

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

Thursday 9th March 2022 at 7pm
LSIC

1. **Present:** David Buick (DB), Rosemary Bridge (RB), Olivia Bridge (OB), Kieran Logan (KL), Jess Logan (JL).
Others Present: Zoe Pritchard (ZP) - ACT Secretary, Beandri Pyper (BP).
Apologies: Steve Westwood (SW).
2. **Declaration of Interest:** None
3. **Minutes of Last Meeting (10th February 2022):** Proposed by JL, seconded by RB.
4. **Matters Arising:** Awaiting update from SW about the solar panels to the toilets.
5. **Office Bearers/New Directors:** Directors have met with interested parties. BP was able to attend the meeting to gather more information about the Trust and the role of Director. All welcomed BP and invited her to attend the AGM next month to be formally voted onto the Board. RB to meet with Fiona McKenzie later this week.

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

Bank Balances at 28th February 2022:

<i>LSIC £20,508</i>	<i>Less Reserves £4014</i>	<i>TOTAL: £16,494</i>
<i>ACT £50,676</i>	<i>Less Reserves and Restricted £31, 121</i>	<i>TOTAL: £19,555</i>

RB will stand down from the Board at the AGM. RB is currently working with ZP to hand over financial administrative duties and seeking a replacement Treasurer to oversee the financial management of the accounts system. Noted that operational costs of the LSIC will no longer be covered by the Museum & Galleries funding. Rachel has been looking into ways to improve revenue at the Centre. Suggestion has also been made to improve the online shopping facility for existing stock and also to increase stock in line with the museum element of the Centre. **ACTION: RB** to pursue funding available.

7. **Income Generating Schemes:**

- a) **Bike Hire (inc. Insurance)** - Agreed that the 2 electric bikes originally bought several years ago are no longer economically viable to pursue hiring out to the public. Earlier documentation and plans clarified that these earlier bikes had been destined for commercial use though this had not been progressed. Clarification will also be needed to determine whether revenue from the sale of the bikes would be returned direct to ACT as unrestricted funds.
- b) **School Car Park** - ZP has referred Highland Council representative to SW to contact in order to discuss the proposals further. **ACTION: SW** to provide update.
- c) **Slow Adventure Impact Fund** - JL is awaiting response. **ACTION: JL** to pursue.
- d) **Health & Well-Being** – **ACTION: BP** to pursue line of inquiry for alternative health workshops conducted by local community businesses. Attendees would be encouraged to donate a minimum donation to the Trust.

8. **Community Land:**

- a) **Housing** – A meeting took place prior to the monthly Board meeting to discuss legal matters, financial models and fluctuations in construction costs. No further updates at present.

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- b) **Orchard** – Noted that the management of the orchard area and bracken growth will need to be arranged through another source once the CCF funding ceases at the end of March. **ACTION: RB** to follow up tree branch issue.
 - c) **Shorefront (inc. carpark)** – Both the Arisaig Community & District Council and ACT have escalated the pot holes and resurfacing matter to the Highland Council. Awaiting a response. Noted that alternative parking needs to be available, even if just as a temporary measure. **ACTION: RB** to contact local contractor to install relevant signage advising visitors of alternative places to park if the shorefront is full.
9. **LSIC:** A new sign with adjusted wording will be in place shortly. Volunteer arrangements for the coming season are set up. The broadband has been upgraded and will make a real difference to customer, staff and volunteer experience. Noted that the computer in the Centre needs upgrading and the toilet can now be re-opened for public use. **ACTION: RB** to inform Rachel. **ACTION: ZP** to liaise with Rachel and cleaners to draw up summer season opening hours and cleaning rota. BP spoke about a local business that is currently under development to make goats cheese which perhaps could be sold at the Centre. **ACTION: BP** to follow up.
10. **Bill's Shed:** The interior has been tidied.
11. **Toilets:** A replacement cleaner will be needed once Kyle Woolfenden leaves in July.
12. **Arisaig Station:** Arrangements in motion to terminate the lease at the end of March.
13. **Arisaig Eco Project (inc. EV charging):** Alison O'Rourke has secured funding for a further 6 months to pursue activities relating to the Eco Project. A fault has been logged on EV Rapid Free Standing Charger 51687. A Swarco engineer visited on 2nd March. After hours of work the Engineer determined that a new screen and card reader will be needed. Quote received to supply and fit all parts £2798.70 + VAT £559.74 TOTAL £3358.44. Funds are available to cover this cost from the final CCF grant claim. Swarco have also emailed across an annual Maintenance Quote. The two new Trek Verve e-bikes have arrived. With the CCAF funding for the e-bikes this grant money is specifically for community give it a go e-bike trials and events that Arisaig Eco Project organises with other organisations including the Lochaber Environmental Group. The conditions of this grant are to give residents in the Arisaig community the opportunity to try out an e-bike for a short term loan (particularly those who might be interested in buying an e-bike and want to try before they buy) and use them to replace car journeys hence reducing their carbon footprint. A Pedro's Bike Tool Station has been fitted to the outside of Bill's Shed. The Tool Station was provided by Lochaber Environmental Group in a joint initiative with Arisaig Eco Project, for use by anyone in the community and members of the public. This is to allow cyclists to perform simple repairs and adjustments to their bikes.
14. **Playing Field (inc.bookings) – Community Picnic 4th June:** Agreed that the event could now take place again due to the lifting of Covid restrictions. Arisaig Americana Music Festival committee would like to support the venture again and include it in their marketing for the festival. **ACTION: ZP** to follow up with Pamela King.
15. **Operational Duties:**
- a) **HR** – **ACTION: ZP** to liaise with Alison about renewal of contract.
 - b) **Financial** – ZP and RB continuing hand over process.
16. **ACT/ADCC Liaison (inc. Place Plan)** – No further updates.
17. **AGM:** **ACTION: ZP** to book the hall for 28th April and arrange circulation of documents.
18. **AOCB:** None.
19. **Date of Next Meeting:** Wednesday 13th April at the LSIC. **Meeting ended 8:40pm**

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