

## Assynt Development Trust Limited

Minutes of Board Meeting Thursday 15 August 2019 2:00pm, Community Room, Lochinver Village Hall

### Present

Willie Jack (WJ), Marianne Hutchison (MH), Nigel Goldie (NG), Boyd Alexander (BA), Edwin de Jong (EdJ)

### In attendance

Adam Pellant (AP), Clare Hawley Minutes Secretary,

### Apologies

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

Item	Meeting	Action
1	<b>Edwin de Jong – paper 2B</b> It was recommended that the board co-opt Edwin de Jong as a Director of the Trust to take up the role of Treasurer. The board members had reviewed EdJ's CV and agreed he would be a good asset to the board. The board discussed whether EdJ needs to be signatory for the Trust and whether he would also be treasurer of AC(T). It was proposed by NG to co-opt EdJ as a Board director of ADT, seconded by MH and agreed by the board.	
2	<b>NW Geopark</b> Laura Hamlet was unable to attend the meeting to make her presentation to the board. The Geopark is looking to align the Geopark's economic development strategy with ADT bringing together other NW development trusts in the Geopark area. No further agreement is needed by the Trust at this stage. The board agreed in principle to enter discussions proposed by NG and seconded by BA.	
3	<b>Minutes of the previous meeting 28 June 2019</b> The minutes of the previous meeting were agreed to be an accurate record of the proceedings, proposed by MH, seconded by BA and agreed by the board.	
4	<b>Matters Arising from the minutes of the previous meetings (not addressed elsewhere on the agenda)</b>  a) Board meeting of 28 <sup>th</sup> June 2019 There were none  b) Public meeting of 16 <sup>th</sup> May 2019 AP presented a report of the responses required to the public meeting of 16 <sup>th</sup> May using a traffic light system to highlight which actions are complete and which are still outstanding. The Board discussed the outstanding items and agreed to post the amended document on the Trusts website. The document will include the following: Announcements and notices will be posted on FB, AN, Posters and direct email. Meeting minutes to be published on website with link on FB. BA explained that CALL had done a survey on how people found out information about CALL, suggested that ADT did the same. Individuals such as Alec Dickson are willing to put up posters around the village as well. Culag Park – It was proposed that ADT shall not seek to remove the burden restricting commercial activity on Culag Park; proposed by BA and seconded by MH and carried unanimously. Discover Assynt – will be clarified with an end of season report. AP to tidy up paper then liaise with WJ and publicise it via ADT's website with a link from social media.	AP/WJ
5	<b>Finance and Legal</b> <b>A) ADT Ltd and AC(T) Ltd finance update</b> Bank statements circulated Financial report circulated - NG suggested that financial reports should make clear which company the transactions relate to.	

