

Assynt Development Trust Limited

Minutes of Board Meeting Wednesday 6 March 2019 2:00pm, Community Room, Lochinver Village Hall

Present

Willie Jack (WJ), Marianne Hutchison (MH), Nigel Goldie (NG), Sara-Anne MacLeod (SAM), Boyd Alexander (BA)

In attendance

Ewen McLachlan (EM), Adam Pellant (AP), Clare Hawley Minutes Secretary

Apologies

None

Item	Meeting	Action
1	<p>Minutes of the previous meeting</p> <p>The minutes of the previous meeting were agreed to be an accurate record of the proceedings. This was proposed by MH and seconded by SAM</p>	
2	<p>Matters Arising from the minutes of the previous meeting (not addressed elsewhere on the agenda)</p> <p>Scottish Govt's. Strengthening communities programme On 5th March WJ and EM met with Wendy Reid from DTAS and were advised that the funding for the programme will extend for a further two years. Funding will have to be applied for and the application form will be ready by the end of April at the earliest but may not be ready until June. WJ reported that it is likely funding will be available for a two year extension from either 1st April or 1st July with a possibility of a third year although that would be on a competitive funding basis.</p> <p>Item 5.2 WJ has taken the Culag Park lawn mower over to Jon Crowther for servicing and it will be ready for collection tomorrow.</p> <p>4 5a Digital Archive. Carol Anne Macrae from Assynt Crofters Trust has expressed an interest in taking on the archive and keeping it open to public possibly at ACT in Stoer. NG proposed that ADT produce a memorandum of understanding/ agreement between ADT & ACT including an annual review to make sure still open to the public. No objection was given to moving the archive and it was agreed upon, proposed by BA and seconded by MH. AP to contact Carol Anne Macrae.</p> <p>4 2.6d SAM has made enquiries about the Culag Park grass accessories from mid 1990's and it is not know where they are.</p> <p>5.2 WJ has not yet looked into the insurance renewal. The insurance is due on 1 April so WJ is to take to market for a competitive quote.</p> <p>12.2 Transport – Transport – MH reported from HC that at this time there is not availability to transport preschoolers into Lochinver Pre-school Centre from Stoer.</p>	<p>WJ</p> <p>NG/ AP</p>
3	<p>Finance and Legal</p> <p>A) ACA Ltd and AC(T) Ltd finance update Statements circulated prior to meeting. SCP Q4 income for 2018/19 of £9,374.00 was received from the Scottish Government. Tim wright's invoices for 2017/18 financial year have been paid and WJ advised of an increased cost of £800 which the Board discussed. NG noted Tim Wright has been very flexible in past. SAM asked if this was for a full year or just per quarter, WJ confirmed the increase covers a full year. The Board agreed the costs are still competitive in the market even with the increase.</p> <p>B) Assorted (HMRC gift Aid) WJ and AP completed the Gift Aid application form on line with HMRC and the gift aid function should soon be set up ready for Discover Assynt donations.</p>	<p>WJ</p>

