

Assynt Development Trust Limited

Minutes of the Board Meeting

2:00pm Thursday 6th September 2018 Community Room, Lochinver Village Hall

Present

Willie Jack, Boyd Alexander, Madeline MacPhail, Nigel Goldie, Marianne Hutchison, Sarah-Ann MacLeod

In attendance

Ewen McLachlan, Adam Pellant

Apologies

None

Conflicts of interest

None declared

1. Minutes of meeting of 13th July 2018

Factual amendments:

Item 3e AP to look into the Cludgie funding from HC's WDB

Item 4b1 Not 20th May but 20th July

After these corrections the minutes were **AGREED** to be an accurate record of proceedings. Proposed BA
Seconded MH

2. Matters arising (not addressed elsewhere on the agenda)

Item 5 – Deadline is now 12th October for CALL database project – in advance of CALL meeting on 6th November

Item 14a – Electric charging Robin Pope is coming to ACC Sept meeting and HC have approved a charging point. ACC view is Cruamer car-park is best option, definitely not Bayview car-park. There followed a discussion on subsequent charging points at either ALC or Harbour. The board **AGREED** to consider another charging point in future if circumstances allow.

Item 14c – Solar tubes on The Mission building - NG said that he feels that ADT needs a schedule of works proposed from AC(T) to ADT. The board of AC(T) needs to consider this.

Item 4a1 – Not done yet

Item 14b – MacGregor Fire Protection quote – WJ told the board that he had now received a quote from MFP. There was a discussion and the board **AGREED** that WJ should not proceed yet but should investigate the matter further and report back

Item 2 11d WJ advised that the new ADT phone number is 844275. To order new phone

3. Financial & Legal

a) ACA Ltd and AC (T) Ltd financial update

NG verbal update

ADT Current £5,473, ADT Reserve £10,000, ACT £2,657. Total approx £18,000

b) New RBS bank account opened for AC(T) Ltd

For information this bank account is now fully functional

c) Accounting Procedures

See "**ADT Model Accounting Procedures Manual draft aug 18**"

There was a general discussion about the proposed new procedures. NG asked if the process was overkill for the size of organisation of ADT; he felt that if we were to adopt such detailed procedures, it would be unlikely that they could or would be carried out. AP felt that while that may be true, the headings and key points would all

need to be covered, although maybe not in as much detail. The board **AGREED** that NG should meet with AP around late October for subsequent presentation to and adoption at the November board meeting

d) District Valuation Board correspondence

Email correspondence "**180823 Valuation on The Mission in Lochinver.pdf**"

No further communication received from the DVB. Accepted by the board

e) The Mission & Culag Park – Land Registry title update amendment application

Registers of Scotland have now accepted our name change from ACA to ADT

f) The Mission ownership

Email correspondence "**180828 MacLeod & MacCallum - Assynt Community Association now known as Assynt Development Trust Limited.pdf**" and "**OSCR - Land & Buildings ownership.pdf**"

There was a general discussion as to the process for a CAT in relation to The Mission and the other sites around Culag Park and the harbour. WJ & AP outlined the content and tone of the meeting that they had on Tuesday 4th September to discuss potential CAT sites with Phil Tomalin HC Ward Manager who also invited along Highland Harbours manager Tony Usher. After discussion it was **AGREED** that as a board we needed to be more aware of the administrative and political process within HC. BA advised that Michelle Morris – Director of Corporate Development was responsible for Ward Managers & would be Phil Tomalins line manager. To ensure that the board has the best chance to proceed with the CAT process, MH **AGREED** to contact Kirsteen Curry and MM **AGREED** to contact Alastair Dodds. The board **AGREED** that ADT should seek to acquire the Mission freehold and should now proceed with a formal application for a CAT for the freehold of the Mission.

g) Big Lottery Fund Grant conditions

BLF Offer letter of 22nd June 2010 sent by email

WJ introduced the item: the £400k BLF grant received in 2010/11 has conditions which run till 2030 and which are secured on the HC lease on the Mission Land. How many have expired, complied with or not complied with? WJ feels that the board needs to make an informed decision on how to proceed in relation to possible breaches in BLF grant conditions. There was a general discussion on the issue – MM felt that it was significantly worrying about the extent of the possible non-compliance with the grant conditions. BA felt that we do comply with all the outcomes as they were limited to 12 months. There was a requirement to engage with BLF at this stage and the board felt that we should assume that this was done. Lochinver Mission Ltd continued functioning until the end of 2013, two years after the building was completed. NG felt that BLF would be more interested that despite the failure of LML, ACA and now ADT continue to run the Mission albeit in a slightly different way – we are not a problem organisation as we have changed direction and are still trading. MH advised that we need to advise BLF if we change our name & articles. The board unanimously **AGREED** that WJ should write to BLF to advise them of our change of name, address & articles and ask BLF – is there anything else that you require from us? Proposed BA Seconded MH

4. Governance

a) OSCR Conflicts of Interest

See paper proposed for adoption "**OSCR Conflicts of Interest**"