	<p><b>B) Proposal to change year-end to December 31<sup>st</sup>.</b> WJ proposed to the board to move the ADT and AC(T) financial year end from 30<sup>th</sup> June to 31<sup>st</sup> December in order to bring the financial period more in line with the seasonality of activities such as tourism. The process will involve a change at Companies House either by shortening the financial year to 31<sup>st</sup> December 2018 or extending the year to 31<sup>st</sup> December 2019 or 2020. The November AGM could be replaced with a public meeting and AGM in following spring. AGM also needed for elections and clarified that AGM for elections can take place later. The proposal that the current financial year end be extended from 30<sup>th</sup> June 2019 to 31<sup>st</sup> December 2019 was proposed by NG, seconded by BA and agreed unanimously by the board.</p> <p><b>C) Investment in Communities Fund</b> WJ expressed concern about the email received from Amber Roy on behalf of the Scottish Government which advised that an update on ICF funding which was due in August will not now be received until November. WJ has however received reassurance from DTAS that ADT's funding has in fact already been confirmed.</p> <p><b>D) Proposal to amend AC(T) Ltd company Articles of Association</b> It was proposed that AC(T) Ltd amend its articles along the lines of the proposed changes to AF's Assynt.Biz. This presents an opportunity to ADT to update and revisit it's trading subsidiary's articles of association. Simon Jeffreys at AF is taking the lead on this for AF and NG suggested we piggyback on this work to update AC(T)'s articles. Agreed NG and AP to draft an update to AC(T)'s articles based on Simon's work.</p>	<p>NG/ WJ</p> <p>NG/AP</p>
6	<p><b>Housing Survey / Making Places Design Charrette/ SLF - CAT</b></p> <p>The draft Charrette report had been circulated and AP presented. The report outlines what the main proposals may need to go forward with, but no actions yet stated. The action plan will be added to the draft report soon. Any points required for an application to stage 1 SLF need to be in the action plan. Some graphics need amending and adding to before the report can be published. MH would like some of the images and pages altering to make them clearer. Also needs to acknowledge ADT as commissioners and outline funders, Scottish Government, HIE and Highland Council. AP to take recommendations to Matt.</p> <p>Mission Freehold – meeting planned with LH from HIE on 27<sup>th</sup> August - the action plan is hoped to be ready for that. NG asked if the report could be sent to Claire Belshaw (as lead director of AF for the Glebe Land) and invite her to the meeting.</p>	<p>AP</p> <p>AP</p>
7	<p><b>Vision/Mission Statement</b></p> <p>NG, BA and WJ met and discussed this morning. A meeting for the board &amp; staff with Catherine McWilliam from DTAS is planned for 24<sup>th</sup> September. WJ showed meeting a draft of the Vision / Mission document he had in mind.</p>	<p>WJ/ BA/ NG</p>
8	<p><b>e.Bike Project Update</b></p> <p>Since the project started in the last week of July no criticism has been received of the eBike project and there has already been significant hire of the eBikes. One bike has been returned for repair. Assynt Leisure were unable to extend their existing insurance to include cover for the eBikes when they were not at AL. ADT sought and obtained specialist bike hire insurance cover, have now paid the insurance for the first year and this cost should be covered from the income from hire charge agreement with AL as this allows ADT to receive 25% of the surplus income after costs which is then ring fenced within ADT for the eBike project.</p> <p>A repair-person is needed to repair/service the bikes and WJ will discuss with various local people suggested. It was suggested to post on FB before the end of the season on how the project has been going. MH suggested an 'open day' for people to try out the bikes and will run that by Kelly.</p>	<p>WJ</p> <p>EM</p> <p>MH</p>

<p>9</p>	<p><b>Discover Assynt Update</b></p> <p>a) Discover Assynt listings and donations.</p> <p>57 tourism businesses have now donated to the website raising £3,175 with one person having registered but not paid yet. During July non-donors were advised that unless they donated to the website their listings would be migrated to a basic listing and this took place just after 1<sup>st</sup> August. WJ suggested next year the emails sent out requesting donations/ memberships should be undertaken by the Development Officer. The trust should be prompt in getting donations in next year as this year they were received over five months; it was suggested that the Trust could ask for next year's donations to be paid by standing order, as this could bring in the donations more quickly each year. MH asked if it could be possible to have a way of taking donations through the website. WJ to ask the developer to add a member's page that includes a payment option. Discover Assynt page on FB is active and now looking at increasing the likes on the page. EdJ suggested adverts as they are more targeted than just boosting the post. An end of season report to go out to thank the donors. When Assynt Tourism Group handed over responsibility to the Trust for tourism and the website, the Trust did feel that a subgroup of the board should take responsibility for tourism; this has not happened yet.</p> <p>b) The Loo at the Light.</p> <p>WJ proposed considering the Loo under the banner of Discover Assynt. AP concerned that website subscribers will think their money is subsidising the toilet and not being spent on the website. WJ stated the Loo generates money so shouldn't need subsidising. BA put forward that it becomes part of a portfolio of tourism with no cross subsidising and this was agreed.</p> <p>The board thanked MH for arranging the Loo lock to be installed. WJ will install signs giving users more detailed instructions for use of lock. A door closer was installed as required but with the wind experienced it may need additional help.</p> <p>The Tea-van was not open all this season as it would have required too much investment by its new owners to bring it up to present standards. Accordingly a new van has been purchased by Gillon &amp; Fiona Johnstone and will be delivered to site soon. WJ has met with Leigh Sedgely who is to clean the Loo, buy cleaning materials and collect money received. WJ recommends that LS is paid an honorarium for this role and the board agreed.</p>	<p>EM</p> <p>WJ</p>
<p>10</p>	<p><b>Highland wireless update</b></p> <p>No update from Cameron. He is still seeking permission from some landowners for the transmitters so WJ will seek an update for the next meeting.</p>	<p>WJ</p>
<p>11</p>	<p><b>Culag Park Update</b></p> <p>The grass has been a problem as it has been growing too fast! The park was not fertilised in July as it didn't need it, but the mower then broke down with a few broken belts so Frank Nicol's in Dingwall lent the Trust a mower ahead of the games. WJ has asked those who have cut the grass which mower was the best and they all agreed that the hired mower is more effective. WJ will ask Frank Nicol if the Trust can part exchange the hire mower for the old one - this was agreed upon with an additional payment of around £1,000. WJ will ask if the Games committee would contribute towards the cost. MH also suggested asking for funding from the salmon fund. The football club will be asked if they also can contribute; they have been having problems getting their members to cut the grass. The suggestion of an honorary grounds person to take on the role was welcomed by the board.</p>	<p>WJ/ MH</p>

