

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

Thursday 18th November 2021 at 7pm
Hybrid Meeting – LSIC and Online

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

Others Present: Zoe Pritchard (ZP) - ACT Secretary, Maureen McColl (MM) – Arisaig and District Community Council (ADCC).

Apologies: Kieran Logan (KL), Jess Logan (JL).

2. **Declaration of interest:** None

3. **Minutes of last meeting (14th Oct 2021):** Proposed by DB, seconded by RB.

4. **Matters arising:**

- a) **New Bank Account** – SW confirmed new account opening on schedule for early in the New Year.
- b) **Communities Housing Trust Meeting** – Meeting took place on 2nd November between members of the Board and Fiona Sorely, Development Manager from Communities Housing Trust.
- c) **Health Centre Car Park** – **ACTION: SW** to contact NHS Highland.

5. **Office Bearers:** IM put forward his request to relinquish the role of Vice-Chair and remain as Director of the Board. All in favour and DB voted on as replacement Vice-Chair.

6. **Treasurer's Report (inc. Gower Trust):** Report circulated prior to meeting.

Balances as per bank statements – 28 October 2021

LSIC - £25,306 Reserves as previous month

ACT - £240,110. As above + outstanding Housing Project Payments

Directors's Report and Financial Statements Copies should be available for Chair signature during the course of the coming week. Electronic copies will be put on the website.

Gower Trust successful applications last year: Maureen McColl (MM) was there on behalf of Arisaig & District Community Council (ADCC) to approve the proposed £5000 funding for the coming year from the Gower Trust, which was agreed by both ADCC and ACT. Previous year's applications were: Childrens' Party, ADCC (dog litter project), Astley Hall, Christmas Lights, Arisaig Primary Parent Council (school equipment).

ACTION: RB to contact Arisaig Hotel to confirm plans for Christmas Lights proposed project.

MM left the meeting

7. **Community Land:**

- a) **Housing** – Concerns raised by Scottish Land Fund (SLF) in relation to the Certificate of Title. The outstanding issue relating to drainage rights has since been resolved and so this should negate such concerns and progress can be made towards the completion of the sale of land.
ACTION: OB to find out what time restrictions are in place between completion of the sale and the commencement of building works.
- b) **Orchard** – No further updates.

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

- c) **Shorefront** – The pot holes are still a matter of concern. **ACTION: SW** to contact the Highland Council. A suggestion was made about utilising the new Primary School carpark during school holiday periods for long stay visitor parking. The school would receive funds from carpark payments. **ACTION: ZP** to contact Arisaig Parent Council.
8. **Land, Sea & Islands Centre (LSIC):** Report received prior to the meeting. The Centre has moved to Winter opening hours from the 8th November. New hours have been published on the ACT Facebook page, LSIC website and noticeboard. Invites have gone out to all LSIC volunteers for the Festive lunch. Rachel would like to open the Centre for an evening in December for a Christmas shopping event and is seeking volunteers to help with this. All in support of the venture.
9. **Toilets (inc. Christmas/New Year opening and cleaning):** **ACTION: RB** to liaise with cleaning staff and confirm days open/closed over the festive season for rota and annual leave purposes.
10. **Arisaig Eco Project (inc. EV charging):** Report received prior to the meeting. With CCF funding coming to an end, all agreed it would be prudent to contact Charge Place Scotland to put the necessary contract in place for a charging tariff at the LSIC Rapid and Fast EV Chargers. The tariff introduction is intended to recover costs associated with the operation and upkeep of the network, transitioning ACT to a more sustainable operating model. The approach taken is fully endorsed by the Electric Vehicle Association Scotland to support and maintain the service offered, but also encourage best practice amongst users at charge points, facilitating all journeys. Events that took place in October - Clothes and Jumble Sale at the Astley, showing of the environmental public art film “Albatross” at the Highland Cinema in Fort William and attendance at Cop 26 Glasgow Science Centre Green Zone in Glasgow in order to identify suitable revenue funding applications to cover salary costs moving forwards from 1 April 2022. Activities organised for November - Tuesday 2nd + 9th November Sewing and Knitting Bee at the LSIC.
A separate discussion took place about the electric bike usage and public hire which could become another income stream for the Trust. **ACTION: DB** to make inquiries to other local hiring outlets to find out what criteria is needed for checking safety of equipment after usage. **ACTION: IM** to contact insurance company in relation to public liability cover.
11. **Playing Field:** Details received prior to the meeting from Fiona Baker in relation the Mallaig Pool Marathon & Run Festival 2022. Request for use of the playing field like in previous years in return for a donation to ACT. All agreed in favour of the event. **ACTION: RB** to inform Fiona of the decision. **ACTION: ZP** to clarify with Fiona how many days will be needed for setting up/clearing away after the event for planning/booking purposes.
12. **Staff/Volunteer end of year events:** Events discussed and organised. **ACTION: OB** to book table for Board member and ACT staff meal.
13. **Operational Duties:**
- a) **HR** – nothing to report.
 - b) **Financial** – RB confirmed hand over of book keeping underway with ZP
 - c) **Asset Register** – **ACTION: ZP** to continue working on the asset register and to populate with items of equipment that would cost the sum of £1000 or more to replace.

14. ACT/ADCC Liaison (inc. Place Plan): A sub group of both ACT and ADCC members has been formed to improve communications between the two groups and to develop joint working strategies in relation to community needs. The focus group will have their first meeting on the 7th December and a total of 3 meetings per year.

15. AOCB:

- a) **Heater in station room** – **ACTION: ZP** to turn on for the Winter months
- b) **Smoke Alarm in the station room** – **ACTION: ZP** to check and replace if necessary
- c) **Solar panel for hot water to the toilets** – **ACTION: SW** to make inquiries

16. Date of Next Meeting – 6th January 2022.

Meeting ended 8:30pm