	<p>C) Financial procedures The post of treasurer was advertised without any applications. WJ, NG and AP are to fix a date to discuss and formalise the procedures.</p>	<p>WJ, NG, AP</p>
4	<p>Governance</p> <p>A) HIE Board Governance update NG as acting as company secretary and will be responsible to update information required at Companies House and OSCR. WJ to pass on the required information to NG.</p> <p>B) Informal sharing report 1 March meeting BA submitted a report on meeting held in 1 March. The meeting was positive and common ground was found for different organisations. ACT may soon commence a waste disposal project in Nedd and ADT were able to give them advice. Clashnessie common grazing has identified land that could be developed for housing but the project has not advanced any further. Common butchery initiative had been discussed and it was noted the Vestey's were once interested in setting up something similar. BA reported that there is interest in setting up another meeting which could be a tourism meeting with entertainment groups etc. SAM stated more entertainment available in the area would be very good for tourism, and there was a lack of coordinated events. BA will try to organise a follow up meeting for September As most organisations are desperate for volunteers across the board, a centralised volunteer exchange could be useful. EM suggested helpex which is a website for young people around the world to travel and volunteer. Subsidised accommodation such as the bunkhouse could be made available and the offer of volunteer experience. WJ and EM will look into this</p>	<p>NG</p> <p>BA</p> <p>WJ, EM</p>
5	<p>The Mission Building</p> <p>A) Quotes for upgrades and maintenance Ewen Aird has supplied a quote for painting the exterior of the mission but won't be able to do the work till March-April 2020.</p> <p>WJ is to ask David Hall to fit a tap at the back of the mission so a pressure washer can be used on the flag stones and remove algae etc.</p> <p>ADT Alarms made a consultation visit to the site and gave a quotation of £1900 to bring the alarm system up to "L1" compliance standard for bunkhouse guests sleeping in building overnight without staff member on site, plus £900 annual maintenance for the fire protection system and £180 for Emergency Lighting maintenance and another £700 for upgrading the emergency lighting system. MacGregors will still do fire extinguishers.</p> <p>Duncan Fraser of Gas & Gas Ltd have serviced the boiler and removed the old /damaged and non-functional solar panels. They estimated it would cost £5,300 to change 2-4 panels; WJ suggested to the board that the outlay is too high compared to the likely saving and recommended not to install solar panels. The Board agreed.</p> <p>B) The mission valuation The board had prior sight of the Graham and Sibbald rental valuation report for the Mission which is the first rental valuation carried out. The report states that the building is in good condition and the total market rental value is £17,250 +vat. The breaks down as Café £8,200, Bunkhouse £3,900, Marine Room £3,250, Offices £1,900. There is no rental value attached to the other common spaces.</p> <p>The café & bunkhouse rent is currently £10,000 and G&S have recommended that the market value rent should be £12,100. During lease negotiations Julia and Jason have stated that they want to rent the whole of the downstairs including the former marine room for which the rent would be £15,350. J&J are proposing to use part of the marine room as a laundry room & store and use rest as a meeting room or café /restaurant. WJ hopes that J&J are looking at a lease of 5 or 10 years with rent review at 5 years. J&J have also asked to expand the outside space with decking. Outside is currently not part of the agreement; MH not inclined to agree to them having control over part of the playing field. NG</p>	

	<p>suggested a full proposal was needed from J&J on what they want to do outside so that, as Landlord, ADT make a decision. WJ to discuss this further with J&J and report back to the board with a proposal.</p> <p>If J&J are to lease the whole of the downstairs of the Mission, the tourist information service will need to be relocated. The leisure centre was suggested as a possible new site and WJ and AP are to set up a meeting with the leisure centre to look into the possibility. The Board agreed to discuss this with Assynt Leisure Centre first and if it is possible to move the tourist information service, the board would agree in principal of letting J&J lease the entire downstairs area. This was proposed by BA and seconded by SAM. WJ, AP & EM to meet with Kelly at ALC and WJ to produce a paper for the ALC board which meets on Tuesday 12th March, so ALC can consider relocating the tourist information service.</p>	<p>WJ</p> <p>WJ, AP, EM</p> <p>WJ</p>
6	<p>Culag Park</p> <p>The park grass was cut today and exposed the damage to the pitch. On 18th March WJ is meeting with David Cheape from Aitkens Seeds-Merchants (who used to supply the park with fertilizer and seed) MH had submitted a proposal for fertiliser and seed plus white lining the park in to CALL but only one application per organisation can be considered. On 6th April work party will try and improve the rutted areas. It was also suggested a new site could be found for the helicopter landing such as the one in Kinlochberive to reduce the damage. WJ will discuss with Robert Farquhar from Scottish Ambulance Service. WJ proposed £1k from this year's budget to start repair work on the park. An application the Salmon Fund could go towards a second stage in June/July. The board agreed. MH reported that the new "Please shut this gate at all times" signs are ready to collect from Inverness.</p>	<p>WJ</p> <p>MH</p>
7	<p>Cludgie Waste Project</p> <p>AP reported that Scottish water have formally approved in principal of the storage of the waste and grey water and connecting this to the sewer along with the surface water connecting to the surface water sewer. Cost may rise slightly but can be absorbed in the project. Planning has been amended and AP will hear back in the next couple of weeks. Technical planning is now needed it will require an outside consultant to do this work. AP is looking in to possible contractors and BA suggested Wallis Stone.</p>	<p>AP</p>
8	<p>Tourism/Discover Assynt Update</p> <p>EM demonstrated the website as it currently looks. The new site will be launched on 20th March at the Kylesku Hotel. EM noted the site has had a great response from requests sent out for photos. This site listings will move from a subscription basis to a suggested donation of £50 in comparison to the £30-50 currently used for subscriptions.</p>	
9	<p>e.Bike Project</p> <p>EM received funding from EST of £15k. The match funding application to Loch Duart Salmon Fund was turned down. Applications are still being considered by Pebble Trust, HIE and CALL. EM will set up a survey to gauge enthusiasm and comments for the project and that will go out next week. EM has had an email which suggested EST might increase their funding.</p>	
10	<p>Housing needs survey</p> <p>WJ advised that 164 resident surveys have been returned to date plus 12 non-resident and 40 business surveys. The surveys were put on FB and the post boosted which increased non-resident reach. There is nothing further to do yet until mid-April. EM noted some negativity on FB and WJ suggested taking a table at Made in Assynt Markets and speak to people one to one. The board agreed with this proposal.</p>	<p>WJ</p>
11	<p>Making places Design Charrette</p> <p>John Gilbert Architects have been appointed and their lead architect Matt Bridgestock is to visit for two stints of two days in late April and late May. They may also be able to present to the</p>	

