

**Assynt Development Trust Limited****Minutes Board Meeting 4:00pm Monday 23<sup>rd</sup> August 2021**

<p><b>Present</b> – Willie Jack, Marianne Hutchison, Nigel Goldie, Boyd Alexander (zoom)  <b>In Attendance</b> – Adam Pellant and Ewen McLachlan  <b>Apologies</b> - Sarah Ann McLeod  <b>Conflicts of interest</b> – None</p>	<b>Action</b>
<p><b>Governance and membership</b></p> <p>The meeting had just received SAM's email of resignation and the board asked WJ if he could discuss this with Sarah as we did not want to lose her from the board. The meeting then discussed the need to recruit further directors to the board and MH agreed to contact two individuals in Lochinver and Inverkirkaig to see if they may be interested in joining the board. The discussion widened to include the need for the board to reimburse out of pocket expenses if incurred on business. The meeting reaffirmed this commitment.</p>	WJ
<p><b>1. Minutes of Board meeting of 21<sup>st</sup> June 2021</b>  It was agreed that the minutes were an accurate record of proceedings proposed MH seconded NG</p>	Agreed
<p><b>2. Matters arising (not addressed elsewhere on the agenda) - None</b></p>	
<p><b>3. Climate Action</b></p> <p>a) MH attended a virtual Carbon Café organised by Planet Sutherland which is a way of sharing ideas and projects and linking up projects including growing projects; community gardens and e-bikes.</p> <p>b) After the last beach clean in May it was agreed that the Lochinver foreshore was a priority. MH and EM to coordinate with advertising on Facebook and posters, it is likely to be in September as the harbour staff would more likely be available then for collection of waste materials.</p> <p>c) AP advised that the HC divestment process was being led by a FOE group and a Green Party councillor had proposed a motion for early next month.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
<p><b>4. Finance &amp; Business</b></p> <p>a) <b>ADT &amp; AC(T) Accounts 2019/20</b></p> <p>1. WJ held a meeting held with Tim Wright on 20<sup>th</sup> Aug to discuss detail of accounts. With progress on the accounts the meeting set the AGM date for Wednesday 29<sup>th</sup> September at 7:30pm. Notices and papers must be sent out 21 days in advance. Accounts need to be submitted to Companies House &amp; OSCR by 30<sup>th</sup> September.</p> <p>2. HMRC fined AC(T) £100 for being 'late' with accounts, however this was rescinded after HMRC were advised that AC(T) had changed their accounting date at Companies House.</p> <p>b) <b>Finance reports for January to July 2021 – Papers 5-7</b>  Monthly report from Edwin with actuals for period January to July 2021</p> <p>c) <b>Assynt Resilience Group</b></p> <p><b>1. Communities Recovery Fund</b>  The Trust was awarded £9k for this project which provided financial support for heating, energy and food from March to May. £5,708 was spent within the period. The underspend of £3,292 will either have to be repaid to HIE / SCVO or spent on another similar project and we await advice from HIE on this. The underspend is currently held in ADT's reserve account.</p> <p><b>2. Communities Recovery Fund 2</b>  The Trust made a successful application to CRF2 for £50,316 on behalf of ten Assynt &amp; NW community organisations. Including a contribution to ADT's costs. Final details on management requirements and disbursement of the grant have not yet been received from HIE/ SCVO. The grant should be received by the end of August.</p>	<p>WJ/ AP/ EM</p> <p>Noted</p> <p>Agreed</p> <p>WJ</p> <p>WJ</p>

