

Assynt Development Trust Limited

Draft Minutes of Board Meeting 7:00pm Wednesday 23rd November 2022 via Zoom

<p>Attendance & Apologies. Nigel Goldie (NG) chair, Willie Jack (WJ), Bob Bazley (BB), Iain Macleod (IM), Marianne Hutchison (MH). In attendance Adam Pellant (AP) & Ewen McLachlan (EM)</p> <p>Conflicts of interest: none reported for this meeting</p>	Action
<p>1. Minutes of Board meeting of 22nd September 2022 – Paper 2 These agreed as accurate record (proposed BB and seconded IM)</p>	
<p>2. Matters arising (not addressed elsewhere on the agenda) There were no matters arising that were not on the agenda.</p>	
<p>3. Governance</p> <p>a) Board Members and recruitment of new Directors Welcome to Catriona Maclean. Need to sustain process of recruiting new Directors.</p> <p>b) Offices of Treasurer & Secretary Anna Mulholland has been appointed to take role of bookkeeping plus, on basis of circa four hours per month. This means having a Treasurer on the Board may not be required. Meanwhile having a Secretary to Board continues to be something to pursue.</p> <p>c) Minute taking Given difficulties of finding someone for this task, it was agreed that NG would take minutes.</p> <p>d) Frequency and format of meetings This matter was deferred for future consideration.</p> <p>e) ADT communications with members and wider community In discussion it was noted that ADT needed to revitalise its communications with both its membership and also the wider community. NG agreed to draft a letter to members detailing recent changes, the need for new Directors, and current activities. Later in the agenda the role of the website and social media are addressed.</p>	NG
<p>4. Finance & Business</p> <p>a) Finance reports for January to August 2022 Monthly financial reports attached from Edwin with actuals for the year to 31st August 2022</p> <p>These reports were noted without comment. NG agreed to meet with WJ to go through the reports as part of the handover process, and to establish what changes might be recommended in the setting a budget for coming year. This will be brought to the next Board.</p> <p>In discussion it was agreed to pursue appointing a professional bookkeeper rather than appointing a Treasurer from among the Board Members.</p> <p>b) Assynt Resilience Group</p> <p>1. Food Larder update The Larder has recently received a £500 grant from NHI towards energy costs. This will be passed on to Assynt Leisure, and grant of £900 to Assynt Larder for provision of hot food service from the Anne Duchess of Westminster charity.</p> <p>IM reported some of the issues facing the provision/delivery of food to those in need within Assynt. In part this is a matter of making known what is available and ensuring this is targeted to those with greatest needs, but also to provide more fresh food especially meat. There are issues over sourcing and</p>	NG/WJ NG

<p>also storage given need to vacuum pack and/or chill such food. The dilemma of not undermining local businesses was noted and possibility for meat to be supplied locally.</p> <p>The possibility of utilising the kitchen facility in the Leisure Centre to provide hot food was noted and the need to set out the detail of the range of funding now available, the purposes and other considerations over delivery and reporting.</p>	IM
<p>2. Related Resilience matter</p> <p>Issue of energy and heating costs being addressed - warm places support</p> <p>Community work shed / mens's shed – AP already tasked with producing a report on this.</p>	AP
<p>c) HIE Monthly reports and financial claims</p> <p>Report received from Adam & Ewen to HIE for Aug-Nov 2022 with claim for reimbursement and also monthly reports of activity.</p> <p>NG suggested that he meet with BB and Adam and Ewen, to consider any issues arising from their reports relating to the demands on their time, and general resources required to deliver their programmes of work.</p>	NG BB
<p>d) HIE future development officer financial support</p> <p>It was noted by NG and WJ that while HIE have said the funding for the development posts has been agreed for 2023/4, that recent communications suggest there are concerns over reporting of outcomes. NG to meet with Angela Simpson (HIE) and will report back on this matter.</p>	NG
<p>e) The Mission (report from ACT ltd)</p> <p>BB & NG meeting with An Cala over future rent level and related issues.</p> <p>This meeting had raised concerns from tenants about restrictions on use of the outside area (facing Culag park). In light of the right of the tenants to access the land within the lease, it was agreed to produce a proposal to put to the tenants. This will identify exactly what land they can access, and set out ADT requirements as the barrier/fence to be erected, limits on dogs and landscaping (such as decking) to be provided. The issue of costs and responsibilities to meet these will also be set out.</p>	BB
<p>5. Development</p> <p>a) Stoer School</p> <p>Following consultation in July and also completion of report on survey of views of the alternatives as displayed, it appears there is no overwhelming majority for any one course of action. THC are pressing for a recommendation from ADT as to future of this site.</p> <p>After some discussion as the issues raised by this development, it was agreed that “although there’s a broad mix of local opinions, overall there is a majority, even if not emphatic, in favour of having some affordable housing developed in the building, and ADT are on that basis content for HC to progress towards development of the building with that in mind.”</p> <p>b) Assynt Glebe, Lochinver</p> <p>The Community Regeneration Fund have invited ADT to proceed to a full application for funding towards design for the Glebe development (deadline 25th November). Meanwhile AP has completed a similar application to Crown Estate Scotland for same costs (deadline 21st November).</p> <p>c) Strengthening communities capital grant (placed based investment programme)</p>	AP

