

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

Thursday 12<sup>th</sup> August 2021 at 7pm

Online Skype meeting

1. **Present:** Steve Westwood (SW), Iain Macniven (IM), Rosemary Bridge (RB), Olivia Bridge (OB), Kieran Logan (KL), Jess Logan (JL), David Buick (DB).

**Others Present:** Zoe Pritchard (ZP) - ACT Secretary.

**Apologies:** Anne MacDonald (AM), Pamela King (PK).

2. **New Directors (David Buick):** The Board welcomed David as a new co-opted director.

3. **Declaration of interest:** None.

4. **Minutes of last meeting (8<sup>th</sup> July 2021):** Proposed by KL, seconded by IM.

5. **Matters arising:** **ACTION: SW** to follow up with DTAS re the 10 Year Vision and Business Plan.

6. **Treasurer's Report:** RB circulated report prior to the meeting.

Balances as per bank statements on 30 July:

ACT £247,993.98 (Restricted £218,429) LSIC £19,836.01 (Restricted £3333)

Toilet donations (Cash + Contactless) April – August = £1925

An application has been made to DTAS for a 1.0 FTE or 2 x 0.5 FTE 3 year Admin/Finance support package.

Annual Buildings Insurance for 2021/22 raised significantly to £2083.32

Delay in reaching a settlement re the Housing Project has inflated the bank balance in the ACT Account. It is hoped that required payments can be made in the coming weeks. Concerns were raised as to the length of time that has elapsed since the initial viability assessment for the housing project. Both building and material costs have risen considerably since then. **ACTION: SW** to liaise with PK and report back to the board.

It was agreed that an upgrade to the contactless facility for donations at the toilets would be a financially viable option given the increase in usage of the machine.

It was also noted that a change of bank services provider would be beneficial to improve general maintenance and management of financial recording moving forwards.

7. **Place Plan:** No further updates.

8. **Community Land:**

a) **Housing** - No further updates.

b) **Orchard** - No further updates.

c) **Shorefront** – Agreed that a further adjustment of the position of the planters would improve passing for cars. Suggestion raised about installing a low level fence bordering off grassed area to section off neatly the areas designated for parking/picnicking. The fence would be very small and painted in keeping with the shorefront area. Agreed that community consultation will need to take place.

**ACTION: DB** to inquire about pricing. The board thanked DB for his generous offer of match funding half of an estimate for any such works.

It was also noted that the bins remain an issue and are becoming full as soon as they are emptied.

Suggestion was raised as to whether ACT could acquire the grass cutting contract and incorporate an employee “shorefront caretaker” position which would also involve bin/litter management. **ACTION:**

**SW** to contact Councillor Denis Rixson to inquire about grass cutting contracts now that ACT own the land. **ACTION: IM** to raise the issue with the Community Council in respect of the bins being under

their remit.

Arisaig Community Trust – Land, Sea & Islands Centre, Arisaig PH39 4NU

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9. **LSIC:** Report circulated prior to the meeting. The Centre has acquired 6 new volunteers. A wasps nest has been located under the new canopy area and Rentokil have been contacted. The bins outside the Centre are being used by the general public and this is also leading to contamination and overflowing bins. Agreed to place bins in Bill's Shed so that they remain out of sight during the busy Summer months. Comments have been raised by several residents to adjust the wording of the LSIC parking sign. Agreed that the original sign can be taken down and adjustments made and reinstalled in time for the tourist season 2022. Suggestion raised to consider allocating a few car parking bays at the LSIC for long stay use only. This could generate an income stream for the Trust alongside alleviating some of the parking congestion in the main village area.
10. **Toilets:** It was noted that several positive comments have been received by visitors in relation to the cleanliness of the toilets. Comments have been fed back to cleaning staff.
11. **Playing Field (inc. bookings):** Booking sheet circulated prior to the meeting. No further updates.
12. **Eco Related:**
- a) **Arisaig Eco project (inc. EV charging)** – Report circulated prior to the meeting. The activities and workshops organised for Arisaig Eco Week from Sunday 11th July – Friday 16<sup>th</sup> July went very well. It began with a Seed and Plant Swap with great support from the Arisaig and District Gardeners' Club. There was a Bike Day with Lochaber Environmental Group where you could have a go on an electric bike, have your bike looked over by a mechanic and learn about fixing your own bike in a group workshop. We organised a viewing of the public art film Albatross at the Highland Cinema in Fort William, held 2 COAST art workshops at the Astley Hall and then had two afternoons dedicated to a Swap Shop and Jumble. Rachel had organised for Chris and Audrey to bring their 'Arisaig Bread Shed' retro van to the LSIC car park and this created a lovely atmosphere. Very appreciative of everyone dropping off items – a huge quantity – some have been stored for the future, others in the process of cleaning/fixing/sorting whilst we dropped off extra items that we couldn't use to Heart Foundation Scotland in Fort William and the recycling centre. We held a second e-bike trial day on 26<sup>th</sup> July with Lochaber Environmental Group which was popular.
  - b) **Renewables** – No further updates. Agreed to remove item from agenda.
13. **HR – Croner/Bright HR cancellation and employee leave management:** The contract has renewed by default.
14. **Policy Documents:**
- a) **H&S Policy** – Agreed that a generic Health & Safety Induction and Training procedure must be adopted and that all staff should be included in this. **ACTION: DB** to make inquiries into courses held in Mallaig that may be applicable to ACT staff. **ACTION: OB** to find out what Health & Safety induction Rachel has undertaken upon taking up her role as Manager of the LSIC.  
*OB left the meeting*
  - b) **LSIC Insurance Policy** – **ACTION: IM** to make inquiries to Zurich regarding the prospect of re-insuring the building in the event of flooding.
15. **Thomas Wynne Memorial:** Agreed to link the memorial with the Housing Project by adopting an appropriate street name for the new housing area. Noted to take the proposal forwards to the community and Highland Council at the relevant time.
16. **ACT/ADCC Liaison:** **ACTION: SW** to liaise with Susan Carstairs from ADCC.
17. **Arisaig Station:** Agreed to remove item from agenda.

- 18. AOCB: Community Toilet acquisition inquiry** – an inquiry has been received by email to understand more about the initial community acquisition of the toilets and to gain more information about what the project entailed and how it is currently managed. **ACTION: ZP** to forward email to DB and to arrange for a further inquiry to be made in the Autumn when more time will be available to gather the relevant information together.
- 19. Date of Next Meeting** – Thursday 9<sup>th</sup> September at the LSIC. IM gave apologies in advance for not being able to attend this meeting.

**Meeting ended at 8:40pm**