

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

Wednesday 20th November 2022 at 6pm

Land, Sea and Islands Centre

1. **Present:** Steve Westwood (SW), David Buick (DB), Rosemary Bridge (RB), Zoe Pritchard (ZP).
Apologies: John Fisher (JF), Olivia Bridge (OB).
2. **Declaration of Interest:** None.
3. **Minutes of Last Meeting (13th October 2022):** Proposed by SW, seconded by RB.
4. **Matters Arising:** None.
5. **Treasurer's Report (inc. Gower Trust):** Report circulated prior to meeting. Inquiries continue to be made for the installation of Smart Meters. ZP is meeting with Pamela King to set up a separate folder for housing project using One Drive which can be safely and easily shared/viewed by members of the Board. Gower Trust Trustees have requested their annual confirmation of monies spent. **ACTION: SW** to forward email to RB. Noted that the toilets are not generating as much income as in previous years and the Highland Council Comfort Scheme may be withdrawn all together in March 2023. ZP has updated the donation signs in all 3 toilets and it is hoped that this will encourage more donations. Noted that the EV chargers have caused a significant drain on resources mainly due to an ongoing fault/maintenance side of things. Agreed to hold a separate meeting at the end of January to focus on income generating ideas and funding applications.

Bank Balances at 31st October 2022:

ACT £29,647	<i>Less Restricted</i> £10,332	<i>£19,315</i>
LSIC £29,486	<i>Less Restricted</i> £8351	<i>£21,135</i>

6. **Income Generating Schemes:** See item 5.
7. **Community Land:**
 - a) **Housing** – report circulated prior to meeting. A meeting on site will take place Tuesday 6th December between Directors, contractors and Communities Housing Trust (CHT). **ACTION: SW** to clarify which funding is currently covering legal costs and any future legal costs.
 - b) **Orchard** – nothing to report.
 - c) **Shorefront (inc. carpark/benches/monsignor Wynne memorial bench)** – **ACTION: RB** to put together a letter in response to Lochaber Housing Association chief executive's inquiry about possibility of installing a memorial bench to Monsignor Wynne. **ACTION: DB** to contact the Royal Marines who noted their interest in installing a war memorial which could also include funds to repair/resurface the car park.
 - d) **Czech Memorial** – The unveiling of the new stones was a great success. Members of the group intend to return in the Spring of 2023 to complete cleaning the monument.
8. **LSIC**
 - a) **Xmas and New Year opening** – the Centre will be closed from 20th December to 6th January.
 - b) **Kilt display** – update needed from JF.
 - c) **Heating timer instructions** – **ACTION: DB** to forward onto Rachel.

d) **Demonstration of streaming kit** – agreed this can take place in January once JF available.
ACTION: ZP to inform Rachel. It was also noted that SOE talks would now be able to be broadcast globally and reach a much larger audience.

9. **Overnight parking and camping at LSIC:** Noted that there has been further overnight campervan parking in the Centre carpark. Agreed that one solution may be to put up “no overnight parking/camping” signs.

10. **Toilets** – the toilets will be closed 25th, 26th, 27th Dec and 1st, 2nd, 3rd Jan. Cleaning staff have had their annual leave allocated and holidays are covered.

11. **Arisaig Eco Project** – further funding has been obtained from Highland Community Waste Partnership to continue the Eco Project for a further 2 months. Noted that there are several administrative personnel issues which need to be clarified before extending the current employee contract alongside carry-over of unused annual leave. ZP has gained advice from Croner HR advisory service. It was agreed that in future, all funding applications and potential changes to contracts, must in the first instance, be subject to board scrutiny and subsequent approval or otherwise. **ACTION: ZP** to confirm details with Alison O’Rourke, Eco Project Officer.

12. **EV charging – Maintenance Agreement/update on EV charger fault:** The fault has now been fixed and a Maintenance contract agreed and paid for. **ACTION: SW** to check the Charge Place Scotland maps to make sure Arisaig chargers are located. **ACTION: ZP** to request a detailed breakdown of usage from Swarco for the last quarter.

13. **Playing Field (inc.bookings):** Nothing to report.

14. **Operational Duties**

- a) **HR** – all staff have requested and been allocated their Xmas/New Year annual leave
- b) **Financial** – nothing additional to report.

15. **Bill’s Shed** – nothing to report.

16. **ACT/ADCC Liaison (inc. Place Plan)** – nothing to report.

17. **AOCB:**

- a) **Development Officer** - suggestion was raised that there may be funding available to cover the role of a Development Officer who could help the Board identify different funding avenues to ensure the support of the toilets, carpark and other community assets. Noted to discuss in further detail in January.
- b) **MV Arisaig POST MEETING NOTE** – the family member who would like to donate the model ship has indicated that their preference would be to have the boat displayed in the LSIC. If this is not practically possible then they would consider the Arisaig Marina. If neither of these place can display then they would like the model to remain within the family.

18. **Date of Next Meeting – Thursday 26th January at 6pm**

Meeting ended 7:20pm