

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

Thursday 14th October 2021 at 7pm
Hybrid Meeting – LSIC and Online

1. **Present:** Steve Westwood (SW), Iain Macniven (IM), Rosemary Bridge (RB), Kieran Logan (KL), Jess Logan (JL), David Buick (DB).
Others Present: Zoe Pritchard (ZP) - ACT Secretary, Pamela King (PK) – ACT Housing Project Officer.
Apologies: Olivia Bridge (OB).
2. **Declaration of interest:** DB raised a conflict of interest as proprietor of The Old Library, a business located along the shorefront area of which the parking spaces are used by both his customers and the general public.
3. **Minutes of last meeting (9th Sept 2021):** Proposed by KL, seconded by RB.
4. **Matters arising:**
 - a) **New Bank Account** – SW has made preliminary inquiries with Metro Bank. Further progress will begin once administrative details held for ACT’s Board members are aligned between Companies House and Experian.
 - b) **Communities Housing Trust Meeting** – PK has arranged for a meeting to take place between members of the Board and Fiona Sorely, Development Manager from Communities Housing Trust. The meeting will take place on 2nd November. **ACTION: PK** to send link to Directors.
 - c) **Health Centre Car Park** – **ACTION: SW** to contact NHS Highland.
5. **Treasurer’s Report:** Report circulated prior to the meeting along with draft end of year accounts.
Balances as per bank statements 30/28 SEPTEMBER 2021
LSIC £24,331 - Reserves as previous month.
ACT £235,414 - As above but Ralph Oag and R A Clements now paid. (£9720 £1400).
Toilet Donations: Cash (22 August – 4 October) £678 **Contactless** – no figures this period yet.
Funding Applications: PK has made an application to **Inspiring Scotland Rural Communities Ideas into Action Fund** and Alison O’Rourke has made an application to **National Lottery Community Fund – Together for Our Planet**.
6. **Place Plan:** SW has arranged a meeting with Susan Carstairs from Arisaig and District Community Council (ADCC).
7. **Community Land:**
 - a) **Housing** – PK gave updates. Investigations are underway between Scottish Water and Transport Scotland regarding the placement of the sewage connection and drainage pipes. This is causing further delays. Funding avenues have been identified that could help support a rise in the costs for materials. Noted that the Allocations Policy and process for both the rental and self-build plots will be completely transparent and available in the public domain once the project progresses to the relevant stage.

PK left the meeting
 - b) **Orchard** – all fruit trees in the orchard and village centre have had manure fertilizer. Becky from Shielfoot will be returning later in the month to trim bracken and bramble growth.
 - c) **Shorefront** – DB continues to make inquiries regarding fence costs. The Board thanked DB for organising the design of a “Short Stay Only” carpark sign for the main village carpark. Issue raised about the pot holes in the carpark. **ACTION: SW** to contact Highland Council Transport Dept via Dot Ferguson. **ACTION: RB** to contact Bobby Ross for advice on the matter. JL confirmed that Arisaig Primary and Nursery have requested to manage 2 of the planters and some small signage to indicate

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this will be arranged in place, supporting the children in this extra-curricular activity. Details of the fundraising campaign for the shorefront benches has been published in West Word. **ACTION: JL** to arrange for details to be put onto the ACT website and to launch the Just Giving Campaign.

8. **LSIC:** Discussions are underway as to whether to keep the LSIC open 7 days a week for the duration of the winter. Visitor numbers have reduced significantly recently so it might be appropriate to allow volunteers a break during the dark months and follow the pattern of week-ends only as previously. Plans for a table to be organised for the Hotel's Christmas fayre are being looked into. A Gower Trust payment of £2102 was made (to be held in the Arisaig Playground Account) as a contribution to the purchase of Christmas Lights for the village. **ACTION: RB** to check on progress with the project.
9. **Toilets:** KL has successfully installed a new contactless phone facility.
10. **Playing Field (inc. bookings):** Bookings sheet circulated prior to the meeting. New booking from Lochaber Rugby Club on 30th October. Noted that attempts have been made to try to contact Pablo and Layla regarding their recent inquiry for using the area for fitness classes. **ACTION: SW** to contact Sophie Kingswood to see if there are any alternative contact details for them.
11. **Staff/Volunteer end of year events:** Noted that a combination of a group meal and individual gifts would work well. **ACTION: RB** to contact Rachel in relation to LSIC volunteers.
12. **Arisaig Eco Project (inc. EV charging):** Report circulated prior to meeting. Noted that the new EV unit administrators may be charging users and there is no trace of such charges reaching ACT's account. Inquiries are underway to check this. There have been guided e-bike rides with Lochaber Environmental Group and a Forage and Wild Medicine Walk with Clare Holohan of West Highland Herbal. The culmination of the COAST Public Art project took place on Saturday 2nd October with the Open Day in the new Sun Lounge Café area at Mallaig Pool and Leisure. The COAST project was a collaboration between Mallaig Pool and Leisure, the Community, Arisaig Eco Project and Artists Jane Rushton and Helen Michie. It involved the local Community in beach cleans and Art workshops over the last few months and informed by the projects theme of protecting our natural marine environment, the Community made Collages out of the found marine litter which were then photographed. Events organised for the end of October/beginning of November are:- Sat 30 Oct Jumble Sale and Clothes Swap at the Astley Hall ; Tuesday 2nd + 9th November Sewing and Knitting Bee at the LSIC.
13. **Operational Duties:**
 - a) **Human Resources – Contracts and Annual Leave entitlement** – ZP has finalised employee contracts that needed amending and a letter confirming PK's reduction in hours has been signed by relevant parties. Progress has been made in calculating annual leave for both existing and new staff. **ACTION: ZP** to organise the signing of contracts and any pension information to be given to new staff members. To contact Croner for advice on issuing confirmation of annual leave to members of staff who have a revised allowance due to changes in working hours.
 - b) **Financial** – **ACTION: RB** to take matter forwards
14. **ACT/ADCC Liaison:** **ACTION: SW** to take matter forwards when meeting with ADCC.
15. **AOCB:**
 - a) **Face to Face meetings** – Agreed that members attending Board meetings face to face should take a Rapid Flow Covid test prior to the meeting.
 - b) **Register of Assets** – Agreed that it would be beneficial to collate this information in an easily accessible shared folder. **ACTION: ZP** to take forward.
16. **Date of Next Meetings:** 18th November 2021 and 6th January 2022

Meeting ended 9pm

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