

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

Thursday 11th February 2021 at 7pm

Online Skype meeting

- 1. Board Members Present:** Julie Gordon (JG), Iain Macniven (IM), Rosemary Bridge (RB), Steve Westwood (SW).
Others Present: Zoe Pritchard (ZP) - ACT Secretary, Pamela King (PK) – ACT Housing Project Officer, Alison O'Rourke (AO) – ACT Eco-Project.
Apologies: Olivia Bridge (OB)
- 2. Declaration of interest:** none
- 3. Minutes of last meeting (7th Jan 2021):** Proposed by SW, seconded by JG.
- 4. Matters arising:**
 - a) Health & Safety Policy** – Awaiting review. SW requires a copy for funding applications.
 - b) 10 Year Vision and Business Plan** – **ACTION: JG** to contact DTAS for advice.
 - c) Staff Resignation** – Alison Stewart has officially resigned from her post at the LSIC. The Board thanked her for all her commitment and hard work over the years in making the LSIC the successful asset that it is today. Thanks also extended to all the volunteers and Gordon for their involvement and work in the community. Farewell gifts and cards have been organised.
- 5. Recruitment of new Board members:** 3 expressions of interest have been received from individuals interested in joining the Board. Information has been passed on and invites to join the next Board meeting. **ACTION: ZP** to contact Kieran Logan to invite to next Board meeting.
- 6. Funding Applications:** SW gave updates. CARES grant application has been awarded for the feasibility study into Renewables. An application to Highland Council Coastal Communities Fund has been submitted for the Aires project and the Board have been advised to lobby local councillors. The Crown Estate Coastal Communities Fund have asked supplementary questions regarding our recent grant application for the Station Buildings project and SW is answering them. RB is continuing to manage the Adapt and Thrive funding.
- 7. Treasurer's Report:** The treasurer circulated the financial report to Directors prior to the meeting.

Bank Balances as at 28th Jan 2021

LSIC	£27,371	
Restricted Funds (approx.)	£12,000	£15,371
ACT	£65,514	
Restricted Funds	£57,227 (SLF/CF £46,959)	£8,287

Noted that the LSIC currently remains the only asset which will generate an income stream. Separate Board meeting to be arranged to discuss the re-opening of the centre amidst Covid-19 restrictions and Health & Safety requirements for visitors, employees and volunteers. Discussion took place regarding potential alternative Service Providers for utility bills. **ACTION: JG** to ask DTAS for any recommendations.

Treasurer suggested that additional meetings of directors be held regularly to support the Housing Project Officer with the financial management of the Housing Project. Concerns raised as to how the delays due to Covid may impact on the Project Officer's role and salary. **ACTION: PK** to take matter forward.

8. Community Land:

- a) **Shorefront** – SW is making inquiries into the estimated cost of a stone path. A fundraising opportunity could be to offer engraved stones: individuals could buy a stone and have a family name engraved on it. Facebook could be a viable fundraising tool for this.
- b) **Orchard** – AO gave updates. The fruit trees have been pruned. The Board thanked Becky from Shielfoot for her involvement in this. The purchase of an industrial strimmer has enabled the scrub area at the side of the football pitch and play area to be strimmed and cleared. Becky is to return in June to clear away new bracken growth. Funding is available to purchase PPE for use of the new strimmer. AO is currently looking into creating new signs for the Orchard gates to encourage closure of the gates to prevent deer accessing the area and damaging the fruit trees.
- c) **Housing** – PK gave updates. Date of Entry to the land is scheduled for 22nd February 2021. The Building Warrant has been submitted. Discussions are under way with The Highland Council Transport Planning Department to agree the Right of Servitude in relation to the Site Lines adjoining the land with a current existing property. It has been highlighted that as there are 4 EV Charging Points already situated in the village centre, there will not be pre-installed units to each new build. However, there will be the infrastructure built into the designs so that individual properties may install such devices if they wish to do so.
- d) **Land for Aires** – SW gave updates. Conversations are ongoing with existing properties near the area. Noted that a Planning Application has been submitted by Ardshealach Fine Foods for the erection of a Smokehouse and a private dwelling in the same area. Concerns were raised as to the long term management of the project and to the need for a Community Benefit Company to be formed. Noted that a more effective approach may be to link up resources with the Road To The Isles Facilities Group (RTTIFG). **ACTION: SW** to take the matter forwards.

9. LSIC

- a) **Exterior Covered Area** – Quotes have been received for the work and discussions about the build are under way.
- b) **Fire Alarm test and Fire Extinguisher inspection** – Agreed that a folder be put in place in the LSIC to record such tests. **ACTION: JG** to pursue contacts previously used for testing the Astley Hall so that arrangements can be made to test the equipment in the LSIC and Bill's Shed at the same time.

10. Bill's Shed: AO has been given details of the budget available for suggested upgrade of the facilities in the shed. The 2 Mobility Scooters have been removed as no longer safe or fit for purpose. A sharpening stone is being stored there which may be able to be restored. There will be 2 further E-Bikes available through the Community Climate Asset Fund (CCAF) but these will not be available until possibly next Summer. Noted that the hire of the E-Bikes could be a viable source for generating income. Discussions will need to take place relating to insurance, Health & Safety and maintenance of the bikes if such an operation is to take place.

11. Eco Project: AO gave updates. Reports are in progress for the CCAF funding, the deadline for which is March 2021. More litter pickers have been purchased and some local families recently conducted their own litter pick of the village and play area. Conversations are under way with Helen Michie to create some mosaic work on stone by the fruit trees.

12. EV Charging: The EV Rapid Charging unit has been fixed. Noted that this agenda item can be rolled into the Eco Project for future meetings.

13. Toilets: Noted that when the weather improves, the interior and exterior of the building will need painting.

- 14. HR (Croner/Bright HR) updates:** ZP gave updates. A separate Admin account has been set up and tested in relation to employee request for Annual Leave using the App. Mandatory Leave dates have also been added to each employee record as per contracts. **ACTION: ZP** to contact employees and set up a trial period of the HR App and report back to the Board.
- 15. Arisaig Station:** Nothing to report.
- 16. Renewables:** Noted that it would be useful to gather information from local residents about their energy use and what forms of fuel they use. **ACTION: SW** to send ZP draft text for Facebook.
- 17. Playing Field:** A hole has appeared in the centre of the football pitch. This has been filled in. Volunteers who do maintenance on the area have been asked to complete the online Volunteer Form so that the Volunteer Database can be updated with their contact details.
- 18. AOCB:**
- a) **AGM** – A date needs to be set for the AGM. This can take place anytime between now and June 2021. Agreed to leave until June when Covid restrictions may allow for a meeting in the Astley Hall.
 - b) **Volunteer Database** – ZP is currently working on this.
- 19. Date of Next Meeting – Thursday 11th March 2021**

Meeting ended at 8:50pm