12	<p><b>Cludgie Waste Project</b></p> <p>Cameron Ross have now completed their initial site visit and have undertaken a topographical survey of the site. AP has outlined the details in his DO's report. Leona Joiner of RTIF has advised AP that AL may need a legal charge on the HC lease to AL - AP still waiting to hear back on that. Also waiting to hear from them on additional funding for the design costs. The timescale has now slipped a further week.</p>	AP
13	<p><b>De-population</b></p> <p>WJ had circulated an email exchange on the issue of de-population--NG asked about the housing development at Ullapool and MH had been told many of the houses have been purchased for use as 'Airbnb's. WJ believes we need to campaign to the government to look into and respond to de-population issues. NG proposed ADT get together with other development trusts and take lead on publicising the issue and looking at the key elements. BA suggested we team up with Geopark in having an event as they have a socio-economic remit over a wide area of the North West- MH suggested that WJ meet with ex HC Councillor George Farlow as he had recently been to Norway for an SPA (Sparsely populated Area) conference.</p>	WJ
14	<p><b>Development Officers Report</b></p> <p>a) Report from Adam Pellant</p> <ol style="list-style-type: none"> <li>1. Creel sheds: AP contacted a few people and had response that Tony Usher would likely be happy for the sheds to be improved but would want to see proposals first.</li> <li>2. Creative space units at Glencanisp: Development of the garage space at Glencanisp into commercial creative space for local businesses. NG doesn't think now is the time to apply for funding.</li> <li>3. Signage planned to go near car park: To speak to the surrounding neighbours first. BA asked how much would the sign cost. AP explained that the sign has already been designed and made but is not sure of any further costs in putting it up.</li> </ol> <p>b)</p> <p>Ewen McLachlan still on sick leave.</p>	AP
	<p><b>AOB</b></p> <p>WJ has received a letter from Impact Funding Partners on the Big Climate Conversation Community Fund. This offers funding for a project between £100 and £300 to support workshops before 31<sup>st</sup> October to contribute to the climate conversation. The board agreed for MH to look into the Trust holding such an event</p>	MH/ EM
15	<p><b>Proposed Date of Next meetings</b></p> <p><u>DTAS "SORT-IT" Strategic &amp; Organisational Review</u> Tuesday 24 September 2019 9.30am to 4.30pm</p> <p><u>Board Meetings</u> Tuesday 24 September 2019 4.30pm to 6.00pm Thursday 7 November 2019 2.00pm to 5.00pm</p>	
16	<p><b>Open Session for general Q &amp; A from 4.00pm to 5.00pm</b></p>	