

Assynt Development Trust Limited

Minutes of Board Meeting Friday 5 April 2019 2:00pm, Community Room, Lochinver Village Hall

Present

Willie Jack (WJ), Marianne Hutchison (MH), Nigel Goldie (NG), Sarah-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, seconded by BA</p>	
2	<p>Matters Arising from the minutes of the previous meeting (not addressed elsewhere on the agenda)</p> <p>3.B WJ has not heard from HMRC regarding the Gift Aid application as of yet so will follow up.</p> <p>13B Lighthouse toilet - WJ has not received the signed agreement. NG was at the site last week and no activity had taken place so far, hay bales outside the site etc.</p> <p>15A Bins in Lochinver - MH informed ACC that ADT are willing to buy a bin for the village, but the topic was adjourned by ACC to a future meeting. WJ suggested ADT should still go ahead and donate a bin, but will need to liaise with ACC & HC over the location. EM to contact Ullapool harbour trust about how they went about buying theirs.</p> <p>ACC informed MH that they no longer want a monthly report from ADT and prefer quarterly report with a monthly email update. The board discussed how to put forward ADT news; WJ suggested that ADT pay for monthly adverts in Assynt News etc. rather than be subjected to editorial control by the editor.</p> <p>15B Expenditure - WJ has purchased the projector, screen & remote but is still to arrange the banners</p> <p>15E Drinking fountain – EM to contact Scottish Water</p> <p>15C Kylesku toilet – HC are going to keep the site open while the land issue is settled. Gairloch toilet is not likely to be moved to Achmelvich this year. No improvements have been carried out on Achmelvich toilets.</p>	<p>WJ</p> <p>EM</p> <p>WJ</p> <p>EM</p>
3	<p>Finance and Legal</p> <p>A) ACA Ltd and AC(T) Ltd finance update Bank statements circulated Connect Assynt rent has been paid High Life Highland invoiced and payment due Toilet donations banked</p>	

	<p>B) Assorted WJ still waiting for a response from HMRC regarding Gift Aid</p> <p>C) Financial procedures to be adopted AP and NG have not yet got together to discuss this. WJ has now entered all ADT/ AC(T) 2018/19 financial transactions on Quicken.</p> <p>D) Insurance Renewal Insurance is renewed see circulated papers.</p> <p>E) Strengthening Communities Programme WJ emailed an application for the extension of the programme to Scottish Government today.</p> <p>F) Assynt Community Digital Archive AP drafted an agreement which NG has reviewed. WJ had query over costs involved in maintenance, needs to be quantified rather than open ended. NG suggest ADT pay limited amount for maintenance but replacement of equipment needs to be discussed. AP to amend the agreement. AP advised that there are stickers on the computer hardware saying property of Stevan Lockhart so we should contact him and get written permission first. The meeting agreed to move the digital archive and adopt the agreement Proposer MH seconder NG.</p>	<p>WJ</p> <p>AP</p>
<p>4</p>	<p>Highland Wireless</p> <p>Cameron Warren joined the meeting representing his firm Highland Wireless, Ardgay to give a presentation on the proposed Assynt Community High Speed Wireless Broadband Service. The project aim is to supply wireless internet to areas that have very poor connections.</p> <p>The transmission stations require line of sight transmission so each household would need to be in line of sight of the station it receives a signal from. Stations are triangle structures and are about 1-2m high and take a morning to build. Mounted boosters can be used to link up houses not in the line of sight of a transmission station. The distance from the transmission station depends on the size of the antenna.</p> <p>For Phase one the main signal will come from Scourie; the Clachtoll to Clashnessie area deemed to be the easiest and cheapest to set up initially. Phase one now requires HW discussing the proposal with landowners to gain consent to host stations. Phase two will cover Drumbeg to Nedd/Glenleraig area will receive signal from Badcaul. Ardvar, Kerricha and Reitraid – this will need further investigation.</p> <p>Phase three will cover north and south of Lochinver to include Achmelvich and Inverkirkaig. These areas would be connected via the BT Openreach cabinet behind the Village Hall in Lochinver but it will be at a higher cost to set up.</p> <p>The installation cost will be £300 for each property and most properties will be eligible for a Government grant of £260 for initial set up. The monthly fee is £33. The Phase one cost will be £12k plus VAT which will be shared between £5,500 from HW and £6,500 from ADT. HW will assist in providing details of organisations that can be approached for funding. If ADT is unable to provide the £6,500, the project will not come to a halt but will be slowed down and ADT will not be liable for providing this investment. Once the project is agreed then the supply needs to be ordered from BT – they will need to deliver the main cable which can take 3 months. While the project is waiting for the cable, the</p>	

