

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

Thursday 8th July 2021 at 7pm

Online Skype meeting

1. **Board Members Present:** Steve Westwood (SW), Iain Macniven (IM), Rosemary Bridge (RB), Olivia Bridge (OB), Kieran Logan (KL), Jess Logan (JL)
Others Present: Zoe Pritchard (ZP) - ACT Secretary, Pamela King (PK) – ACT Housing Project Officer, Anne MacDonald (resident member).
Apologies: none
2. **Declaration of interest:** none
3. **Minutes of last meeting (6th May 2021):** Proposed by RB, seconded by IM.
4. **Matters arising:** **ACTION: SW** to follow up with DTAS re the 10 Year Vision and Business Plan.
5. **Treasurer's Report:** Report circulated prior to the meeting. Noted that the cost of materials for house builds are regularly fluctuating and once the land purchase has been completed, a thorough breakdown of finances will be required.
Balances as per bank statements – 28 JUNE 2021:
LSIC £18,384 (Restricted = £7351) ACT £254,657. (Restricted = £221,187)
6. **Project Management Online Tool:** **ACTION: KL** to continue looking into options and to bring to agenda if any updates.
7. **Place Plan:** SW circulated details prior to the meeting and has discussed with DTAS. Agreed that Place Plan is a way of improving communications with residents, planning departments and local landowners. The first step of the process is a pre-populated questionnaire and from this, a focus group would be set up to progress further. To remain on the agenda for further discussion, if applicable. **ACTION: ZP** to send link about Place Plan to AM.
8. **Community Land**
 - a) **Housing** – report circulated prior to meeting. Progress underway for the transferral of a section of land from Transport Scotland.
 - b) **Orchard** – grass and scrub areas have been strimmed and cleared. Noted that it would be important to have Becky return in August and October to maintain the vegetation, particularly the reeds and bracken. The rate of growth of the bracken etc requires a co-ordinated approach. Funds available through Adapt and Thrive.
 - c) **Shorefront (inc. long stay use of carpark & planters)** – concerns raised by local residents and business owners that visitors are leaving vehicles for a few days at the carpark whilst undertaking kayaking trips. **ACTION: SW** to source signage to display “Short Term Parking Only – Maximum Stay 2 hours”. Also noted that encouraging a parking donation may be a positive addition to build awareness of the Trust’s acquisition of the land and their duty to maintain it. Funds raised would go back into the community and its projects. **ACTION: JL** to design a suitable sign. The Board agreed to continue making inquiries in order to determine any other areas of land that may be appropriate for parking during the Summer season. Noted that the position of the planters opposite the glass recycling bins need re-arranged to maximise on space and help alleviate traffic congestion. **ACTION: SW** to arrange.

RB left the meeting

9. **LSIC:** Report circulated prior to meeting. **ACTION: ZP** to circulate message on Facebook ACT page and local Buy/Swap page to encourage volunteers for the Centre to enable a consistent 7 day opening pattern. A “Customer Parking Only” sign has been purchased and is ready to be installed at the Centre car park area.

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- 10. Toilets:** Directors will operate a 4 weekly rota system to manage the toilets. **ACTION: OB** to request cleaning staff to do a weekly stock check. **ACTION: SW and KL** to continue installing and checking an automatic system of re-setting the contactless facility. Agreed that card donations are a priority as cash handling has reduced significantly over the past few months.
- 11. Playing Field (inc. bookings):** Bookings sheet circulated prior to meeting. No further updates.
- 12. Eco Related**
- a) **Arisaig Eco Project (inc. EV charging)** – Report circulated prior to meeting. Noted that the CCF funding will continue until 31st March 2022. Bill's Shed sign is in the process of being renewed. Eco Week starts Sunday 11th July and details of the event have been advertised.
 - b) **Renewables** – No updates.
- 13. Facebook - Management of ACT page private messaging:** Julie has been removed as Admin from the page. Messages will continue to be managed by PK (in relation to Housing) and ZP in relation to other business. **ACTION: ZP** to add Rachel as Editor so she can post directly about LSIC events or changes to opening hours.
- 14. HR – Croner/Bright HR cancellation and employee leave management:** **ACTION: SW** to contact RB to determine renewal contract details for Croner.
- 15. Memo & Arts (number of Directors):** **ACTION: IM** to report back regarding the provisions as to Member Directors and Co-opted Directors.
- 16. Policy Documents**
- a) **Health & Safety Policy** – confirmation is needed as to what constitutes a Health & Safety Induction Training in order to complete the policy. **ACTION: SW** to follow up.
 - b) **LSIC Insurance Policy** – policy renewed. **ACTION: IM** to make inquiries to Zurich regarding the prospect of re-insuring in the event of flooding.
- 17. Thomas Wynne Memorial:** Inquiries have been received from Lochaber Housing Association about the possibility of erecting some kind of memorial for Thomas Wynne to mark his influence over the years for community housing. Suggestions raised were a seat or the naming of the new road to be installed as part of the new community housing project.
- 18. ACT/ADCC Liaison:** Discussions are currently underway to determine the best way to organise this.
- 19. Arisaig Station:** Grant funding for a Project Manager to look into uses of the building has been unsuccessful. Noted that the uses of the building could be something that Place Plan addressed. Meantime no steps are being taken to complete the lease, which is in essentially agreed terms.
- 20. AOCB:**
- a) **Director Nomination** – Anne MacDonald was voted on as Director. The Board welcomed her to the group and AM gave a brief summary of skills that may be helpful. **ACTION: OB** to update Companies House. **ACTION: ZP** to email AM relevant paperwork and update contact lists and website. Noted that New Director training will be required for JL, KL and AM. **ACTION: SW** to make inquiries.
 - b) **Free Office Software** – KL has completed a funding application for free Office software. Concerns raised as to the complex domain name options available. **ACTION: ZP** to forward current details of Office 365 subscription fee.
- 21. Date of Next Meeting – Thursday 12th August**

Meeting ended 8:40pm

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