

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

Thursday 6th January 2022 at 7pm

Online

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

Others Present: Zoe Pritchard (ZP) - ACT Secretary, Pamela King (PK) – ACT Housing Project Officer.

Apologies: None.

2. **Declaration of interest:** None.

3. **Minutes of last meeting (18th Nov 2021):** Proposed by IM, seconded by RB.

4. **Matters arising:** Solar panel for hot water to the toilets. **ACTION: SW** to make inquiries.

5. **Office Bearers:** IM will step down from the Board at the end of January and everyone thanked him for his contribution over the years. An appeal for new Directors will be published in January West Word. **ACTION: ZP** to post equivalent appeal on Facebook.

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

Bank Balances as at 31 December 2021

ACT: £70,095.25 (£25,000 = restricted grants – CCF and Housing)

LSIC: £22,853.82

£500 anonymous donation to ACT (annual) received - acknowledged/thanked

£5000 Gower Trust received – acknowledged/thanked and funds issued to successful applicants

Signed Annual Accounts for year ending 31st March 2021 have been received and circulated to the Board. Potential income streams from ACT assets have been identified – EV charging points, Electric Bike Hire, hiring of Bill's Shed, LSIC activities. **ACTION: RB** to complete financial forecast and to liaise with the LSIC manager, Rachel Crawley.

7. **Community Land**

a) **Housing** – Report circulated prior to the meeting. PK delivered a short presentation at the meeting, explaining in more detail factors relating to Risk, Planning and Allocations Policy. Noted that the fluctuation in building materials continues to make it difficult to pin down a clear estimate of costs. **ACTION: PK** to continue to liaise with contractors to help determine average estimated percentage increases.

PK left the meeting

b) **Orchard** – Nothing to report.

c) **Shorefront** – Inquiries are ongoing into repairing the pot holes in the main car park area. Noted that some kind of fundraising or funding will be required. The notion of using the Arisaig Primary School car park during school holidays for long stay parking has been circulated to the Highland Council for comment/review. **ACTION: IM** to ensure the car park repair issues remain as an item on the agenda for any meetings held by the Arisaig & District Community Council (ADCC).

8. **LSIC:** Report circulated prior to the meeting. Noted that the hot water dispenser has been fixed. Some lighting needs fixing. **ACTION: OB** to take forward.

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

Email: info@arisaigcommunitytrust.org.uk

Registered Scottish Charity SC040977

9. **Toilets:** Nothing to report.
10. **Arisaig Eco Project (inc. EV charging):** Report circulated prior to the meeting. Steps are underway for ACT to initiate the EV Chargers charging tariff. The funding application Together For Our Planet was successful and will enable the Arisaig Eco Project to continue from April 2022 to Sept 2022. Work is underway to try to secure more long term funding for the Eco Project. The workshops delivered in November by West Highland Herbal were fully subscribed. Delays continue regarding the delivery of the new Electric Bikes. This was noted to be a nationwide issue but RB has contacted Nevis Cycles as £6000+ was paid for the new bikes in January 2021 – delivery date remains uncertain. An income generating plan for hiring out the cycles is to be drawn up.
11. **Playing Field (inc. bookings):** No new bookings received. Noted that an organised approach to repair/maintenance will be needed Early Spring in order to make sure the area is ready for the pre-booked community events and for the usual every-day use as weather improves. **ACTION: ZP** to note in diary for action in March.
12. **Operational Duties:**
- 12.1. **Accrual/Carry-over of staff leave - ACTION: ZP** to contact all staff.
 - 12.2. **Appraisals due for 2 staff members - ACTION: ZP** to send relevant forms to SW.
 - 12.3. **Review of Pamela’s hours due - ACTION SW** to ask Pamela.
 - 12.4. **Hand-over of financial administrative tasks – RB and ZP** progressing with this.
13. **ACT/ADCC Liaison (inc. Place Plan) –** The Highland Council Communications Liaison Officer has been in touch. The Focus Group meeting between members from both organisations was scheduled for 7th December but had to be postponed. **ACTION: SW** to take forward.
14. **AOCB:** The Highland Council have approached the Board in relation to their newly published Visitor Management Plan 2022 which will focus on ways to resolve issues relating to tourist “Hot Spots”. The Board agreed it would be a positive step to be included in discussions relating to any of these matters.
15. **Date of Next Meeting – Thursday 10th February 2022**

Meeting ended 8:45pm