

## Assynt Development Trust Limited

Minutes of Board Meeting Friday 28 June 2019 2:00pm, Community Room, Lochinver Village Hall

### Present

Willie Jack (WJ), Marianne Hutchinson (MH), Nigel Goldie (NG), Boyd Alexander (BA)

### In attendance

Adam Pellant (AP) Clare Hawley Minutes Secretary

### Apologies

Ewen McLachlan (EM), Sarah-Anne MacLeod (SAM),

Item	Meeting	Action
1	<p><b>a) Minutes of the previous meeting 16 May 2019</b> The minutes of the previous meeting were agreed to be an accurate record of the proceedings. This was proposed by MH, seconded by NG</p> <p><b>b) Minutes of the Public Meeting 16 May 2019</b> The minutes of the previous meeting were agreed to be an accurate record of the proceedings.</p>	
2	<p><b>Matters Arising from the minutes of the previous meeting (not addressed elsewhere on the agenda)</b></p> <p><b>Board meeting –</b></p> <p>4.2 13B Loo at the Light - the toilet by Stoer Lighthouse - MH to ask Scott Barnes from Scourie to install the new Lock.</p> <p>4 2.15A Ullapool bins - no update as of yet.</p> <p>4 2.15C Drinking fountain- Scottish Water (SW) have responded to EM enquiries. The instillation of a fountain is not straight forward and SW have suggested a local business would be needed to supply the water or the landowners supply could be used. MH suggested the village hall could be a possible donor business or the Spar shop if the fountain was to be near the play park. Another possible site could be the public toilets. To wait for EM to come back to move on.</p> <p><b>Public Meeting –</b> Minutes have been circulated to all on the ADT email list and in attendance. AB suggested the minutes are posted on to the website so they can be downloaded, this was agreed on. AP to draft a post for Assynt News stating they can be downloaded</p>	<p><b>MH</b></p> <p><b>AP</b></p>
3	<p><b>Finance and Legal</b></p> <p><b>A) ACA Ltd and AC(T) Ltd finance update</b> Bank statements circulated WJ provided a P&amp;L account for the last financial year. AP asked what the turnover has to be before a full audit, AP to find out.</p> <p><b>B) Strengthening Communities Programme</b> WJ accepted governments extension to 30 September 2019</p> <p><b>C) Investment in Communities Fund</b> Application submitted to NG by the deadline of 14 June 19. NG discussed the change and form of priorities and how to manage the change in priorities on projects within the community. Catherine MacWilliams is taking over from Wendy Reid and can offer a day's programme on the subject. NG to look in to.</p> <p><b>D) Financial Procedures to be adopted</b> To postpone for another meeting.</p>	<p><b>AP</b></p> <p><b>NG</b></p>

