

Assynt Development Trust

Note of meeting – Assynt Leisure Centre

25th February 2026 – 4.45-6:45 pm

Present:- Elaine MacAskill (**EMacA**), Marianne Hutchison (via TEAMS) (**MH**), Lana Bracewell (**LB**), Kari Knight (**KK**), Adam Pellant (via TEAMS) (**AP**), for items 1-3 only), Nigel Goldie (**NG**), River Yaffe (RY), Alan Blakemore (**AB**), Paula Watson (via TEAMS) (**PW**, for Item 2 only)

Apologies:- Ewen McLachlan (**EMcL**)

Action Point	ACTION (arising in this meeting)	UPDATE	Closed /Open
1	Prep for Open Day at Glencanisp – print LPP maps, banner and other materials for a display – KK/AP/RV		Open
2	Website and Newsletter development and meeting with NW2045 web contractor contact - KK		Open
3	Approach Ullapool High School – Art Dept? to see if they could run a competition for designing a new logo?		Open
4	Book stall for Assynt Games - who to do? Gather and work up info for stall – membership forms revision etc – who to do?		Open

Action Point	ACTION (Arising in 28/8/25 meeting)	UPDATE	Closed /Open
2	KK to continue looking at options for Website migration and social media management?	Action Point remains in progress. Closing as has progressed and in above action table	Closed
7	AP to ask CHT to advise on ADT getting a PT role to help with financial / operational support for the Glebe project alongside their own role as our agent.	Any director to clarify action to AP. Further to the day hosted by Alice from DTAS - awaiting her feedback before progressing Closing as will progress through DTAS resilience Fund.	Closed

Action Point	ACTION (Arising in 30/7/25 meeting)	UPDATE	Closed /Open
3	KK to start looking at ideas for newsletter (quarterly) and get quotes for updating and moving website from Wix	Local web designer was contacted and it was discussed about transferring from the Wix platform. WordPress.com is considered as a potentially suitable alternative although there are limited options and user control, which actually only equates to what is currently in place. It would probably be better to self-host with wordpress so that migration from one platform to another can be implemented fairly easily. There was further discussion about enabling a re-design including a new logo.	Closed

		The web designer has indicated they would be able to manage a self-host website for a stated fee which was agreed to be very good value, however AP suggested that it may be better to have staff and possibly directors able to edit and add content on websites not just a paid third party administrator. It was agreed that a decision on how to progress can be finalised at a later date. ie. Decision still pending. Closing as this is ongoing and in above actions	
4	EMacA awaiting response from Culag Park users for a meeting to discuss Field use guidance MH to pick up and see if a meeting can be arranged.	No response has been received, to follow up Chase again ahead of Spring.	Open
5.	EMacA to ask NG for an update on fire risk assessment Who? To progress contacting village Hall and maybe others to see if we can share location costs of these assessments	The current fire risk assessment file is on the Google drive. Scheduling alarm tests/drills is one key thing to discuss among building users.	Open
6	AP to contact at a specific design & build contractor to discuss options for glebe involvement in future.	There was discussion about other routes that may be possible, further advice from Community Housing Trust may be useful.	Open
7.	Action on LPP	Romany Garnett has provided a first report, which has now been put in a folder on the Google drive (within LPP folder within 'other projects' folder).	Closed

1. Minutes and Actions of the last meeting (4th February 2026)

No minutes from previous meeting due to no secretary and time to write up – Updates in actions table.

2. Financial Update

PW introduced herself as a freelance financial manager, currently working for ADT via Just Enterprise (we were awarded 6 days free assistance) and the Inverness Impact Hub on setting up Xero accounting software for ADT. She has input opening balances for 2025 and is working with AP and Lizzie (RLUP Manager) on adding all bank transactions and allocating them to the appropriate projects and initiatives. Xero has good reporting capabilities, but needs upfront work to set it up to enable smooth working in future. The aim is to make it easy to generate reports and other information for the Board and outside authorities (e.g. NW2045) as required. In addition, processes will be developed to manage payments, who owes money, etc.

PW was thanked for her progress report, and she left the meeting.

EMacA said we should hear this week about our Greenshoots funding application.

3. DO's update

AP has provided a written report, and summarised as follows. A site visit at the Glebe housing site is scheduled for tomorrow (26th February), with the Community Housing Trust (CHT) and neighbouring landowners. Details on road and footpath plans are to be discussed, including legal issues (land has to be adopted by HC). Iain McLeod, the Church's representative, will attend to discuss work near the

manse, especially the stone wall and footpath. There will be an ADT Glebe Steering Group meeting next Wednesday – a representative from Badnaban common grazings will attend. The Assynt Foundation has been invited but is unable to attend.

