

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

Thursday 23rd February 2023 at 6pm
Land, Sea and Islands Centre

1. **Present:** Steve Westwood (SW), David Buick (DB), Rosemary Bridge (RB), John Fisher (JF), Zoe Pritchard (ZP), Pamela King (PK).
Apologies: Olivia Bridge (OB)
2. **Declaration of Interest:** None.
3. **Minutes of Last Meeting (26th January 2023):** Proposed by RB, seconded by JF.
4. **Matters Arising:** None.
5. **Treasurer's Report (inc. Gower Trust):** Report circulated prior to the meeting. Smart meters have now been installed at the Land, Sea and Islands Centre and toilets. **ACTION: JF** to supply new padlock for the toilet meter cupboard. Noted that the SSE electricity contract is due to expire June 2023. **ACTION: RB** to take forwards.
6. **Income Generating Schemes:** Nothing to report.
7. **Community Land**
 - a) **Housing** – PK gave an update of the project. The construction team are on track. A more detailed breakdown of the legal fees has been requested and ACT have been registered as a Private Landlord. The Highland Council together with the Arisaig & District Community Council (ADCC) have agreed the name of the street to be “Wynne Avenue”. Update on the project together will be published in West Word and on the ACT website shortly. **ACTION: PK** to upload the operational cash flow spreadsheet on to ACT One Drive.
PK left the meeting
 - b) **Orchard** – Nothing to report.
 - c) **Shorefront** – Discussion took place about the disrepair of the carpark surface. Concerns raised in relation to Health & Safety of people walking on the uneven surface along with the risk of damaging vehicles. **ACTION: OB** to submit her letter to C.J Laing on behalf of the Board to request help towards financing the improvements. Agreed that a short term fix could be to flatten out the potholes. **ACTION: SW** to discuss options with S&K MacDonald who may have spare rock and machinery available whilst they continue work on preparing the grounds for the new houses.
Notes of interest have been received for the memorial benches along the shorefront. Agreed that plastic composite benches are more favourable due to ability to withstand coastal weather conditions and low cost maintenance. **ACTION: SW** to contact interested parties.
As per the last meeting it was agreed that a memorial bench would be sited at the entrance of the new housing development to commemorate the community works of Monsignor Wynne. **ACTION: RB** to contact Lochaber Housing Association to ensure they will cover the cost of the bench.

8. **LSIC** – A demonstration of the streaming kit has taken place. The kilt display case has been sourced and is being amended to fit the kilt. That work should be completed in time for the Centre starting its full time opening hours at the start of April. Noted that the kilt can be placed in the Centre at the same time as putting the tourist information flag back up outside. **ACTION: RB** to contact Rachel about getting a “No overnight parking/camping” sign to display in the Car park area.
9. **Toilets** – Noted that the cash donations are lower than in previous years. **ACTION: ZP** to contact Rachel to review the contactless donations received.
10. **Arisaig Eco Project** – The latest funding application has been declined and the Board expressed their regret in having to commence statutory redundancy for the project manager in light of no additional funds available to continue with the project. Initial procedures have taken place and a letter of notice to follow. **ACTION: SW** to issue the letter of notice before 2nd March in line with HR procedures and contractual agreements. Agreed that a Thank you to Alison O’Rourke should be published in April edition of West Word together with a leaving gift.
11. **EV charging** – Noted that the Maintenance contract has benefited the recent cost of repairs in terms of only paying the VAT element of the invoice. Agreed to regularly review the use of the chargers in order to determine increasing the charge per unit.
12. **Playing Field (inc.bookings)** – Nothing to report.
13. **Operational Duties**
 - a) **HR** – appraisals are to be arranged.
 - b) **Financial** – nothing to report.
14. **Bill’s Shed** – A crack has appeared in the main entrance door. **ACTION: ZP** to ask Chris Pritchard to take a look at it.
15. **ACT/ADCC Liaison (inc. Place Plan)** – Nothing to report.
16. **AOCB**
 - a) **Website maintenance** – Noted that the website will need a more regularly timed maintenance schedule, especially in light of the increased traffic to the site as the housing project progressed. Pictures uploaded on to the website need to be reduced in size so that they do not slow the website down. **ACTION: JF** to contact Mungo Orr to obtain host and login details in order to manage the maintenance.
 - b) **AGM** – this will need adding onto the agenda for the next Board meeting.
17. **Date of Next Meeting** – Thursday 23rd March

Meeting ended at 7:30pm