SM asked about personal conflicts of interest and there was a short discussion on one example of a conflict of interest. NG suggested that a register of interests may be useful but this was not supported. The board **AGREED** to adopt the policy Proposed MM Seconded MH

b) Developing policy / procedures

See papers proposed for adoption "**How to develop policy & procedures**" and the flowchart "**The Board's Role in Policy Development**". The board **AGREED** to adopt the policy Proposed MH Seconded MM

c) Setting up & running sub committees

See paper proposed for adoption "**Setting Up & Running Sub Committees**". The board **AGREED** to adopt the policy Proposed SM Seconded MM

d) HIE board governance health check session

Email correspondence “**180828 HIE board governance health check session.pdf**” and brochure “**BGGW A&I LSWR brochure.pdf**” The date **AGREED** for the board governance health check session is Wednesday 31st October Lochinver probably 11:00-13:00hrs Venue TBC but possibly the board room at ALC. WJ to confirm with HIE

e) Need for More board members and officers - vice chair, secretary, minutes secretary, treasurer

Paper sent out and proposed by MM

There was a general agreement about the need for all of these additional board posts and to achieve this the board **AGREED** to seek more members at the Democracy Matters meeting in October and the AGM in November. With regards to Minutes Secretary MH **AGREED** to find out a job spec for this role from ACC and once the specification was decided upon the board **AGREED** to advertise the post of Minutes Secretary

7. Democracy Matters consultation

WJ advised that the meeting was provisionally planned for Tuesday October 9th in Lochinver Village Hall. JS email had been circulated earlier:

“I can offer to facilitate a meeting of all interested parties, enabling everyone to feel part of the process of discussion and involved in the meeting and its outcomes. We can explore some of the important issues for the future of Lochinver and the area and, in particular, how local people can go about enhancing and nurturing the area to everyone’s benefit. We can explore what kind of environment people wish to see, how they wish to make decisions about the future, what really matters to them and what values underlie decisions. We can discuss how to involve people and what involvement might mean. We can look ahead and reflect on a vision for the next several years and how, in practice, that might be achieved. We’ll conclude by preparing a specific set of actions. The evening should start with (good) refreshments and an opportunity to mingle. We’ll need tables and chairs, flip charts, a screen and projector. I suggest 7 for 730 (or 630 for 7) and a 9/930 finish. We’ll need someone to keep a good record and help prepare an action plan.”

MH reported on a HC consultation to enlarge CC areas. SM talked about the process of the HC toilet decision. MM suggested that we needed to ask for fiscal powers. MM felt that the DM meeting was a chance to publicise the work that ADT does and to seek new board members. The board **AGREED** that we should promote the meeting ASAP and SM will work alongside EM to do this. Maybe Better Conversations “Get on the Bus”

5. Affiliated groups

a) Assynt Community Digital Archive

Email correspondence “**180818 Stevan Lockhart resignation.pdf**”. There was a short discussion about Stevans resignation. The board **AGREED** that EM should develop a paper on a local digital museum and that WJ should speak to Malcolm & Tricia Bangor Jones and both to report back to a future board meeting.

b) Loo at the Light - door lock

WJ & EM gave a verbal update on the delay to the Lock installation. News that Stuart Belshaw will look to install the new lock.

c) Broadband

Complaints about speed in Assynt outside Lochinver. Discussion delayed till next board meeting

6. Culag Park

Verbal update from MH & WJ. The Gate Closer by the Mission was now functioning. MH has approached Jimmy McKay HC Dog Warden and will contact him to discuss legal possibilities of a dog ban in the park. It seems complicated. MH will also ask Angela if she can write a report about a dog ban for AN & Facebook.

8. Development Officer Post

Report “**180816 SCP Quarterly report 1 - Assynt.pdf**” NG suggested that in future SCP reports that we should produce more numerical evidence. SM was asked by an established business owner in the village why he hadn’t been visited yet by a development officer. This person also mentioned that the rent that An cala café & bunkhouse was below market levels. General discussion that the lease & rent needs to be discussed and resolved. WJ **AGREED** to start the lease & rent review process with An Cala as soon as possible

a) Report from Ewen

Report “**180828 EM Report**” Former marine room – The board **AGREED** that EM should develop a whole package for bringing this room back into use

b) Report from Adam

Report “**180829 AP Report**”

c) LEADER projects

d) Community Asset Transfer

There was a wide ranging discussion as to how to develop the areas identified previously as part of the process. The board **AGREED** to leave in the area of ground at the point beyond the breakwater, the waste rock site beside ALC and the new site identified by the roads department. AP is now to proceed with the tender brief. The board **AGREED** that the brief should be advertised online and in AN, UN & NT. NG & AP to agree final tender brief before publication on Friday 14th September, returns by Friday 5th October and including presentations to the board for a final decision in Lochinver on Friday 12th October.

e) Tourism and related issues

From EM report MH was concerned that the DA tourism website costs of £750 would need to be advertised – there had been problems in ACC. The board was assured that no decision had been taken on this. EM has now painted a large “I” on The Mission building.

Email correspondence “**180820 Email on tourist Info volunteers & possible response.pdf**” not discussed.

f) Waste Disposal

Update on RTIF & LEADER. MH suggested that there may be a problem with plumbing at ALC which needs to be resolved. EM & AP **AGREED** to follow up on this

9. AOB

a) MH suggests that the Village Hall is really struggling for people and needs support. There was a short discussion on how the Trust could help.

10. Dates of Next Board Meetings

Friday 12th October 2018 10:00am-1:00pm Special Board meeting

The board **AGREED** that the board should meet early to consider the Tender Bids for the CAT / SLF process

Friday 12th October 2018 2:00pm-5:00pm - Agreed

Wednesday 28th November 2:00pm-5:00pm - Agreed

11. Date of AGM

Wednesday 28th November 6:00pm-7:00pm - Agreed