Regarding the compensatory planting plan, a cost estimate is expected from a contractor by the end of the week. We can then apply to HIE for the shortfall in costs, expected to be about 25k.

A decision is needed on fencing – whether to deer height and if restricted to house garden areas, or the wider green space. It is acknowledged that nothing will grow in such areas unless deerfenc off for at least 20 years. Deer strainers may be the best solution.

The applicant seeking a donation from the Luis Gouveia fund has been in touch and confirmed her trip is still planned. The Board agreed to donate £500 from the fund.

An Eol for community asset transfer of the former mental health drop-in building in Lochinver has been submitted to HC, but there has been no response yet.

A grant application to HIE for the seaweed farming project is in progress.

Draft local place plan maps are now available. These will be published online, and a local drop-in day will be arranged to enable any further comments to be made before the plans are submitted to HC. It was agreed that these local place plan maps should be printed in large format for use at the Glencanisp open day (March 20th).

(AP left the meeting)

4. Comms / newsletter

There was a general discussion on the ADT website and its relationship / overlap with other websites. NG considers that we potentially devote too much effort to the NW2045 project, whilst we should be primarily focussed on Assynt which is only a small part of the NW2045 area. KK believes we should consider incorporating the largely out-of-date Discover Assynt website into the ADT website; possibly also Historic Assynt. KK has met with a local website contractor to discuss moving the DA and NW2045 websites from Wix to Wordpress, but this would have a significant cost. We need to consider who will run the website/s going forward – which also will have a cost attached. There is a possibility of applying for funding from DTAS. KK is to meet with the NW0245 web contractor next week, to discuss website designs.

Regarding a new logo, it was agreed to ask Ullapool HS students to be involved in coming up with designs. The successful one would then need to be produced professionally.

We will need good photography for the website – photos showing people, not just the landscape. May need to pay for professional photography.

Newsletter – KK is willing to get this off the ground, but we need to think about who will manage it going forward, whether we can generate enough content to keep it regular, who the intended audience is, how it will be distributed, etc. ADT members are an obvious audience, but NG cautioned that the membership is likely quite unrepresentative now – a large proportion is carry-over from predecessors of ADT and unlikely to be engaged. Whereas there are probably many talented and potentially interested people who have moved to the area; we need to give them the opportunity to get involved. LB suggested the website could host the newsletter. EMacA acknowledged that we need to raise the profile of ADT and seek new members. It is planned to have a stall at the Glencanisp open day on March 20th; perhaps in future we could attend some of the Village Hall market days?

It was agreed that marketing / display materials need to be carefully planned (possibly awaiting new logo) – but for the Glencanisp open day we should get a simple banner made to go alongside the Glebe housing boards and some photos. We should book a stall at the Assynt Games in August and aim to have the new logo & marketing materials to be in place.

5. DO funding applications – DOSS and HIE

EMacA said the DOSS (HC's Development Officer Support Scheme) application is almost complete. The HIE application should be largely copy & paste from that – but for HIE funding we need a Treasurer and possibly a Secretary (although there is a possibility that the Secretary role could be split between other Directors).

NG cautioned that we should be careful not to assume funding will be granted easily / on time. HIE is particular in its requirements with respect to applications. There is a risk that we may be faced with having no (allocated) funding for the DOs at the end of March. We could be in a redundancy situation if the applications aren't successful – we need to ensure we are complying with employment law.

MH said the main issue is the absence of office bearers (Treasurer and Secretary), not our ability to justify the DO role.

6. Governance

AB agreed to join the ADT Board with a view to potentially taking on the Treasurer role. NG will look at the process of formalising the appointment (Companies House).

The need for new ACT (Assynt Community Trading subsidiary trading company) directors was discussed. NG considers it is desirable to have at least one ACT director who is not also an ADT director. The importance of ACT was emphasised – it provides ADT's only source of unrestricted funds.

NG said ACT and its deployment of assets needs to be discussed – this was deferred until a future meeting.

7. Technology – TEAMS/Outlook/File storage/email addresses

AB agreed to investigate this. NG is currently the Office365 account holder, on behalf of ADT.

8. ADT Action Log

AB has distributed the skills audit spreadsheet to Board members.

9. DTAS recovery & Resilience funding

EMacA is working on self-assessment for this.

10. Date of next meeting

18th March 2026 – 5:00-6:45 – Assynt Leisure

Meeting ended at 6:50pm.

Meeting minutes by AB