
 - c) **Housing** – PK gave an update on the project. There is an underspend noted from the Scottish Land Fund. The underspend can only be used during the pre-acquisition stage. PK has identified a number of areas to which this can be applied. Expressions of interest have been received for the Self-Build plots and details will be forwarded to CHT to enable them to initiate the application process. A loan

is available from Ecology Building Society and will need a separate meeting to formally minute the agreement of the terms and to confirm signatories. **POST MEETING NOTE:** Agreed that an application be made to Ecology Building Society for a £321,000 development loan, converted to a £241,000 long term loan after 1 year. The three signatories authorised to operate the account on behalf of ACT will be PK, JG, IM and SW.

- d) **Land for Aires** – SW gave an update. Conversations are taking place between small business owners and residents close to the land. The Board are keen to ensure mutual benefit to both ACT, Arisaig residents and local businesses. **ACTION: SW** to pursue meetings with relevant parties in keeping with the current Covid restrictions.

9. LSIC

- a) **Staff Resignation** – Alison Stewart has submitted her resignation and is due to leave her post on 31st January 2021. The Board expressed their thanks to Alison for all her work and contributions to ACT and the LSIC over the years. **ACTION: JG** to respond to Alison S and to contact LSIC volunteers about their involvement in an appropriate farewell given the current Covid restrictions.
- b) **Exterior Covered Area** – A couple of expressions of interest have been received for conducting the work. **ACTION: SW** to pursue. **ACTION: RB** to pursue handover of financial funding applications in place for the LSIC. **ACTION OB** to contact Heritage Emergency Fund (HEF) to re-confirm extension of spending deadline.
- c) **Health & Safety Inspection** – Prior to the meeting IM circulated a Health & Safety Policy. **ACTION: All** to review and send comments to IM.

10. **Bill's Shed** – Proposed development works to be discussed and collated prior to Alison Stewart's resignation. Agreed that long term management of the shed could be the remit of the new LSIC manager.

11. **Eco Project** – AO gave an update. The application made to Community Climate Asset Fund (CCAF) has been successful, however the request for an industrial trimmer has been declined. Communications have been underway with the Local Youth Development Officer to look into ways of working with young people to address Climate Change. Attempts are being made to adapt ways of working under Covid, however a number of interactive, workshop outings have had to be postponed.

12. **Toilets** – Funds are available for automated door mechanisms. **ACTION: SW** to forward instruction manual to OB. Noted that the toilet counters have registered approx. 28,000 users of the toilets since July 2020.

13. **HR (Croner) updates** – Individual employee contracts have been agreed and signed. A number of free Webinars are available to view. ACT is now a member of the Scottish Council for Voluntary Organisations (SCVO). **ACTION: ZP** to mark 1st July as review date for use and membership of Croner.

14. **Arisaig Station** – SW is making enquiries to the Crown Estate Community Capacity Fund to fund a Project Manager position to pursue the feasibility and possible usage of the buildings.

15. **Renewables** – See item 6.

16. **EV Charging** – AO gave an update. The fault identified on the rapid charger has been registered and the engineer has ordered a replacement part which is still under warranty. Once this arrives, installation will be carried out in accordance with Covid guidelines.

17. **Playing Field** – no updates.

18. **AOCB:**

- a) **Ten Year Vision and Business Plan** – Agreed that funding will be needed. **ACTION: JG** to make inquiries during the online DTAS Network meeting. **ACTION: SW and RB** to also look into possible funding options.
- b) **AbilityNet** – email inquiry received from this charity seeking ideas of how they could link up with our community to provide support for elderly residents and the use of online facilities and the fast progression of online technology. Noted that this may be a role for an ACT volunteer. **ACTION: ZP** to liaise with RB and JG for additional volunteers and to update the volunteer database.
- c) **Bright HR** – ZP gave brief overview of some feature of the App. Noted that the Board are not making full use of the features which may benefit long term staff management. **ACTION: ZP** to circulate proposal to the Board which she would trial amongst employees for a period of 3 months.

19. Date of Next Meeting – Thursday 11th Feb 2021

Meeting ended 8.50pm