<p><b>3. Community capacity &amp; resilience fund – Paper 9</b> Partnering with ADT, SCDC has been successful with a grant application to the for £7,965 awarded towards assisting local delivery of health and well-being services See - <a href="https://scvo.scot/funding/community-capacity-resilience-fund">https://scvo.scot/funding/community-capacity-resilience-fund</a></p> <p><b>d) HIE Monthly reports and financial claims – Papers 10-11</b></p> <ol style="list-style-type: none"> <li>1. Reports from Adam &amp; Ewen to HIE for June &amp; July 2021 with claims for reimbursement</li> <li>2. Strengthening Communities Fund 2018-2021 DTAS have requested that the Trust completes an End of Investment Evaluation Form by 8<sup>th</sup> September</li> </ol> <p><b>e) The Mission</b></p> <ol style="list-style-type: none"> <li>1. WJ has been helping J&amp;J at An Cala find &amp; fix a water leak which was sourced to two cisterns in the Ladies toilet; now repaired.</li> <li>2. AC(T) directors are planning to meet to finalise the maintenance programme for the building</li> <li>3. Fire extinguishers to be serviced 25<sup>th</sup> August. The fire alarm system contract is up for renewal next Feb-Mar</li> </ol>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
<p><b>5. Development</b></p> <p><b>a) Assynt Glebe, Lochinver</b></p> <ol style="list-style-type: none"> <li>1. WJ held a very useful meeting with Matt Bridgestock (14<sup>th</sup> July) mostly discussing commissioning processes and design and build and alternatives.</li> <li>2. Fourth meeting due with Helen MacDonald from Mull &amp; Iona Com Trust funded through Community Learning Exchange</li> <li>3. The Rural Housing Fund offered the Trust a grant of £10k towards site investigations and instructing the employers agent</li> <li>4. The site investigations were carried out by Caintech and CHT on 9<sup>th</sup> August and ADT await the subsequent report from CHT. WJ, AP &amp; EM met with Fiona Macrae from CHT the same day</li> <li>5. No further meetings have yet been planned for the Steering Group until the CHT site investigation report is published</li> <li>6. Craig MacAdam from Buglife visiting Assynt Glebe this week to sample for medicinal leeches</li> <li>7. The completed Land Maintenance Form has been submitted to SGRIPD</li> <li>8. Need to consider cutting back roadside Gorse – it was suggested that perhaps a notice by the cattle grid with a disclaimer might be useful.</li> </ol> <p><b>b) Cludgie Motorhome Waste Project</b> Martin Anderson Civil Engineering commenced Phase 2 onsite on 17<sup>th</sup> August. MA anticipates the final tarred surface being provided at AL around mid-end October. AP update. Scottish water require a predevelopment enquiry to be submitted and a new application is required for a sewer connection, both for consent to connect and to give a price for the connection. Martin Anderson civil engineering were on site last week investigating whether or not it is possible to re-route all the surface water drainage into the existing SW surface water drainage pipes opposite AL entrance.</p> <p><b>c) Crown Estate Scotland</b></p> <ol style="list-style-type: none"> <li>1. <b>CES Partnership Fund</b> WJ submitted the draft proposal as discussed at the last meeting. WJ, EM and AP, Tom Mallow &amp; Penny Coles (CES), Phil Tomalin and Pablo Mascarenhas (HC) are due to meet on Zoom to discuss how CES, HC and ADT can pursue development opportunities at Lochinver harbour.</li> <li>2. <b>CES Community Capacity Grant</b> Possible project partnering with SCDC for a project is to investigate the feasibility, sustainability and possible business case for the production of either shell-fish or seaweed in an environmentally sensitive manner in the local waters. The board agreed to support the development of a feasibility study.</li> </ol> <p><b>d) Achmelvich Car Park and Toilet Project</b> Two tender bids were received by the 15<sup>th</sup> July deadline; after discussing this with AP &amp; Alex Dickson, the bid received from Malcolm Fraser, Douglas Westwater and Liane Bauer was chosen to design the project.</p>	<p>Noted</p> <p>AP</p> <p>Noted</p> <p>Agreed</p> <p>Noted</p>



<p><b>j) Lochinver Village Hall and Assynt Centre</b>          ScotGov's Community and Renewable Energy Scheme is offering 100% grants to install low carbon or renewable technologies, such as heat pumps or solar panels in places like Village Halls. ADT offered help to submit applications – not heard back so far, MH to follow up with the village hall committee.</p>	<p>Noted  MH</p>
<p><b>6. Culag Park Update</b></p> <p>a) Thanks to Duncan &amp; Clarke of AU, the grass is looking good. MH advised that it is easier to keep the grass looking good if it is already short!</p> <p>Despite the adjustments to the kissing gates, deer are still getting in probably from the main gates being left open. MH advised that is not possible to turn the metal gate by the side of the Mission into a kissing gate and it would be better to replace this gate with a new kissing gate (it is important to maintain accessible access into the building). At present the metal side gate is locked so that customers of An Cala enter via the fire exit for Covid control purposes. WJ to ask AU for a price for a new kissing gate.</p> <p>b) Grassroots Defibrillator award success          EM discussed the need to have an external box for the defib and will find out about prices.</p>	<p>Noted  WJ  EM</p>
<p><b>7. Discover Assynt Update</b></p> <p>a) <b>Adapt &amp; Thrive Fund</b>          ADT was awarded £16,000 from A&amp;T to promote the further expansion of Discover Assynt into a NxNW tourism DMO. The funds were deposited in full in ADT's account and are now held in the reserve account. A meeting is planned between WJ &amp; EM just before this meeting to progress the project. EM updated the board on the proposals to expand Discover Assynt into a wider N x NW tourism DMO.</p> <p>b) <b>Venture North Tourism Strategy</b>  <i>The Caithness and Sutherland Tourism Destination Recovery Draft Strategy 2021-2024</i> has been published and Venture North are requesting feedback from ADT by 24<sup>th</sup> Aug. EM and AP will forward comments to WJ for submission.</p>	<p>Noted  EM  EM/ AP/ WJ</p>
<p><b>8. AOB</b></p> <p>a) MH advised that AL need to improve their signage; they have money and ideas and EM and AP offered to help.</p>	<p>MH/ EM/ AP</p>
<p><b>9. Proposed date of next meeting</b>          Wednesday 29<sup>th</sup> September 7.30pm for AGM with a board meeting beforehand.</p>	