

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

Monday 12<sup>th</sup> April 2021 at 7pm

Online Skype meeting

1. **Board Members Present:** Julie Gordon (JG), Iain Macniven (IM), Rosemary Bridge (RB), Steve Westwood (SW), Olivia Bridge (OB), Kieran Logan (KL), Jess Logan (JL)  
**Others Present:** Zoe Pritchard (ZP) - ACT Secretary, Pamela King (PK) – ACT Housing Project Officer, Rachel Crawley (RC) – LSIC manager.  
**Apologies:** None.
2. **Declaration of interest:** None
3. **Minutes of last meeting (11<sup>th</sup> March 2021):** Proposed by SW, seconded by JG.
4. **Matters arising:**
  - a) **Coffee Trailer** – the board have responded to Alec and provided some information on possible support they may be able to offer at future community events. The Highland Council and Road to the Isles Facilities Group (RTTIFG) have also been contacted to see if they can offer further assistance.
  - b) **10 Year Vision and Business Plan** – **ACTION: JG** to follow up with DTAS.
  - c) **Health & Safety Policy** – **ACTION: SW** to make inquiries regarding the implementation of a Safety and Training Induction Program.
5. **Treasurer's Report** – The Treasurer provided a monthly account containing financial operational detail. ACT Account Bank Balance (6 March) was £233,8123 with £221,187 of this being Restricted, largely the Housing Project. LSIC Account Bank Balance (31 March) £13,303 with £3,351 being restricted (£12,625). End of year accounts being prepared. A new 28 month electricity contract with SSE has been secured. Land purchase on the Housing Project is not yet settled. Reported that the role of Treasurer is becoming increasingly time consuming so consideration needs to be given to how this can be resolved. **ACTION: RB** to email KL and JL a copy of the report.  
It was agreed to put on hold any further investigations into the connection of a water supply to Bill's Shed. A discussion followed about developing and improving the marketing side of ACT. KL and JL provided some examples of how they could help take this forward. It would be useful to conduct an audit on the website and Facebook page to determine ACT's audience. This information could be useful in establishing ways of heightening awareness of the Trust and the work that they do.
6. **Funding Applications** - Nothing to report.
7. **Community Land**
  - a) **Housing** – PK circulated report prior to the meeting. Noted that it would be beneficial to produce a video at some point to document the life-span of the project and to link this with the other community land purchases that have taken place. This is something that KL and JL could provide help with. There is an outstanding issue that has arisen regarding the installation of a SUDS pond for drainage purposes.  

**PK left the meeting**
  - b) **Orchard** – nothing to report
  - c) **Shorefront** – SW gave an update. Planters have been made to put along the area opposite the bottle bank and will be put in place over the coming weeks. No Camping/Overnight Parking signs are to be put in situ this week. It is hoped that upon generating some fundraising income, a bin store can be

erected. The Arisaig and District Community Council (ADCC) have confirmed that the lids to the existing bins will be replaced with smaller openings.

- d) **Land for Aires** – the project has been withdrawn on the basis that an agreement could not be made upon the area and price of the land available for use.

## 8. Eco related

- a) **Arisaig Eco Project (inc EV charging)** – Alison O'Rourke (AO) circulated her report prior to the meeting. Noted that the Renewables report recently conducted demonstrated the financial income that could be generated if ACT introduced a charge for the use of the EV points. **ACTION: JG** to discuss with AO the notion of the Climate Challenge Fund (CCF) handing over this to ACT. Several activities have taken place in association with the Eco Project – seed packets have been distributed to Arisaig primary school pupils, a seed swap took place on Good Friday; more fruit trees have been planted along with vegetables at the Land, Sea and Islands Centre (LSIC). AO thanked local children for their help with this. A new rockery has been installed outside the toilets in conjunction with Helen Michie Ceramics. The board thanked all involved in the work that had been done. A new Facebook page called Arisaig Eco Friends has been created and there are a few planned events over the coming weeks – beach clean and litter pick.
- b) **Renewables** – The report generated by Scene Connect is available to view and download from ACT's website.

- 9. **LSIC** – The board welcomed Rachel Crawley (RC) as the new Centre Manager. Arrangements are in place for Rachel to receive a handover from Alison Stewart. RC confirmed that a trial clean of the Centre by current community toilet cleaning staff had taken place and feedback will be given to JG. The LSIC will open on 26<sup>th</sup> April 2021.

- a) **Exterior Covered Area** – The structure is now complete and final finishing touches to the ground area are underway.
- b) **Fire Alarm test and Fire Extinguisher inspection** – Fire Extinguishers will be tested this week. **ACTION: RC** to discuss with Alison Stewart next week regarding the fire alarm test. Noted that a log of equipment testing should be kept at the Centre.

- 10. **Arisaig Station** – no further updates.

- 11. **Recruitment of new Board members** – the board welcomed Kieran Logan (KL) and Jess Logan (JL) as new directors. They were voted on as Directors at a meeting prior to this current monthly Board meeting. Noted that Director training could be arranged after the AGM in June, along with any other new Directors voted on.

- 12. **Toilets** – The outside of the building needs painting. **ACTION: KL and JL** to liaise with JG to arrange when to complete. **ACTION: OB** to follow up on automatic door mechanisms.

- 13. **HR (Croner/Bright HR) updates** – **ACTION: ZP** to input RC details onto the system.

- 14. **Playing Field** – A list of volunteers and a rota for grass cutting needs to be put together. Noted that the small playing area of land is now owned by ACT; the equipment, however, continues to be owned and maintained by the Highland Council. **ACTION: OB** to make inquiries as to any agreements that may have been in place prior to the sale of the land.

## 15. AOCB:

- a) **Rural Tourism Infrastructure Fund (RTIF)** – the 4<sup>th</sup> round of funding is underway. Noted that there may be the opportunity to pursue an area of parking. Directors to discuss.

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- b) Community Survey – noted that it would be valuable to undertake a larger scale community survey in order to gather information along with residents opinions on a wider range of issues – such as parking and health services. **ACTION: SW** to liaise with KL and JL to see how the task could be done.

**16. Date of Next Meeting – Thursday 6<sup>th</sup> May**

**Meeting ended at 9pm**