

Assynt Development Trust Limited

Minutes Board Meeting Thursday 24th March 2022, 4.00pm	
Present: Willie Jack, Nigel Goldie, Boyd Alexander, Bob Bazley In Attendance: Adam Pellant, Ewen McLachlan Apologies: Marianne Hutchison Conflicts of interest: None	Action
1. Minutes of Board meeting of 27th January 2022 The minutes of 27 th January 2022 are an accurate account and were approved.	Agreed
2. Matters arising (not addressed elsewhere on the agenda) <ul style="list-style-type: none"> ▪ A joint meeting with the boards of ADT and Assynt Leisure regarding funding for gym equipment and increasing the income on E-bikes has not yet been scheduled. ▪ Digital Strategy: BB and Jane MacKinnon discussed ADT's website and the recommended a digital strategy. The recommendations are quite easy to implement. Regarding the GDPR compliance, the website is not asking for data from visitors, so, this will not cause any problems. Regarding the interaction on the website, it would be wise to limit this. Every interaction means that a reaction is required and this can cost a lot of time and you will need someone to react to messages. A recommendation is to have a FAQ section on the website. 	Noted BB
3. Finance & Business <p>a) Finance Reports for January to February 2022</p> <ol style="list-style-type: none"> 1. Monthly report with actuals for the year to 28/02/2022 In February the ADT received £4,000 for the Achmelvich project from ACC, the 3rd tranche (of 4) of £15,094 from Communities Recovery Fund 2 and £6,000 for payment of staff for the Rural Land-Use Partnership. 2. Tim Wright has agreed to attempt to produce the 2021 Annual Accounts 3. The £1,704.68 2022/2023 annual insurance due on 1st April has been paid. Last year the valuation of the rebuild value was carried out and is around £1.1M <p>b) Assynt Resilience Group</p> <ul style="list-style-type: none"> ▪ CRF2 update Community gardening post at Glencanisp; Louisa Potter has undertaken a survey and the some of the results of this survey were circulated with board papers. As a key partner in the administration of CRF2, the ADT has channelled approximately £11,000 for the community garden. The CRF2 ends on the 31st of March which means that CRF2 funding for the community garden will also cease. The board agreed that as the community garden is not an ADT asset or project it is best that ADT's involvement is to support AF. ▪ Food Larder update Since January 2022 a monthly delivery of fresh food has been purchased from Williamsons and two pallets have been received from FareShare. At this moment the FareShare deliveries 	Noted WJ Noted Noted

Assynt Development Trust Limited

are under strain due to global supply challenges. As requested, ADT has paid FareShare/Cfine £100 donation towards the costs of continuing their monthly supply. Donations have also been received from Spar, as they placed a box at the till where customers can donate food.

Karen McKenzie from Stoer Bay Chalets mentioned that guests leave some food behind after their stay in the chalets and she will donate the food to the Larder. Maybe it would be an idea to spread the word about this, there are a lot of self-catering properties in Assynt.

▪ Energy Advice Scotland

As an Energy Redress Winter Energy Fund grantee 'Advice Direct Scotland' have accepted the ADT as a 'referral partner' to the Fund. The details of this will be discussed at the ARG meeting on 28th March 2022 (since postponed to 11th April 2022). So far in 2022 there is no open fund available to cover energy costs. ADT is now a registered referral partner for Advice Direct Scotland (ADS) and can refer people to ADS if they need help with pre-paid electricity costs.

Board

Noted
Noted

c) HIE monthly reports and financial claims

1. Report from Adam & Ewen to HIE for January & February 2022 with claims for reimbursement. No questions on these reports.
2. HIE have just accepted that ADT should not have VAT deducted from reimbursement of costs and will be reimbursing the £644 VAT deducted in the past year. ADT's agreement with HIE is that we can receive up to £60k over two years (2021-23) to support the two part time Development Officer posts by contributing towards staff costs, office costs, travel and training.

d) Investing in Communities Fund

The Investing in Communities Fund will be launched sometime between now and Easter with a short window for accepting applications. An application would involve considerable time for staff & board.

Noted

e) The Mission

1. The boiler has been fully repaired and is now functioning well; the bill for £849.10 was to replace two key parts.
2. Assynt Community (Trading) have received the annual rent from High Life Highland for the use of the Highlife Highland Ranger's (Andy's) office for the 2022/2023 financial year. Rent for Connect Assynt is also up-to-date.
3. ADT Alarms maintenance program for £1,247.74 has been paid in full for 2022/2023.

Noted

4. Development

a) Assynt Glebe, Lochinver

- The surveyor has reported that the eastern boundary with AF land is partly incorrect, and should be further east. This would mean that there is no gap in the community ownership (ADT & AF) of the road. MacLeod and MacCallum are recommending that the boundary can

Noted

Assynt Development Trust Limited

be rectified by the Land Registry.