<p>ADT has been awarded £30,000 capital grant for provision of deer fencing around Lochinver playpark from this fund. AP has submitted application for match funding to Community Regeneration Fund.</p> <p>This matter raised a number of concerns; the levels of funding provided and what this will cover; the design and delivery of the fencing; the engagement of Assynt Community Council in seeking community agreement to the design (especially around the war memorial area); and need to meet regulatory requirements for fencing around a playpark. In addition there is time pressure to conclude this project before 31.3.2013 if funding is to be secured.</p> <p>It was accepted that as the grant applicant ADT will have ultimate responsibility for delivery, yet is reliant on ACC to agree the design and subsequent oversight of the contractor.</p> <p>MH will be attending the Community Council on 21.11.22 and will be conveying ADT concerns to the meeting and will report back on what is agreed.</p>	<p>AP</p> <p>MH</p>
<p>d) Crown Estate Scotland - CES Partnership Fund (Harbour)</p> <p>It was agreed at this point in time that ADT would not proceed with the current funding application. A number of factors were raised for this decision in particular the pressure on ADT resources (staff) in relation to many other projects, and potential for major demands on their time with regard to Glebe Housing Project. Furthermore it was felt that the business case for this development has not yet been established, in particular the potential demand for winter storage.</p> <p>It was agreed that in any response to CES that it should be stressed that ADT was interested to pursue potential developments within Lochinver Harbour area, when better able to give the necessary resources to take it forward. With this in view it was suggested that a meeting be held with the HC Harbours to assess its level of interest in future collaboration.</p> <p>e) Achmelvich Car Park and Toilet Project Not considered.</p> <p>f) Rural Land Use Partnership £20,000 has been received from HC and £22,600 has been received from SWT towards the Natural Capital Audit costs. SLR consulting have completed the audit but it needs to be checked before publication and payment.</p>	<p>AP/NG</p>
<p>New Developments</p> <p>a) Future of former Mental Health Drop-in Centre building in Lochinver Request from THC for ADT's opinion on future building use was considered and while need for additional commercial premises noted, it agreed to recommend this be used for housing by THC. AP to communicate this to THC.</p> <p>b) Proposed Safeguarding Policy This agreed for implementation as required such as for inclusion with funding applications</p> <p>c) Seaweed farming consultancy report. Very detailed report requiring Board consideration. Deferred to next meeting. EM engaged with consultation on this report.</p>	<p>AP</p> <p>EM</p>
<p>6. Culag Park Update Not considered.</p>	

7. Discover Assynt EM raised issue of time required to address the website and social media demands previously undertaken by Jane Pretsell for a fee. He requested that he be paid through this funding to sustain this work (and use part to fund competition for photographs). This was agreed.	EM
8. AOB	
9. Date of next (Zoom) meeting: 2.00 pm Thursday 12 January 2023.	