

Assynt Development Trust Limited

Minutes of Board Meeting

1:30pm Friday 13th July 2018 Community Room, Lochinver Village Hall

Attendance

Willie Jack, Boyd Alexander, Madeline MacPhail, Nigel Goldie, Marianne Hutchison,

In attendance

Ewen McLachlan, Adam Pellant

Apologies

Sarah Ann MacLeod

Conflicts of interest

WJ = SLF Stage 1 tenders

BA – CALL issues

1. Minutes of meeting of 31st May 2018

Proposed BA & Seconded NG, adopted as an accurate record of proceedings

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

11a) Another £106 in toilet donations has today been banked from money received at The Mission (somewhat over £300 to date)

11b) ADT's letterbox has been 'installed' by the back door to the Mission

11d) ADT's registered office sign has been applied to the letterbox

9a) The lock for the Loo at the Light has arrived and needs to be installed. MH **AGREED** to approach Michael Scott and if not then Hugh Matheson and Ian McLeod. Failing that possibly Warren at the Mission, Robert Taylor or Mark McKenzie

3. Financial & Legal

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

All ADT & AC(T) cash assets is now in the one RBS business current account. £6,607 this morning with £1,000 rent due to be received from An Cala for July

b) RBS bank account changes

WJ/ NG have closed the two RBS Treasurers accounts as they were impossible to manage online. The new RBS AC(T) Ltd business current account has still not been opened due to problems with director's proof of ID & addresses but should be open by next week.

c) Financial management plan – to adopt draft DTAS procedures

The board **AGREED** that WJ should customise the DTAS draft procedures for ADT then present them back to the board at the next board meeting

d) Wendy Reid at DTAS is liaising with AP to gain legal advice from Pippa Robertson on the situation with our three property leases on The Mission

e) MM asked whether or not ADT had received the £2,000 Cludgie funding from HC's WDF. WJ & NG didn't think that we had, but would check the bank.

4. Development Officers Reports

a) Report from Ewen including Item 10 Tourism & Item 11 Cludgie

Board members had received and read Ewen's report and highlights were discussed further

- 1) Fish tanks – all four have been removed and delivered to their new owners. The large tank had arrived safely. WJ **AGREED** to write to the new owners and seek donations

- 2) Former Marine Room - MH advised advertising the work to be done for a new window & door and extending the pathway and the board **AGREED** with this. WJ advised that he had sought a quotation from Ullapool Construction but had not yet heard back. EM **AGREED** to draft an advert for AN & AA on FB & will send this round to board members by email.
- 3) Old TIC Assynt interpretive panels - EM had been having discussions with Kelly Standwick at ALC on the panels being installed there. MM suggested possibly also the Relief Map that is at Stoer School. There followed a discussion on the merits of ALC taking these items. The board **AGREED** that EM should continue discussions with KS but that before anything happens that the board of directors of ALC and ADT should agree formally to items being loaned or gifted.
- 4) Tourism information at The Mission lobby – EM has found it difficult to recruit more than a handful of volunteers but will continue his efforts
- 5) Discover Assynt - WJ updated the board on talks with the remaining committee members of DA, Chris Rix and Andy Summers that had resulted in agreement to transfer rights, responsibilities and assets including the remaining cash balance of DA to ADT. Monika Strell is to send out an email tonight to DA members. EM and WJ to liaise over ADT's follow up email. MM asked if the DA money would be earmarked for tourism – WJ replied yes that was part of the agreement. MH asked if any DA members had volunteered to help – EM replied no. WJ advised that the agreement is that DA business would be run as a sub-group within ADT and that we should ask if anyone associated with DA or tourism in general would like to be a part of this sub group.
- 6) BA advised the board that the CALLP HLF monitor who had visited in May had suggested that there could be funds from the CALL APP project that could be transferred to a different tourism project. This would be for the April 2019 – March 2020 financial year
- 7) BA advised the board that he had asked WJ to involve ADT in a piece of tourism research. This would have a staffing budget within Assynt of around £800 and he and agreed with WJ that for a 10% commission ADT would run this along with the SCP
- 8) BA advised the next years Community Grant Scheme includes a maximum of £5,000 for money in the April 2019 – March 2020 financial year. Applications have to be on by the end in January. It could be used as a means of incentivising volunteers, possibly training in Social Media
- 9) Cludgie Project – EM & MM advised the board that there were significant problems with The Glac site due to it being on a key road junction as well as problems with the legal costs surrounding a lease. Instead KS at ALC has been approached to see if the ALC car park may be a better site. KS has the agreement of the ALC board to proceed with this in principle subject to drainage and landlord agreement. MH suggested that she could approach a SW connection who may be able to advise on issues around the Lochinver septic tank. The board **AGREED** not to spend any money on a Highland Campervan survey until we know that the ALC site is feasible. EM advised that Stephen Bunn of HC would not be available till 13th August. EM / MM will approach Graham Wild of KLM for more advice on drainage connections. EM & MM to progress these issues and keep the board up-to-date.

