

**Minutes of Annual General Meeting (AGM)
Arisaig Community Trust (ACT)**

28th April 2022

7pm

Astley Hall

1. **Board Members Present:** Rosemary Bridge (RB), Steve Westwood (SW), David Buick (DB), Kieran Logan (KL), Jess Logan (JL).
Others Present: Zoe Pritchard (ZP) - ACT Secretary, Alison O'Rourke – ACT Eco Project Manager; 7 additional members of the local community.
Apologies: Olivia Bridge, Lillian MacDonald, Jane Foster.
2. **Minutes of last AGM meeting (7th June 2021):** proposed by JL, seconded by RB.
3. **Matters Arising:** none.
4. **Chairperson Report: SEE APPENDIX 1.** SW read the report to all those present at the meeting. Pamela King also provided an update on the housing project and SW read this on her behalf.
5. **Treasurer Report: SEE APPENDIX 2.** RB read the report to all those present at the meeting.
6. **Election of Directors:** KL stood down from the Board. The Board thanked him for his work as Director. KL will continue to volunteer his time to help out with the maintenance of the playing field as a grass cutting volunteer. OB and SW stood down by rotation (longest serving) and were re-elected. DB stood down (as appointed since the last AGM) and was re-elected. RB had indicated prior to the AGM that she would stand down and not seek re-election. However, she withdrew that notion and is happy to retain her role as Treasurer now that help has been found for the day to day financial administration tasks. All in favour of Rosemary's continuation in this role. One new director nomination was received prior to the AGM. John Fisher was voted onto the Board. All welcomed him.
7. **AOCB:** Alison O'Rourke gave an update on her plans for activities in the community relating to the Eco Project. She also handed out her newsletter.

Meeting ended 7:40pm

APPENDIX 1 – CHAIRPERSON REPORT

Welcome to the Arisaig Community Trust AGM. Like everyone else our activities have been disrupted by the pandemic and we have had a relatively quiet past year.

There have been a couple of board changes, David Buick joined as a director last summer and Iain Macniven stepped down in the New Year and his efforts over the past years have been much appreciated. Kieran Logan is stepping down as a director and will continue to be involved with the trust as a volunteer.

ACT cannot function without a small cadre of paid staff and a larger number of largely unrecognised volunteers. As Chair I would like to particularly thank those in the community who give their time selflessly, to help out in a variety of ways.

Our paid staff are the bedrock of the Trust. Kyle Wolfenden and Diane Tarn keep the toilets spotless and continue to garner many favourable comments, particularly from visitors and the level of donations is testament to their hard work.

Pamela King has been working hard to push the housing project forward. The pace at which the planning application has been progressing is particularly frustrating and Pamela is to be commended for her dogged determination in pursuing this. As a Board we are concerned about the steeply rising cost of construction and have made a decision to re-tender the project, once planning approval has been given, hopefully by the end of May.

Rachel Crawley has had a very successful first year in charge of the Land Sea and Islands Centre and has managed to safely navigate both her and her band of volunteers through the maze of restrictions imposed by the Government as a result of the pandemic. Hopefully this year will be much closer to normal.

With the closure of the Scottish Government's Climate Change Fund the Eco Project has now come to an end but I am delighted to say that Alison O'Rourke has secured funding for a further six months and will continue in much the same capacity. She has recently taken on the role of lead volunteer to look after the plants at the station. The Climate Fund had been paying the electricity bill for the EV charging points at Bill's Shed. Earlier in the year the Board made the decision to start charging for the use of these chargers and it is hoped this will generate a small income stream for the Trust.

Zoe Pritchard was away for the last Board meeting and I ended up doing the minutes, I hope she doesn't miss any more meetings this year! In addition to her role as secretary she has taken on some bookkeeping activities and helped by Fiona McKenzie they have reduced Rosemary's workload as Treasurer considerably. Indeed they have made such an impact that Rosemary has agreed to stay on as a director for the foreseeable future.

The Board is made up of volunteers. Of the current Board only one member doesn't have a full time job, paid or unpaid. As such we have virtually no capacity to take on new projects and our priority for the next year or so will be the Housing Project. We would welcome the addition of one or two more Directors to allow us to take on more work for the Community.

APPENDIX 2 – TREASURER REPORT

FINANCIAL YEAR ENDED 31 MARCH 2021

The financial year to 31 March 2021 coincided with the start of the recent pandemic, thus the operations of ACT – financial and otherwise - were significantly different to those of previous years. Proposed fund-raising activities were on hold and for the year and our trading arm, the LSIC, was closed. However monthly overheads remained – electricity, water, broadband, general maintenance, insurance, subscriptions and importantly, staff salaries, to include PAYE and National Insurance payments. Re closure of the LSIC for a lengthy period. As a non-essential facility, directors agreed that to maintain a safe passage for staff/visitors/ the wider community, erring on the side of caution was the most appropriate approach.

A welcome series of national government initiatives (furlough scheme) for much of the pandemic period were crucial in allowing the Trust to stay afloat. Applications to a range of organisations for additional funding were mostly successful, though associated bureaucracy and administration were hugely time consuming and required forensic financial detail as to how every £ was spent. Staff retention was vital and to this end we were able to furlough the LSIC Manager and Toilet Cleaning Operatives, to ensure their future security of employment. 80% of the salaries were met via the furlough scheme while ACT topped up the remaining 20% from our own funds, thus allowing staff to remain on full pay.

It is useful to outline the various sources of income. All spends required to be to specified destinations, be covid related and have back up invoices submitted for inspection. We were usually permitted a 3 month cover for operational expenses so ensured there was no overlap/double claiming between funding bodies.

Third Sector Resilience Fund £3000 initial 3-month operational costs

Highland Council £10,000 – operational costs + additional secretarial and cleaning help

Heritage Emergency £14,700

Repair and conservation work – Orchard Development

Staffing – overtime for covering covid related interim duties

Contribution to New build work – social distancing outdoor covered area

Contribution to monthly operational costs as detailed

Museums/Galleries £16,680

Digitising of Museum Artefacts/Collections (covid related)

Purchase of stocks for the LSIC shop + Protective Gear – masks, sanitisers, screens

Design and production of LSIC interpretive Panels

Contribution to outside covered area

Artefact Restoration

Part Post furlough salaries

HR/Insurance

Adapt/Thrive £9874

Water system/associated equipment to Bill's Shed – not achieved to date

Humidifier/shelving

Managed Funds - ACT continues to manage Gower Trust Funds (for distribution on application as detailed in West Word) and during this financial year a sum of £5000 was received. Scottish Government Restricted Funding for the ECO project was financially overseen by ACT, with the Project Manager delivering on a range of activities. ACT, with a project manager, has responsibility for managing the finances of the current Housing Project. As Treasurer my job is simplified by those who very efficiently micro manage their specific area of finance – Rachel Crawley (LSIC), Zoe Pritchard, Alison O'Rourke and Pamela King.

In summary, it was a challenging period, certainly financially but we look forward to beginning the process of returning to a "good 2022 season".