

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

Thursday 23rd March 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), Olivia Bridge (OB).
Apologies: Pamela King.
2. **Declaration of Interest:** None.
3. **Minutes of last meeting (23rd Feb 2023):** Proposed by JF, seconded by DB.
4. **Matters Arising:** None.
5. **Treasurer's Report (inc. Gower Trust):** Report circulated prior to the meeting. Highland Council Comfort Scheme will continue to provide financial support for the toilets. The Business Plan is underway. Museum & Galleries have agreed to allow surplus funding to be put towards Land, Sea & Island (LSIC) stock. All agreed that R.A. Clement is to remain as the accountancy services for the following financial year. A new electricity contract will be set up with Utilities once SSE contract has expired.
Bank Balances at 28th Feb 2023:
ACT £17,361 less reserves £10,581
LSIC £24,615.87 less reserves £6,942
6. **Income Generating Schemes:** Nothing discussed.
7. **Community Land:**
 - a) **Housing** – Report circulated prior to meeting. The valuations on the self build plots has been completed – proposed values of 3 and 4 bed houses, for the purpose of establishing discount % for rural housing burden. Minute of Agreement from Communities Housing Trust (CHT) signed/witnessed at the meeting. **ACTION: SW** to return documents to Fort William offices. A further Minute of Agreement will be needed from station road residents to give permission to the contractors to dig a trench for sewage pipes close to the entrance to their properties. PK is currently inquiring about any paperwork needed in relation to Transport Scotland and the temporary digging up of the road.
 - b) **Orchard** – unclear whether funds will remain available longer term for maintenance work previously carried out by the Eco Project.
 - c) **Shorefront (inc. carpark/benches/monsignor Wynne memorial bench)** – A meeting is to be organised with Lochaber Housing Association (LHA) in order that ACT can show them where the Monsignor Wynne memorial bench will be placed. LHA have agreed to cover the cost of the bench and installation. **ACTION: DB** to speak with Arisaig Marine to see if they have any equipment that could flatten out the pot holes in the car park to make a temporary repair.
8. **LSIC:** Noted that the Centre does not require the Covid additional screen at the counter and all volunteers happy for this to be removed. The Centre will be open 7 days from 1st April, although limited to Sunday afternoons only. Rachel will re-circulate her advert for additional volunteers. Cleaning of the Centre is reduced from 7 days a week to 3 times a week with a longer clean every 2

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weeks. New refuse contract in place. Agreed that there are sufficient funds for small touch up paint jobs. The kilt and visitor information flag will be installed in time for the 1st April. Rachel would like to put a small freezer in the Centre to sell ice cream tubs. Noted that thermometer and temperature check sheets will need to be completed and kept by volunteers each day. Appliance check will need to also be done. **ACTION: ZP** to inform Rachel to obtain relevant paperwork/prepare folder. **ACTION: JF** to discuss freezer with Rachel as he has one available that may suit the space.

9. Toilets: no discussion took place.

10. Arisaig Eco Project – Alison O'Rourke has said that she would like to continue on a voluntary basis to maintain the Eco email address, eco project facebook and soon the Eco project website. Alison has also said that she would look after the growing areas outside the toilets, LSIC and the village fruit trees. Noted that the insurance for the new Trek E-Bikes has expired. All thanked Alison for offering her time on a volunteer basis. Agreed that any future funding applications would be reviewed/completed alongside Board members before submission.

11. EV charging: Both chargers are working. Agreed to increase the tariff to 65pence per unit. **ACTION: SW** to send customer display sheet (x2 copies needed) and Bill's Shed poster (1 copy needed) to JF for updating pricing and laminating.

12. Playing Field (inc.bookings) – Active Schools football request to hire the pitch for after school hours on Mondays and the Primary School for PE on Tuesday afternoons if the weather is ok. Agreed to allow both to go ahead. **ACTION: ZP** to inform relevant parties.

13. Operational Duties

- a) **Health & safety** – ZP attended free webinars with Croner for an overview of H&S for both volunteers and staff. **ACTION: SW** to review current H&S policy and to draw up a H&S framework to be discussed at the next meeting.
- b) **HR** – Annual review of salaries/hourly rate completed in line with the new budget and financial year. Appraisals ongoing. **ACTION: ZP** to inform staff of revised pay rates and to arrange any paperwork/contracts from 1st April to reflect these changes.
- c) **Financial** – Giff gaff account can be cancelled from 31st March. **ACTION: RB** to follow up.

14. Bill's Shed – No discussion took place

15. ACT/ADCC Liaison (inc. Place Plan) – no discussion took place

16. AOCB

- a) **Website maintenance** – current host provider agreement due for renewal and prices are showing as increased again. **ACTION: JF** to discuss with Mungo Orr.
- b) **Microsoft Office** – ZP has set up staff with new sign in method required by Microsoft 365.
- c) **Village planters opposite Café Soundbites** – unclear on who will plant these up this year and maintain them.

- d) **Police defibrillator** – Mallaig police station have been in touch to inquire if there is any funding available to help them purchase a portable defibrillator that they can carry in their vehicle when attending a call out. **ACTION: RB** to follow up.
- e) **Arisaig Americana Music workshops in LSIC** – The festival is planning on inviting an instrument maker (banjo) to set up an area in the LSIC to show case their instruments. Saturday 4th June 12-4pm in the Viewing Room. A donation will be made to the Centre for this use. All agreed.

17. AGM – proposed date Thursday 25th May at 7pm. **ACTION: ZP** to book the hall Club room.

18. Date of next meeting – Thursday 20th April at 6pm

Meeting ended 7:45pm