Communities Housing Trust, Highland Council & Scottish Government have completed the draft tender brief and will soon publish this and seek architects and other professionals to bid for the contract. Comments on the draft brief were made to CHT by members of ADT and the Glebe land development steering group. The work to be tendered is to take a first phase of at least 10 affordable housing units to include obtaining detailed planning permission and building warrant consent, and to procure and manage the building contract for that first phase, and to prepare a costed masterplan for a further 30+ homes along with other community developments such as paths network, and to obtain in-principle planning consent for those further phases

b) Cludgie Motorhome Waste Project

- The carpark has been tarred and the work is almost complete. ADT is awaiting a site inspection by Scottish Water as part of formal approval process for the sewer connections. The contactless payment unit was meant to be in place by now, but there were some problems with the system and the contractor will return soon to finish the job. BB asked if ADT know the numbers of how many people use the Cludgie? That will be easier when the contactless payment unit is installed.

Noted

c) Crown Estate Scotland/CES Partnership Fund (Harbour Project)

- ADT have been successful as CES have agreed to progress our project proposal to the next stage of the process. Stage 2, involving preparation of a Strategic Outline Business Case (SOBC). CES will be holding a webinar about the Stage 2 process on Wednesday 13th April from 10am to 11am. The deadline for submission is 8th June 2022. Stage 2 will require some input from ADT. There will be funding available for the work required if we get to Stage 3 (detailed business plan).

Action: Further discussions would be needed to decide who needs to be involved and create a working group. WJ, BB, AP, EM and NG will attend the webinar to collect more information.

WJ, BB,
AP, EM,
NG

d) Crown Estate Scotland – Community Capacity Grants Programme 2021

- Scourie Community Development Company (SCDC) have received a grant of up to £32,820 for feasibility study on seaweed harvesting and farming. This is a joint project with ADT. Helen Houston for SCDC will take the lead on this project. A quote for the study from SAMS Enterprises of £24,850 plus vat has been received.

Noted

e) Achmelvich Car Park and Toilet Project

- A proposal from Swarco has been received for EV charging points
- Since the last board meeting no further work has been done for the 2022 RTIF grant application.
- ADT has received £4,000 from ACC (partly from the HC discretionary fund) towards the costs of last year's design work
- WJ has had discussions with Angela Simpson from HIE as she has suggested that we consider a community owned approach at Achmelvich similar to that at John o'Groats although the Assynt community previously indicated that they would prefer HC to continue their ownership of the carpark.

Noted

f) Stoer School / Former Main St Drop-In Centre

WJ did not have any further information from the architect. No update on this subject.

Noted

Assynt Development Trust Limited

<p>g) North West Regenerate: Endangered Landscapes Programme The final application was submitted by the February deadline. On the 18th April 2022 more information will follow.</p>	Noted
<p>h) Rural Land Use Partnership The ADT has been awarded (and received) a HC grant of £20,000 towards the £60,000 cost of a Natural Capital Assessment of the NW of Sutherland. The balance of £40,000 will come from CALL (SWT) and SNH. ADT have received £1,000 towards our management costs as the Trust will act as agent for this project. The deadline is June 2022. For this project the ADT has to join CALLP which requires the Trust to sign a Deed of Adherence. It was asked – “can we just accept and sign these documents or do we need legal advice on this?” NG mentions that other Trusts who are members of CALLP had to follow the same process and he sees no concerns in signing these documents. The Board agreed to sign the documentation to join CALLP.</p>	Agreed
<p>i) Lochinver Primary School Playground No further information</p>	Noted
<p>5. Culag Park Update</p> <ul style="list-style-type: none"> ▪ CAT for land at the edges of Culag Park A Community Asset Transfer Expression of Interest was submitted to HC on 29th January, but has not yet been progressed further. 	Noted
<p>6. Discover Assynt</p> <p>a) Update EM A letter will be sent out to all the donors in which will be stated that Discover Assynt relies on donations.</p> <p>b) Adapt & Thrive EM contacted a web designer in Lairg and another from Edinburgh. EM will discuss with both to discuss the building of the website.</p> <p>c) HC Strategic Tourism Infrastructure Developments Plan HC Tourism have published the plan which outlines the pressure on infrastructure within Assynt including hotspots at Achmelvich and Ardvreck Castle. ADT has kept ACC informed of HC proposals to apply to RTIF for improvements at Ardvreck Castle carpark. The hotspots for carparks are Assynt and Durness; HC wish to have sufficient carpark capacity because there is a lot of uncontrolled roadside parking. <i>Action: BA mentions that just outside Lochinver there is or used to be a device which counts the volume of passing traffic.</i></p> <p>d) Walking guide to Assynt & Coigach ADT has received £371.19 income from sales of this book in the last quarter.</p>	EM EM BA Noted
<p>7. AOB</p> <ul style="list-style-type: none"> ▪ BA: Clachtoll Broch; the viewing platform is still not in place; a helicopter will be needed for installation ▪ EM: Redbridge, a construction company has filed for bankruptcy. They are working on the big turbine wind farm, this means the loss of a lot of jobs in Sutherland. 	

Assynt Development Trust Limited

<ul style="list-style-type: none">▪ WJ: has had contact with the Deli in Dornoch and there is a huge staff shortage over there and this is also the case in Assynt.	
8. Proposed date of next meeting: Tuesday 24 th May 2022 4.00pm	Agreed