	<p><b>E) Assynt Community Digital Archive Memo</b> Updated memorandum was presented for approval by the Board and was approved. AP had an inventory of items included in the Archive and it is ready to be handed over.</p> <p><b>F) ADT procedures proposal</b> Paper was received from Pam King on the subject of procedures. WJ suggested an agreed consultative mechanism would be a good idea but the paper submitted by PK was not the best fit for public meetings. NG noted that ADT's legal accountability is to its members but we do have to engage with the wider community. WJ agreed that communication has to start at the first instance of a project to get the consent of the community. NG proposed links on website with background information that can be discussed. NG suggested that going forward, an open discussion part of every third meeting could be arranged to discuss the ongoing and new projects with a structure that people can feed into. The meeting agreed not to adopt PK proposal but to move on with a development plan and work on a vision document. WJ, NG and BA to work on. Every third meeting will have an open section of the meeting prior to the main meeting to discuss projects from the public. AP and WJ to go through the email/members list and make a list that is useful for emailing out meeting/project info. Posters will also be put up around the village. The first public open section will occur at the next meeting.</p>	WJ/NG/BA
4	<p><b>Housing Survey / Making Places Design Charrette/ SLF - CAT</b></p> <p>AP is waiting to hear from Matt and expects this by the next Board meeting. The simplest site would be the redundant oil tank site (specialist survey would be needed first) but needs an ownership search, WJ to look into. The shed at Culag Park could be replaced with a larger shed going back to the cliff. Need to discuss with the games committee and football club.</p>	WJ
5	<p><b>e.Bike Project</b></p> <p>WJ met with Kelly at Assynt leisure and they are keen to proceed with running the e.bikes from the centre. They are to clear out the shed behind the centre and bikes can be installed there. The bikes will come with helmets and security locks. They don't have mini tool kits and spare inner tubes and WJ has costed it out at just over £600 to provide these kits for each bike. So far the bike racks have cost £110 and the Board agreed to spend the money on the tool kits. WJ and NG need to discuss an agreement with the leisure centre and agree a fee with the centre that includes costs of maintenance and money for the leisure centre to make on hiring out the bikes. An insurance policy to cover the bikes when out with the public is also needed as well as a disclaimer when they are hired out.</p>	WJ/NG
6	<p><b>Tourism / Discover Assynt Update</b></p> <p>a) Update on Discover Assynt Listings and donations 42 people signed up £2,280 another 8 people due to sign up. Higher amount collected than last year.</p> <p>b) Website update Now on process of search engine optimisation.</p>	
7	<p><b>Highland Wireless</b></p> <p>Highland Wireless have been in touch with ACT and Scourie to discuss sites for the satellites. A public meeting is arranged for the first role out of the scheme at Stoer.</p>	

8	<p><b>Culag Park</b></p> <p>Deer are getting through the kissing gates and a suggestion of a weight system to keep the gates closed. WJ to look into.</p> <p>The grass will not require fertilizing for a while as it is growing really well. A Trailer is parked in front of the ambulance entry point, MH to speak to owner. Suggested a sign stating an emergency vehicle access point.</p>	MH
9	<p><b>Cludgie Waste Project</b></p> <p>A few documents were circulated before the meeting. Cameron Ross have been engaged with a £1k initial consultation/assessment fee and a site meeting will take place on 10 July. The project is still on track to complete before November.</p>	
10	<p><b>The Mission Building</b></p> <p>The mission building has been valued at £300k. The valuation of the land is £3.5k over the remaining lease.</p> <p>Mission lease complete and signed with the revised annual rent to the end of March 2023. Further commitment of repainting the outside of the building which was previously agreed too.</p>	
11	<p><b>Development Officer Post</b></p> <p><b>A) Report from AP</b></p> <p>Geopark – It was suggested that Laura from the Geopark is invited to the next meeting to align the Geopark’s objectives with our own.</p> <p>Repaint of creel shed was agreed to be a good idea and Ewen Eird was suggested. The meeting also talked about commissioning an artist to do a piece of art work. MH suggest we ask community first so gauge opinion. Initially start by asking HC if they have plans to paint them.</p>	
12	<p><b>AOB</b></p> <p>Achmelvich toilets – The Gairloch toilet won’t be coming to Achmelvich this year. If another project was set up to replace the toilet block, it would need to be agreed who would be responsible for running and maintaining the toilet and could require the local community to take ownership of it. MH said that HC will not replace the toilet but may take on the running of it if it is replaced. NG warned ADT needed to make sure it doesn’t become an over large project that takes time from staff working on further projects.</p> <p>Stoer School – The process is to take another year and public consultation to go on the end of August. It is likely it will be offered to local community groups first and won’t be put on the open market unless no up take from community. Also raised that pre-schooler in Stoer that can’t get to Lochinver and no one is obliged to supply transport. MH other communities have supplied community transport.</p> <p>App project - BA advised the board that CALL and the Geopark are considering a 'Sense of Place' toolkit for audio tour &amp; walks which may be possible across Coigach and Assynt. To keep ADT up to date.</p>	BA
13	<p><b>Proposed Date of Next meetings</b></p> <p>Thursday 15<sup>th</sup> August 2019 2.00-5.00pm</p> <p>Thursday 12 September 2019 2.00-5.00pm</p> <p>Thursday 7<sup>th</sup> November 2019 2.00-5.00pm</p>	WJ