b) Report from Adam including Item 9 CAT/ SLF

Board members had received and read Adam's report and highlights were discussed further

- 1) SLF - Stage 1 funding deadline is Friday 20th May. Three tenders have now been received by the deadline of 12noon today. These are being assessed and will be forwarded on to Liz Howard of SLF
- 2) ALC & LEADER funds – The board discussed LEADER and how we may be able to apply for project funding. There is uncertainty due to the project coming to an end but also possibly an opportunity to tap into funds. AP **AGREED** to follow this up with Paula Betts
- 3) Assynt Community Consultation through KoSDT – NG asked about the plan and how this was progressing. BA asked if the community had an excess of consultations and whether it may be possible to group some

of them together. AP **AGREED** to keep in consultation with Martin at KoSDT and with the SLF consultations to see if there would be any merit in them coming together.

c) SCP documentation requiring board approval – SCP paperwork sent out with the agenda

The relevant documentation was signed by BA & MH and the Board **AGREED** to the signatories for the Scottish Govts SCP/ HARP online claim system

5. CALLP Database project

Introduced by BA – this is an additional project to the DTAS administered and Scottish Govt funded Strengthening Communities Programme (SCP). CALLP have a need to store and make publicly accessible paperwork and documentation from their partners for ten years after the end of the CALL project in September 2021 i.e. till September 2031. BA has been in discussion with WJ as to whether or not ADT could run this project. It has been identified that the optimal way to achieve the end result would be to upload all the paperwork and documentation onto a website along with two sets of hard drive storage of the material on & offsite.

BA advised that the deadline for the pitch for the project is August 2nd 2018 with a view to spending the first tranche by end of September 2018. The total project cost is in excess of £12k over this financial year and the next one. WJ **AGREED** to liaise with BA over the project pitch.

8. Culag Park

Fencing project - Update from MH

The fencing project is now complete. WJ advised the board that he had just ordered a Gate Gas Spring at £129 +vat for the Mission side gate and EM **AGREED** to arrange for it to be fitted

Culag Park Management Group meeting – Minutes sent out previously

The board discussed the minutes of the CPMG meeting and several issues arose. MH asked if ADT did have a view of the picnic tables on Culag Park. MH advised the board that the referee at last weeks Lochinver FC match suggested that the picnic tables were a hazard. It was asked if Lochinver FC done a safety assessment for their games? The board **AGREED** that it is a long-term objective of ADT to move all the picnic tables off the park. BA suggested that we could start by moving the picnic tables to the car park during Games Day, which might create a precedent. WJ to speak to Stuart Gudgeon about this. It was suggested that steps could be built into the bank and the two ADT owned picnic tables could be placed on the hillside. WJ to speak to Stuart Gudgeon about the flag pole and to discuss what this looked like and what flag would fly from it.

6. Procedures for board members

Subject was introduced by MM & NG. MM introduced her briefing paper and NG responded. WJ **AGREED** to produce a paper on this subject for the next board meeting.

12. Assynt Groups connected to ACA

a) Loo at the Light - door lock – discussed under Matters Arising

13. Democracy Matters consultation

WJ introduced the idea of this local consultation being led by ADT alongside ACC. WJ suggested that the consultation be planned for October. The board **AGREED** and asked WJ to present a proposal for the next board meeting with a possible date in October. The Scottish Govt deadline for meetings and feedback is 31st October. It was suggested that we should ask John Sturrock – of 'Better Conversations' – if he might be interested in being involved – MH & MM to find contact details

Nigel Goldie & Ewen McLachlan left the meeting

14. AOB

a) Community Transport

EM suggested to the board that we should consider approaching Huntly Dev Trust who seem to have introduced a rural community eCar and eBike scheme to see if this may be of interest in Assynt. The board **AGREED** that EM should investigate this idea. WJ suggested seeing if HDT are at this years DTAS conference to which EM & WJ are attending. MH **AGREED** to look into the status of e-charging points within Lochinver which had been discussed at ACC & ACA meetings quite some time ago, yet nothing has materialised.

b) McGregors Fire Protection in Inverness – Neil McGregor had spoken to WJ about the need to investigate the fire alarm system further as the smoke detectors do not seem to be very responsive, although they do still pass current safety tests. WJ asked Neil to put together a quote for any necessary remedial work. One possibility is that the Mission Fire alarm system in its entirety might have to be replaced. This could cost £2,000-3,000.

c) This follows on from the need to repair or replace the broken solar tubes on the Mission building. The board asked NG in his absence for an update on this.

BA suggested that 'revamping' the fire alarm system and solar heating system might form part of a larger project and could be piggybacked onto it.

15. Dates of Next Board Meeting – all now discussed and **AGREED**

Thursday 6th September 2018 2:00-5:00pm

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

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

16. Date of AGM

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

DRAFT