

Assynt Development Trust Limited

Minutes of Board Meeting Friday 11th January 2019 2:00pm, Community Room, Lochinver Village Hall

Present

Willie Jack (WJ), Nigel Goldie (NG), Marianne Hutchinson (MH), Sarah Ann MacLeod (SAM)

In attendance

Ewen McLachlan (EM), Adam Pellant (AP)

Apologies

Boyd Alexander (BA)

Item	Meeting	Action
1	Election of Office Bearers	
1.1	NG nominated BA to be co-opted on to the Board, this was seconded by SAM.	
1.2	WJ was proposed by MH to continue as Chair and motion was seconded by SAM.	
1.3	The role of Treasurer was discussed and it was suggested paying someone with experience to take on the role. WJ had no response to an advert for Treasurer on FB or in Assynt News. AP was proposed as a candidate to take on the role as additional hours overseen by WJ, this was proposed by SAM and seconded by MH.	
1.4	The role of Secretary was discussed and it was agreed it would be useful if Board members took on ownership/lead in different areas of the business. NG to draw up roles.	NG
1.5	The Board agreed new Directors should be sought. Sophie van Oyenbrugge has previously shown interest in development of the website, NG will speak to her and ask if she is interested in joining the Board. Ray MacKay has resigned from the ACT and SAM will approach him as a candidate to join the Board.	NG SAM
2	Strengthening Communities Programme	
	WJ had circulated email correspondence from Wendy Reid. WJ met with Wendy on 18 th December 2018 to discuss the funding and it is likely to be extended by 3 months to 30 th June 2019 and WJ was advised the programme budget could be extended for a further 2-3 years. Five funds are to merge in to one so the Trust needs to look at what the five funds are prioritising to strengthen the Trust's application. WJ is to carry out appraisals and review the roles of the current officers. WJ will confirm if the current officers can be kept in place if the extension is approved or if the roles need to be re-advertised.	WJ
	Both development officers have accumulated unpaid overtime and the budget has allowed some payment of this overtime. It was discussed whether unpaid overtime needs to be limited and if the officers should email WJ if they think extra time is needed on a project. WJ is implementing six weekly appraisals to keep the focus on priority projects.	WJ
3	Minutes of the previous meeting (28 November 2018)	
3.1	The minutes of the previous meeting were agreed to be an accurate record of the proceedings. This was proposed by MH and seconded by NG	

3.2	<p>Minutes of the AGM (28 November 2018) The minutes of the AGM draft were reviewed.</p>	
4	<p>Matters arising from the previous minutes</p> <p>2 6d – SAM to speak to Rob Taylor regarding 1990’s Culag Park grass accessories</p> <p>2 8a2 - WJ has received around £38.00 from the toilet donation box at Stoer Lighthouse. Leigh Sedgley has sold the tea van at the lighthouse to Gillon and Fiona Johnstone from Scourie who will run it seven days a week through the season. Assynt Crofters Trust propose charging a ground rent of £1.5k for the site and it was proposed that ADT ask for a donation from the toilet of £1k instead of a third party collecting donations on ADT’s behalf; the new Tea Van owners will have responsibility for the toilet during the season. ADT will continue to take donations in the off season. NG will check over the original agreement and draft the conditions proposed to be put to the new owners by WJ</p> <p>The discussion followed on to the HC toilets and it was reported that all cleaning staff are to be made redundant and a new team put together to clean the toilets in a larger area once a week.</p> <p>2 4c – Democracy Matters - BA has approached ACT, CC & AF for Informal Sharing to meet and discuss common issues. Dates could be 1st or 2nd February 2019.</p> <p>Lochinver Hub - WJ circulated Fiona Lang email. Crown Estates are to fund training for local organisations and a venue is required. Dates proposed include 20th and 22nd March 2019. NG suggested Glencanisp Lodge and will find out if the venue is available. The training will be for a group of around 12.</p> <p>5 a Assynt Community Digital Archive – WJ to email Ray MacKay</p>	<p>SAM</p> <p>NG/ WJ</p> <p>NG</p> <p>WJ</p>
5	<p>Finance and Legal</p> <p>5.1 Bank balances as of 8th January 2019 ADT £3,136.86, ADT Reserve £11,003.90, AC(T) £4,929.98</p> <p>ADT have reimbursed £1k to An Cala as a contribution towards the upkeep of the common areas for the year, funding was made available.</p> <p>5.2 Budget options – WJ had previously circulated this year’s draft budget proposal prior to the meeting for discussion.</p> <p>NG to ask Jon Crowther if he undertakes lawn mower services</p> <p>Insurance not been looked at for a while and WJ thinks money could be saved if the cover was taken to market.</p> <p>Fire alarm repair – Following last year’s service, a quote for upgrading the system was submitted at a cost of £6k. WJ has asked ADT alarms to visit the site and give a free-of-charge second opinion on costs</p> <p>Re-wiring of mission – An Cala pay the electric bill for the whole building. It is proposed to have an electrician look at the possibility of splitting system into café and bunkhouse as one with the rest of building being on a separate meter.</p> <p>Re-paint of the mission outside - WJ to contact Ewan Aird to quote on painting the outside of the Mission building.</p>	<p>NG</p> <p>WJ</p> <p>WJ</p> <p>WJ</p> <p>WJ</p>