	Community Council. AP has written to UHI to invite students to work on the project.	
12	<p>Highland Wireless</p> <p>WJ circulated a detailed email from Cameron Warren. The basic plan has a budget of £50k to use the Scourie mast to cover Stoer and Drumbeg etc. The Lochinver connection will cover Achmelvich, Lochinver and over to Strathan. The installation charge could be £300 per household but this may come down with government grants plus the £33 per month charge.</p> <p>BT Openreach have upgraded their Loch Assynt exchange at Inchnadamph and their ADSL2 service is working well with speeds of 10-14Mbps. However it is not known when BT plan to work on the other projects such as Kylesku, Drumbeg & Stoer.</p>	
13	<p>Affiliated Groups</p> <p>A) The Luis Gouviea Fund Interest from one individual was received to tie in with Duke of Edinburgh scheme. It is not a formal application but will be submitted in the next couple of months</p> <p>B) Loo at the lighthouse WJ and NG put together a memorandum of understanding to prospective new Tea Van owners which was sent on to Leigh Sedgley and Gillon and Fiona Johnstone. WJ has had an email today from Gillon and Fiona Johnstone agreeing to the proposal</p>	
14	<p>Development Officer Post</p> <p>A) Report from AP See written report</p> <p>B) Report from EM See written report</p>	
15	<p>AOB</p> <p>A) Bins in Lochinver It was raised at Community Council (CC) meeting that there are not enough bins in Lochinver and waste is accumulating. Ullapool Harbour Trust paid for 2 or 3 recycling bins at a cost of £400 each and Highland Council (HC) agreed to empty them,. Local business were asked to sponsor further bins which some did. If Lochinver did raise the funds for the bins, HC would empty them. ACC have suggested they would buy one and WJ suggested ADT pay for one. NG asked if bins could be put in the outlying areas. MH is not sure if the HC would agree to empty bins outside the village and the focus was on Lochinver at the moment. The meeting agreed to donate £400 towards a bin</p> <p>B) WJ would like to buy a pull-up banner to have a stand at the Made in Assynt Markets; the cost would be around £70/80 plus the £15 stand fee each market. WJ also would like ADT to buy a projector and screen for doing more presentations which would cost around £500 + VAT. The board agreed with these proposals</p> <p>C) MH advised that HC are going to approach ADT and ask if it wants to run the Kylesku toilets. Kylesku Hotel have already turned them down. HC were going to put them up for sale but have issues with Kylesku Crofters Trust who own the Feu on the land and only leased the land to HC on grounds that the toilets are kept open as a public toilet.</p> <p>D) Small grant scheme, BA has stepped back from the ADT applications. Three applications have been received from ADT but can only one can be funded per organisation so ADT needs to decide which projects to remove. The meeting agreed to pursue the e.Bike project.</p> <p>E) Drinking fountain – EM has proposed a drinking fountain is installed by the play park for residents and visitors. EM to look in to and see if Scottish Water have a policy on supplying these.</p>	<p>MH</p> <p>WJ</p> <p>EM</p>
16	<p>Date of next meeting</p> <p>Friday 5th April 2.00pm – 5.00pm</p>	