

Assynt Community Association

Minutes of Board Meeting held in the Archive Room, The Mission, Lochinver on 31st May 2017 at 7:30pm

Present:

Nigel Goldie (Chair)
John Venters
Boyd Alexander
Willie Jack (minutes)
Marianne Hutchison
Madeline MacPhaill

1. Apologies

Apologies for absence were intimated on behalf of Trish Bangor-Jones.
Other board members Stuart Gudgeon & Brendan O'Hanrahan were absent

2. Minutes of the meeting 17th April 2017

The minutes of 17th April 2017 were **agreed**

Matters arising

5. Archive material storage – WJ has fixed a day & time for this – the afternoon of 28th June prior to the next board meeting – **Time TBC**

2. Finances

a. Bank balances:

ACA No 1 account £1,360
ACA No 2 Account £2,606 less £800 (SJE) plus £1000 (An Cala rent June) = £2,806
Total balance estimated to be £4,273 at beginning of June
Final payment of £800 to be made imminently to Sandy Johnson's estate
Possible debts: 1. N-power ~£3,500 2. ADT ~£800-1,000

b. Mission Tenants

£1,400 + vat for the 7/12 season from Visit Scotland for Lobby
£1,160 + vat pa from Highland Council for upstairs office
£10,000 + vat pa from Julia & Jason for An Cala Café & Bunkhouse

MM raised the issue of electricity usage in building - WJ advised that J&J have booked Hughie Mackenzie Electrician from Ullapool to give a quote for separating usage between different parts of the building. **Agreed** WJ to follow up with J&J

c. RBS bank account signatories

A formal motion of the company board is required to change RBS bank account signatories on ACA Ltd bank accounts. The motion to delete Roddy Kerr and to add WJ & JV was proposed WJ and seconded BA - Approved unanimously. **Agreed** WJ to process the application along with JV & NG

d. Creation of buildings reserve – unanimously **Agreed** that the board should achieve this. The sum required is dependant on the production of the maintenance schedule for the Mission (see 3e below)

3. Mission building

a. Visit Scotland

MM proposed a large “i” on gable facing the harbour – **Agreed** WJ to ask Jamie Conner from Visit Scotland whether or not this is feasible. JC is proposing a new design for VS in the Lobby at The Mission and this will be discussed at the VS meeting on 15th June

b. Office for Andy Summers. The annual rent including utilities has been agreed at £1,160 pa + vat with a five year term. WJ advised the board that the heads of terms have been agreed but we are waiting for the draft of the formal lease. **Agreed** WJ to conclude with HC & report back

c. Stoer School - Arrangement with Highland Council for VC material storage in Stoer School . WJ presented the email from Michael Dolan at HC Care & Learning. It was agreed that the terms were acceptable. **Agreed** WJ to conclude

d. Fire alarm system – Paper presented to board by WJ with further background information about the closed protocol nature of the system. The board **Agreed** that WJ to check out further options so that ACA will comply with fire regulations – Proposed MM Seconded MH and unanimously approved

e. Maintenance schedule - to be discussed further at the next meeting

f. Archive meeting – Previously **Agreed** TBJ to arrange meeting with Malcolm Bangor Jones, Steven Lockhart & WJ. BA suggested that Anne & Julia Campbell from Coigach Community Dev Co are considering developing the archives at Coigach – there could be a possibility of linking with them. **Agreed** BA to send email to TBJ connecting them

g. Fish tanks & marine room

NG confirmed that he had not discovered any legal liabilities for ACA regarding the fish tanks. The board agreed that the tanks should be removed. **Agreed** BA to ask Noel Hawkins to remove the tanks asap, possibly giving a date such as the end of September? MH suggested placing an Advert in Ullapool Facebook “free ads” WJ suggested looking into publications for aquarium hobbyists.

4. Governance

a. Changing the name of ACA

Assynt Community Development Trust was suggested by members of the board: Proposed MM Seconded NG and unanimously **Agreed**. This will be formalised at the time the board agree any revision of the AofA (4b below)

b. Revision Articles of Association - NG advised that Rory Dutton from DTAS had suggested that ACA’s AofA’s need to be updated. NG agreed to meet with MM **Agreed** MM to send NG some notes on the subject

c. Minutes - MM asked that minutes are produced soon after the meeting. It is best for Action Points that we can see the minutes promptly. **Agreed** NG will ask TBJ if the minutes can be produced within days of the board meeting. MM asked that papers are available to all board members. MH & WJ suggested that a DropBox group is set up to achieve this. **Agreed** WJ to send email to board members about DropBox

d. Functioning of ACT Ltd ACT Ltd needs a minimum of two directors (currently NG & WJ) & should meet independently of ACA. WJ confirmed that ACT Ltd is compliant with regard to numbers of directors and up-to-date accounts but the Board of ACA **Agreed** that NG & WJ should meet separately and report back stating that ACT is fully compliant

5. Affiliates

a. Loo at the Light – WJ has already had an initial meeting with Leigh Sedgley. **Agreed** WJ needs to arrange a further meeting with Leigh & TBJ

b. Other affiliates – Phil Jones from ACC has a list of all associations in Assynt. It was thought that there is documentation in ACA files that organizations ‘affiliated’ to ACA should write an annual report to ACA so that they were covered by ACA insurance and possibly ‘charitable status’. MH said that she used to produce an annual report for the badminton club with this aim in mind. Affiliated organizations may include Stoer Village Hall, Connect Assynt, Lochinver Playparks and Assynt News amongst others.

