

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

Thursday 9th September 2021 at 7pm

LSIC

1. Present: Steve Westwood (SW), Rosemary Bridge (RB), Kieran Logan (KL), Jess Logan (JL), David Buick (DB).

Apologies: Iain Macniven (IM), Olivia Bridge (OB), Pamela King (PK), Zoe Pritchard (ZP) - ACT Secretary.

2. Declaration of interest: None

3. Minutes of last meeting (6th August 2021): Proposed by SW, seconded by RB.

4. Matters arising: None

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

Balances as per bank statements on 31 August:

ACT £248,275 (Restricted £211,652) LSIC £23,515 (Restricted £3333)

Toilet donations (Cash + Contactless) August = £675

Application to DTAS for a 1.0 FTE or 2 x 0.5 FTE 3 year Admin/Finance support package has been unsuccessful. Directors agreed upon setting aside more paid hours for bookkeeping work, as well as accountant setting up new digital bookkeeping account. ACTION: SW to contact accountant to liaise with RB.

Museums and Galleries Funding is in the final stages of being processed. Due to the retirement of the LSIC Manager and late opening of facility there was some saving on the amount applied for and granted. It is likely therefore that the balance of approximately £5,000 will not be paid to us.

Adapt and Thrive There is also an underspend despite efforts to obtain a water supply to Bill's Shed on account of Business Stream. It may be that there will be a requirement to return the unspent £5000.

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. ACTION: SW to contact new bank to arrange transfer.

6. Place Plan: On hold - to discuss with Community Council

7. Community Land:

a) Housing - After much discussion, directors voted to proceed with land purchase; SW proposed and KL seconded. Next steps include discussing the allocation process and reviewing interest in housing again for a more up to date insight. S & K MacDonald (Builders) to provide a new quotation, taking into consideration time lapse since the initial one and potential rise in prices. New financial viability exercise to be drawn up. ACTION: SW to arrange for PK to 1. brief directors at next meeting and 2. gather expressions of interest in self build plots again for more up-to-date picture. SW to arrange for Ken MacDonald to attend next meeting.

b) Orchard - No further updates.

c) Shorefront – Arisaig Primary interested in taking on planting of planters - ACT to provide budget of £400. DB inquiries about pricing for installing a low level fence bordering off grassed area to section off neatly the areas designated for parking/picnicking still ongoing. The benches currently are in a bad state of repair so new memorial benches are to be put in place. Local residents will have the first opportunity to donate for a bench and the intention is to have them in place for next Spring. Other issues concerning shorefront car park were discussed including resurfacing and all day use by some drivers. DB raises issue of visitors parking all day on Shorefront, meaning the car park is full and not available for those wishing to use local facilities. Consensus was reached on a new sign being installed to encourage short stay parking only, to encourage use of local facilities. Directors also in favour of crowdfunding new path to generate income for resurfacing, information to be circulated amongst community.

ACTION: DB to inquire about alternative fence at a lower cost. JW to discuss management of planters with school. SW to contact NHS about use of GP car park. DB to organise new short stay car park signage

8. LSIC: Report circulated prior to the meeting. August has been the busiest month of the Summer with a steady stream of income. New volunteers are settling in well. Unfortunately human waste had to be cleared from outside centre - thanks to Alison O'Rourke for handling this incident.

9. Toilets: KL looked into alternatives to current donation system, after faults reported. No viable alternative available currently, so KL to review updates for current system. Issue raised of visitors not being aware of toilet location. ACTION: KL to update firmware. IM to raise with ADCC new public toilet signage around village.

10. Playing Field (inc. bookings): Booking sheet circulated prior to the meeting. Charges for those wishing to book the field/used to generate income discussed. Directors agreed a small donation should remain in place in said circumstances, reduced for local users. Action - Rosemary to brief Zoe and to message relevant inquirers.

11. Eco Related: – SW proposed introducing charge to EV charger, in line with Highland Council - all directors agreed, however DB raised issue of EV charger already charging customers. ACTION: RB to check with Alison on EV charging station payment status.

12. Operational Duties

- a) **HR** – Croner/Bright HR cancellation and employee leave management: Rosemary gives insight - ZP currently dealing with HR - using Croner currently; to stick with until October. ACTION - RB to send issues to SW.
- b) **Financial** - Issues with current bank in terms of service they provide, directors agreed to initiate bank account switch ACTION: SW to inquire about new business bank account. SW to organise accountant reviewing implementation of modern bookkeeping system.

13. Policy Documents: Agreed to cross off agenda.

14. Thomas Wynne Memorial: Agreed to cross off agenda - RB will report back to Lochaber Housing Association on decision reached at the last meeting

15. ACT/ADCC Liaison: ACTION: SW to liaise with Susan Carstairs from ADCC when they reconvene after summer break.

16. AOCB: ACTION: SW to liaise with Susan Carstairs from ADCC on upcoming Bonfire event about LSIC involvement.

17. Date of Next Meeting – Thursday 14th October at the LSIC. KL & JL gave apologies in advance for not being able to attend this meeting.

Meeting ended at 9:00pm