	<p>Marine room – There is still a question over whether the room should be used for retail (as Landlord only), office space or e.bikes etc. WJ will place an advert in the Assynt News to ask for suggestions as to what the community would like to see the room used for.</p> <p>The discussion went on to e.bikes and EM is to contact Baddi-Bikes and find out what their plans are for the next year and if it would affect the e.bikes project.</p>	<p>WJ</p> <p>EM</p>
6	<p>Discover Assynt Website Proposals</p> <p>EM excused himself for this part of the meeting due to a possible conflict of interest.</p> <p>The Board reviewed the four pitches for developing the Discover Assynt (DA) website. The proposals were narrowed down to Nina MacKenzie and Jane Pretsell. It was discussed whether there may be additional costs for the site once development began. The site will not be a booking service but have links to websites of the listed Assynt businesses and there will be a membership fee to be listed on the website. ADT will be required to book business listings and arrange for them to be uploaded onto the site and invoice the participating businesses. It is yet to be decided if the listings should be carried out by the developer or someone from the ADT office. The board decided to accept Jane Pretsell’s pitch for the website. It was also decided to ask Jane for further information on the ongoing costs of site development over the next year.</p>	<p>WJ</p>
7	<p>Housing Needs Survey</p> <p>Highland Council have agreed to pay for the Assynt Housing survey to be carried out; the ADT Board have looked at the survey design. The Board discussed that some housing needs are not mentioned in the survey such as people who live with family and why they cannot move out. AP stated that the survey can be adjusted to include these needs. WJ asked if the survey had worked for the Kyle of Sutherland Development Trust (KoSDT) and how they implemented theirs. AP will follow up with the KoSDT and MH will follow up with the Kinlochbervie Trust.</p> <p>There are economic development considerations to housing and Morven Taylor of The Highland Small Communities Housing Trust also wants the housing survey to include businesses and non-residents. It was suggested a page on the ADT website entitled ‘Moving to Assynt’ could be useful including employment and housing opportunities.</p>	<p>AP/MH</p>
8	<p>Governance</p> <p>WJ wishes to come to an understanding on what has worked for ADT in 2018 and what has not - then feed this in to the budget plan. NG suggested it was needed to set out what the priorities are and why. WJ recommended creating a sub group to flesh out the business plan and bring back as a proposal.</p>	<p>WJ/NG/BA</p>
9	<p>Affiliated Groups</p> <p>The board agreed to contribute £400 to add to the £108 from the Luis Gouveia Fund. This will be awarded as either 2 grants to £250 towards a resident’s gap year or 1 larger donation if the proposal is strong enough. WJ will draft an advert for the grant to be placed in Assynt News.</p>	<p>WJ</p>

10	<p>Culag Park</p> <p>The gate is still being left open and deer are still getting in to the park. Local people are also still exercising their dogs in the park. The meeting discussed how to deter local residents from taking dogs on to the park. Fines are not enforceable; if the main gate was locked the only entrance would be by the Mission which would be easier to control however it is not feasible to lock the gate as ambulance access is required. Stronger worded signs were suggested instructing that dogs are not allowed on the park and the gate remain closed. MH will arrange signs and also a notice in the Assynt News.</p>	MH
11	<p>Development Officer Posts</p> <ul style="list-style-type: none"> a) SCP Report Q3, to be completed by AP next week b) AP report previously circulated. AP advised there will be a site visit next Wednesday for the Cludgie planning application. HIE may provide a grant for the Making Places design charrette if all other funding options are exhausted. WJ and AP have approached various organisations. There could be £1k grant from Highland Council and they are still waiting to hear about that. c) EM report previously circulated. EM advised that the RTIF signage project funding was doubtful but won't hear for approximately 6 weeks. NCHF and the Achmelvich project received a positive response from Achmelvich residents but it could be too onerous a project for ADT to develop and the grant application would be unlikely to succeed therefore WJ is not inclined to progress the NCHF application . Possibly ADT should develop the Achmelvich project over year or two and work out logistics before re-applying elsewhere for funding. SAM to discuss with grazings committee. AP says funding can be available at project architect stage, AP to look in to. In context of discussion the Ardvreck area parking is becoming an issue during the season and improved signage could ease the issues. 	<p>AP</p> <p>SAM</p> <p>AP</p>
12	<p>Any Other Business</p> <p>12.1 Highland Wireless - WJ drove Cameron Warren around the area and he is to come back with plans for 10 February 2019. CW asked for further information on Scourie land owners. MH has contact that can update on landowners.</p> <p>12.2 Transport – MH has an email from Madeline MacPhail regarding transport which will be forwarded to ACC or Connect Assynt. MH to take to ACC</p> <p>12.3 Scottish Seaweed - a company claiming to work with community bodies to farm sea-weed not dredge it. It was suggested speaking to Noel Hawkins to see how environmentally sound the concept is. EM to contact Noel and report back at next meeting</p> <p>12.4 Query – MH received and email from Martin Morrison querying the receipt of the Making Places £3k grant, AP to reply</p> <p>The meeting closed at 5:30pm</p>	<p>MH</p> <p>MH</p> <p>EM</p> <p>AP</p>