Recently NG wrote an article published in AN asking for information from possible affiliates but received no response

Agreed NG will meet with TBJ to identify organizations that are or were associated or affiliated to ACA.

c. Insurance

WJ to report back at the next board meeting on insurance. Currently the HC Community Scheme costs us £1,588pa, payable by monthly direct debit of £132.39

The building is insured for £983,402
 Solar panels & pellet boiler £35,000
 Contents £85,085
 Loss of Business £20,000 over 12 months
 Public Liability £10M

Addendum – ACA is required to complete a declaration regarding ‘Safeguarding of children & vulnerable adults’ WJ will complete this & return to HC

6. Development issues

a. Business Plan – BA introduced the paper previously circulated for consideration in the formulation of an ACA Business Plan. NG reported on a recent conference he attended on Skye – he was impressed by the Strategic Development Plan for Galston Dev Trust. He also advised that AF will be buying the Glebe land from The Church of Scotland – all agreed and the application has been submitted to the Land Fund

WJ raised with BA the point in the Business Plan relating to acquiring the Freehold of the Mission building. **Agreed** BA will make contact with the Scottish Govt's Land Fund about this.

b. Local energy initiative/ community Energy Supply – NG felt that this proposal may not go anywhere, but he will talk to Frank Clifton at SSE – the deadline for submissions of interest is June 15th. **Agreed** NG will report back on 28th June board meeting

c. Broadband update – WJ updated the board on his discussion with Duncan Cook from Highland Community Broadband in Ullapool. Duncan said that HCB have always wanted to extend their service further north than Coigach but at present are still waiting for BT to connect them to the Ullapool high speed internet 'Point of Presence'. DC is presently trialing a low power signal from the Coigach peninsula to his fathers house in Clachtoll to determine the logistics. WJ to follow up with DC in August

d. Website Update – not discussed although WJ advised that the old Lochinver Mission website still appears on a Google search.

e. Future of Visitor Services

Discover Assynt – MM suggested inviting the chair of DA to come to June 15th VS meeting
It was said that ACA needs a sense of how we are going to make a difference.

GALE visit – MM report already circulated.

WJ has talked with Jamie Conner about sales; Jamie has suggested a 3rd party sales operation with VS employing Mary Hinsley but with ACA taking the profit from the sales; answering BA, WJ advised that VS had done this elsewhere. **Agreed** WJ to find out more detail.

WJ reported that the CCDC in Achiltibuie rent out the 'snooker' room at Coigach Village Hall for an art & craft exhibition every summer. This is paid for via a 30% commission on sales. He felt that this type of seasonal gallery/ shop may form part of a sales operation in the marine room. MM advised that she had discussions with Steve Webb who runs the Lochinver Village Hall Craft Market and he felt that the Coigach type operation could work alongside the existing market. It was felt that ACA should be sensitive to existing retail markets & outlets. It was suggested that locally produced cards could be sold alongside the VS cards.

Agreed a Skype meeting to take place 10:00am 14th June between NG, WJ & MM to finalise the details prior to the VS meeting with Lynn Jack on 15th June

f. Motor Homes waste disposal

MM has been looking into this issue and will report back when more progress is made.

g. Other

It was noted that 24 hour fuel at the petrol station is moving closer; also Electric charging points are being considered for Inver Lodge Hotel and Highland Council harbour

7. AOB

a. Culag Park - MH has been asked by Lochinver School Parent Council and Associated School Group (also by David Lees PE teacher at Ullapool HS, Adam Pellant, Kenny John MacLeod) to raise the issue of the ongoing and increasing health hazard from deer droppings which primary school children face when they use Culag Park as a sports facility. MH asked if ACA would consider deer fencing around Culag Park. The issue has been discussed at ACC (and at

ACA in January this year) and ACC would also like to see this happen. Sources of funding were discussed including CALL and HC's Ward discretionary grant or possibly even the Education budget?

JV told the board of the health hazards from deer in the community including ticks and eColi – NFU have advised local deer groups not to sell venison locally due to health hazards.

The board discussed the issue at length and asked MH to follow up with other parties; JV was asked to collate further information relating to the adverse effect of deer on human health.

The board was unanimous in its agreement that this is an issue that has a high priority. It was felt that we may not be able to raise the funds for the fencing by ourselves but by connecting with other parts of the community we would increase the likelihood of success.

b. Forestry on AF land south of Loch Assynt

NG advised of possible Native Woodland regeneration through Scottish Woodland Trust (Elaine MacAskill) which was not a part of CALL . This could be of major financial benefit to AF and therefore the community at large.

8. Future meeting dates

June 28th

July 24th

August 21st

September 25th

The meeting ended at 10:15pm