

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

Thursday 26<sup>th</sup> January 2023 at 6pm  
Land, Sea and Islands Centre

1. **Present:** Steve Westwood (SW), David Buick (DB), Rosemary Bridge (RB), John Fisher (JF), Olivia Bridge (OB), Zoe Pritchard (ZP).  
**Apologies:** None
2. **Declaration of Interest:** None.
3. **Minutes of Last Meeting (30<sup>th</sup> November 2022):** Proposed by DB, seconded by SW.
4. **Matters Arising:** None
5. **Treasurer's Report (inc. Gower Trust):** Report circulated prior to meeting. Noted that any invoice of £10,000 or more relating to the housing project will generate CHAPs administration fees. Pamela King is arranging to receive invoices quarterly, as opposed to monthly, in order to reduce these costs. RB is in the process of setting up a meeting with Claire Martin (Development Officer, Community Enterprise) and Pamela Redpath (Community Enterprise – Chartered Accountant) in order to progress with a Business Plan. Noted that any future staff funding grants would incur admin and provision for future redundancy.  
Directors have arranged an informal meeting on 3<sup>rd</sup> February to discuss the Business Plan, the Shorefront carpark, income generating schemes/possible funding avenues along with any other competent business.  
One Gower Trust application submitted by Arisaig Americana Music Festival committee. Agreed by the Board. **ACTION: RB** to forward to Arisaig and District Community Council (ADCC) for final review.

## **Bank Balances at 31<sup>st</sup> December 2022:**

**ACT** £140,224.86 (includes £116,029.27 paid in to cover S&K MacDonald invoice for this amount)  
**LSIC** £25,645.33

6. **Income Generating Schemes:** See point 5 above.
7. **Community Land**
  - a) **Housing** – Pamela King circulated a report prior to the meeting. A site meeting also took place today and contractors have confirmed that they are on schedule. Notes of interest continue to be received for both the self-build plots and the rental houses. Public notice will be given once the formal application process goes live (possibly during the next quarter). SW confirmed that S & K MacDonald contractors have agreed to create a small area in which to site a memorial bench close to the entrance of the development. The cost of the bench will be covered by Lochaber Housing Association (LHA). The request to commemorate the work of Monsignor Wynne in Arisaig was received several months ago from LHA and discussions took place between ACT and LHA in order to try and establish the best way to do this.
  - b) **Orchard** – Becky Dacre and her husband gave the grass/bracken/reeds a final strim of the year at the Orchard and beside the Fruit Trees in the Playing Area. She was also able to

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prune the fruit trees and cut back some of the lower overhanging tree branches that are protruding into the Orchard.

- c) **Shorefront (inc. carpark/benches): ACTION: SW** to progress with inquiries received for memorial benches. **ACTION: OB** to contact C J Laing in order to pursue help towards the cost of resurfacing the carpark. It was highlighted that customers frequenting the Spar shop form a high proportion of the traffic using the carpark area during the course of the year.
- d) **Czech Memorial** – to be removed from the agenda.

8. **LSIC:** Report received prior to the meeting. The Christmas opening on the 1<sup>st</sup> of December was a huge success with lots of visitors and sales.

- a) **Kilt display** – **ACTION: JF** to purchase the display unit that he previously sourced online. Noted that the unit will not fit the sporran which has since been located and which the family would like to see displayed with the kilt. Agreed that the sporran could be wall mounted next to the kilt in a separate case.
- b) **Demonstration of streaming kit** – **ACTION: JF** to contact Rachel to arrange a date in February.
- c) **Salt/grit for winter weather** – **ACTION: JF** to contact Rachel.

9. **Overnight parking and camping at LSIC:** Agreed that a sign similar to that which has been sited opposite the Spar should be placed in a prominent position at the Centre. The sign opposite the Spar did deter people from overnight stays throughout last season. **ACTION: RB** to ask Rachel to purchase from All Round Signs.

10. **Toilets:** Nothing to report.

11. **Arisaig Eco Project:** Report received prior to the meeting. Jumble Sales and Clothes Swaps were held in November and were well attended. At the end of the day left over warm items were sorted through and these are already on the start of their journey to Ukraine and Syria. The website is taking shape and work with Mungo of MacDonald Orr Design Ltd continues to finalise content, styling, layout, photography and editorial. The Board agreed to extend the contract end date to 31<sup>st</sup> March to coincide with the decision date due for the next round of funding. **ACTION: ZP** to update current contract for employee signature.

12. **EV charging** – Renewed Maintenance Contract with Swarco has been signed and emailed to Swarco.

13. **Playing Field (inc.bookings)** – nothing to report.

#### 14. Operational Duties

- a) **HR** – Staff appraisals are overdue. Agreed to carry these out in February. **ACTION: ZP** to send appraisal forms to Directors.
- b) **Financial** – Nothing to report.

15. **Bill's Shed:** Agreed to discuss the future use and any usage costs at the meeting on 3<sup>rd</sup> February.

**16. ACT/ADCC Liaison (inc. Place Plan):** Nothing to report.

**17. AOCB:**

- a) **Rowan tree outside toilets** – the roots are beginning to push up the paving on the way to the toilets. **ACTION: SW** to review.
- b) **Website** – The ACT website is not working properly. **ACTION: ZP** to follow up.
- c) **Plusnet** – Information has been received to confirm that the company will no longer be providing business services within the next 12 months. Noted that inquiries will need to be made to find an alternative package.
- d) **Constitution Change of AGM notice** – Noted that with rising costs of stamps along with adopting a more Eco friendly approach to reduce paper/envelopes, it may be pertinent to amend the article which refers to AGM notices being sent as a hard copy. Agreed that the paper copies for the next AGM can be shared out between Board members and hand delivered.
- e) **Retiring Directors** – OB and DB may request to retire from the Board at the next AGM and not seek re-election.

**18. Date of Next Meeting:** 23<sup>rd</sup> February at 6pm

**Meeting ended 7:20pm**