

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

Thursday 6th May 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.
Apologies: None.
2. **Declaration of interest:** None
3. **Minutes of last meeting (12th April 2021):** Proposed by IM, seconded by RB.
4. **Matters arising:**
 - a) **10 Year Vision and Business Plan – ACTION: JG** to follow up with new DTAS Development Officer, Ian Lever.
5. **Treasurer's Report (inc. Gower Trust):** The Treasurer provided a monthly account containing financial operational detail. Discussion took place about the future management of the accounts and financial model. One Gower Trust Application received from Heather MacDougall on behalf of the Arisaig & District Community Council (ADCC). Application agreed in principle subject to funds available and confirmation of the disposal of dog waste according to Highland Council regulations. **ACTION: IM** to pursue.
6. **Funding Applications:** One funding application outstanding applicable to the station buildings. **ACTION: SW** to follow up. Noted that car parking in the village centre remains an issue and in order to pursue the matter further for funding purposes, more evidence will need to be gathered during peak tourist times. It is hoped that a more longstanding solution can be sought for the community.
7. **Community Land:**
 - a) **Housing** – A District Valuer will be required to enable progress to be made in respect of the transferral of a section of land from Transport Scotland. Agreed that renegotiation of the original price of the land is required to take into account the reduced size of the total area.
 - b) **Orchard** – no further updates
 - c) **Shorefront** – no further updates
8. **Eco related**
 - a) **Arisaig Eco Project (inc EV charging)** - Alison O'Rourke (AO) circulated her report prior to the meeting. Noted that no activity can take place with regards maintaining the planters at the Arisaig Railway station unless ACT complete the necessary paperwork associated with Adopt-a-Station Volunteering Programme. **ACTION: IM** to circulate details of the programme. **ACTION: JL** to research ways of moving forwards with the programme and encouraging volunteers.
 - b) **Renewables** – **ACTION: SW** to send invoice for CARES report to RB.
9. **LSIC** – The Centre will re-open on 21st May. A trial cleaning of the Centre has been completed and ways of linking this with the cleaning days of the toilets is being investigated. Noted that a change in employee contract may be required. Various activities are being looked into for both the opening day and during the season which will link up with other local businesses – for example: a take-away pizza van and a pop-up charity shop.

- 10. AGM** – The meeting will take place on Monday 7th June via an online App (possibly Zoom or Skype). KL and JL will manage the technical support aspect of the meeting. Agreed that both the Treasurer’s Report and the Chairperson’s Report will take the form of a pre-recorded video. The agenda and previous minutes will need to be available for attendees to view/download during the meeting. The online link and functions will be tested by Directors at an agreed date prior to the meeting.
- 11. Recruitment of new Board members** – Details confirmed as to which Directors are due to stand down and available to be re-elected at the AGM. Noted that there will be a vacancy for one Director.
- 12. Toilets** – JG circulated management plan prior to the meeting. The Board thanked Claire Wortley for her hard work maintaining the toilets. The automatic door mechanisms are now in place and the Board thanked David Smith for carrying out this work.
- 13. Playing Field** – A rota for the grass-cutting will need to be organised. Fertilizer is due to be collected. Noted that the goal post fixings are becoming rusty and one needs repairing.
- 14. Arisaig Station** – no further updates.
- 15. HR**
- a) **Health & Safety Induction** – Agreed that general protocol to be followed would be Fire Safety, First Aid, Risk Assessments for Cleaning and Covid. **ACTION: JG** to forward details to SW.
 - b) **Appraisals** – All relevant staff appraisals have been carried out.
 - c) **Volunteer Discounts** – A suggestion has been made to offer volunteers at the LSIC discounts on products available at the Centre. To be reviewed once the Centre is open and operational.
- 16. AOCB**
- a) **Café Rhu** – Informal discussions had taken place prior to the meeting to look at possible options for pursuing the lease of Café Rhu for community benefit. Agreed that a community tearoom was not a viable route to pursue at present.
 - b) **DTAS Development Officer** – JG has written a letter to Rory Dutton, on behalf of the Board, in light of his retirement. The Board wish to thank Rory for all his help and support as their Development Officer over the years.
- 17. Date of Next Meeting** – Annual General Meeting Monday 7th June

Meeting ended 8.40pm