	<p>network can be built at the same time. CW expects Phase one to take 4 months once an agreement is in place. Assynt Crofters Trust have a board meeting on 15 April and the WJ suggested that he introduce CW & the project to them as their consent would be required for the main transmission stations in Phases one & two. WJ suggested that when we know more we should host a public meeting in Stoer. ADT Board is supportive of the proposal and agreed to move forward with Phase one Proposed by BA, Seconded by NG.</p>	
5	<p>The Mission Building</p> <p>A) Update from ADT alarms All the new smoke and heat fire-sensors and emergency lights are now fitted and the building is now fully L1 compliant. All work is completed and invoices paid. The total cost was ~£4,800 incl VAT which includes the first year cover. MacGregors from Inverness will continue to undertake fire extinguisher servicing and will next be at the Mission in June.</p> <p>B) New window in former marine room WJ presented a plan of the new window to the meeting. ERG have not got back to WJ so he has contacted Norscott in Inverness and has a revised quote of £2,265 inc VAT. The board approved the new window.</p> <p>C) Proposal by AC(T) and ADT for new Mission lease to An Cala Café and Bunkhouse WJ presented the proposal previously circulated and advised that An Cala wish to move on to renting the whole of the downstairs building together with the bunkhouse as soon as possible. Due to the restrictions on the Park, their eight picnic tables are to be removed, leaving the two original picnic tables. Dogs are not to be allowed on the park. Two benches have been placed outside the entrance door next to the gravel area for smokers. NG asked if the boiler is the landlord's responsibility if it needs replacing. Servicing of boiler has to be completed every year and they are to maintain it. NG suggested it would be helpful to have it clear that all fixtures and fittings are renewed by the tenant. WJ has been monitoring the servicing of the boiler which is twice a year. NG suggested evidence of servicing should be required and WJ will put that in the lease. Meeting agreed on the lease and SAM proposed and BA seconded. WJ will arrange for the lease to be drafted by a solicitor</p>	<p>WJ</p> <p>WJ</p>
6	<p>Housing Survey</p> <p>Eileen Irvine is looking for feedback from the draft housing survey. The Board didn't feel ready to comment on the report and it was suggested Eileen is invited over to speak to the Board in person. AP will arrange</p>	<p>AP</p>
7	<p>e.Bike Project</p> <p>CALL offered £5k for the project and the offer has been accepted. The project cost is £10.5k to buy up to 9 e.bikes. The next stage is to get three competitive quotes from providers of the bikes. They will need safe storage and someone to hire and maintain the bikes. The project was advertised in Assynt News and Facebook looking for someone to run the enterprise. Ben MacLeod who owns Baddi-Bikes was contacted a month ago without reply, he has now stated he did receive the email and would like to meet and discuss, WJ will meet with him. A sub-group was set up to make quick decisions on the e.bike project comprising of SAM, WJ, EM and AP</p>	<p>SAM, WJ, EM, AP</p>
8	<p>Tourism/Discover Assynt Update</p>	

	The new Discover Assynt website was launched at the Kylesku Hotel with 36 attending. Donations of £1,100 have been received so far. Monika Strell has advised WJ that she does not want to provide the social media work for the new Discover Assynt website, WJ confirmed that with Monika and thanked her for her work on the website. WJ has then asked Jane Pretzel if she would take over the role and JP submitted a proposal that was agreed by the Board, proposed by SAM and seconded by MH.	
9	Culag Park Repair of the pitch is to be undertaken tomorrow including digging out of the tyre marks and laying new seed. The 33 bags of fertilizer has arrived for applications for the rest of the year and the first application will need to be spread in early May	
10	Cludgie Waste Project A quote has arrived from Cameron Ross consultancy at a cost of £5-6k plus vat. AP does not know how much HIE will pay and if they don't fund all the costs, we don't have the capacity to fund. MH suggested the ward discretionary fund may be used and the application form can be downloaded. AP to inform Cameron Ross we are interested and just need to secure funding.	AP
11	Making Places Design Charrette/ SLF - CAT To proceed as expected on 24 th and 25 th April with Matt Bridgestock at the Village Hall. AP will circulate the agenda and timings and publicise the meeting in AN and on FB	AP
12	Development Officer Post A) Report from AP See written report AP was asked if we can get more information on sea weed farming. AP informed the meeting that the sea weed is grown on ropes and not dredged. AP can arrange for them to come up and speak to the Board. B) Report from EM See written report	AP
13	AOB A) Expression of interest from Durrant MacLeod to join Board of Directors. WJ to meet with him and discuss.	WJ
14	Date of next meetings Thursday 16 th May 2019 2.00pm to 5.00pm Friday 28 th June 2019 2.00pm to 5.00pm	