Assynt Development Trust

Note of meeting – 30 September, 4pm – 5.45pm, online

Present: Elaine MacAskill (**EMacA**), Nigel Goldie (**NG**), Marianne Hutchison (**MH**), Lana Bracewell (**LB**), Alan Blakemore (**AB**), Adam Pellant (**AP**)

Apologies: Ewen McLachlan (**EMcL**)

Action Point	Action (arising in this meeting)	Update	Open / closed
1	**EMacA** to email the 'ADT' flyer to a list of possible directorial candidates to ascertain their interest.		Open
2	ACT to approach Leodhais MacDonald for a quote to repair the Mission building car park.		Open
3	ACT to prepare a summary of its accounts & projected cashflow for the next meeting.		Open
4	**AB** to work with **NG** to take over annual reporting to OSCR.		Open

Action Point	Action (arising in 28/8 meeting)	Update	Open / closed
1	**AB** to attempt first draft of a brief 'manifesto' type document that explains why ADT exists, why local people should care that ADT exists, and what benefits and responsibilities a director's role might bring. The aim is to develop a document we can use to aid our search for new directors.	Completed.	Closed
2	All directors to work to identify and approach potential candidates for directorship.	Ongoing.	Open

Action Point	Action (arising in 29/7/26 meeting)	Update	Open / closed
2	**LB**, **AP** and **EMcL** will draw up a spreadsheet of income generation ideas to provide to HIE in support of DO grant.	Completed.	Closed

Action Point	Action (arising in 29/4/26 meeting)	Update	Open / closed
3	**EMcL** to investigate whether HC might be willing to take on the redevelopment of the Culag Square sheds (since they already own them) as part of their proposed Culag Cottage development. Otherwise, ADT might consider submitting an EOI.	An EoI was submitted circa 2018. Any further action is still to be determined. **EMcL** will follow up with Helen Cameron as to whether HC intends to purchase Culag Cottage.	Open

1 Minutes and Actions of the last meeting

AP requested a copy of the 28 August minutes for review, as they had been sent to his new email address which is currently inaccessible to him. **AB** will hold finalising the minutes until he's had chance to review them.
Actions as above.

2 Call for new directors - progress

AB has drafted a flyer and accompanying poster with input from the rest of the Board and staff. On 22 September the poster was put up in Assynt Leisure Centre, An Cala Café, Flossie's Beach Store, Stoer Village Hall, and Drumbeg Stores.
Both **AB** and **MH** have approached possible directorial candidates, but they declined.
EMcL emailed a list of possible candidates on 23 September. These were discussed and it was decided that **EMacA** and **MH** will email them the flyer document and ascertain their interest.

3 ACT

ACT has agreed that some repairs are required to the Mission building – **AB** has requested an estimate for these from a local handyman.
ADT (alarms) has recently repaired the faulty fire alarm control panel under our maintenance contract – but has identified that most of our smoke & heat detectors are out of date. They have quoted £2600 to replace them. **NG** considers we have little choice but to accept this, as seeking for any other company to do the work would likely jeopardise our contract with ADT (alarms).
NG reported that a new EV charging point will be installed in 2-3 weeks' time at An Cala. This is a government-grant-funded scheme that will generate a modest profit for us.
The state of the car park – where the EV point will be installed – was discussed. It has been acknowledged before that this needs repair (particularly protruding bolts which could puncture tyres) – it was agreed that the presence of the EV charger might necessitate this repair be done sooner rather than later, as ADT would potentially be liable for any damage (the car park is not included in An Cala's lease). ACT will approach Leodhais MacDonald for a quote to repair the car park (as they are very local to the Mission building).
EMacA requested a summary of ACT's financial situation for the next meeting. **NG** said we also need to discuss the flow of money between ACT and ADT, which is usually done in the form of donation of profits.

4 Salary payments

AB sent an email earlier today noting it is the last day of the month but he has not yet received notification of salary & corresponding HMRC payments from ADT's accountant. **LB** said there could have been some misunderstanding on the accountant's part regarding a new plan to pay extra hours and expenses on a one-month lag; the intention is that core hours should always be paid at the end of the month in which they are worked. **LB** sent an urgent email to the accountant requesting that he send the payslips.

5 DO's report

AP provided a written report ahead of the meeting. The highlights:

- Claim to HIE for £17k of Glebe-related costs should be received shortly.
- CRF DOSS claim for core DO salary should be submitted soon.

- There will be a meeting with CHT tomorrow (1st October) following the announcement of its expected closure.
- The Glebe Compensatory Planting Plan files are being finalised by the architect & consultant.
- The Glebe Building Warrant period has now been extended from mid-October to mid-January.
- HIE have requested cashflow projections in connection with ADT's role in NW2045's regional housing project proposal. The request has been forwarded to Paula.
- Local Place Plan progressing towards validation is on hold, awaiting input from Boyd Alexander.
- Online ordering for the food larder has now been set up.
- We should expect an application to the Luis Gouveia fund shortly.

AP, **EMcL** and Lizzie Williams have been spending a lot of time working with Paula and Tim Wright to finalise the end-of-2025 accounts. Tim has now extended ADT's accounting year to the end of March. This gives us until the end of December 2026 to submit the 2025 accounts. **NG** has been working to mirror this change on the OSCR website, but is having problems due to a changed log-in procedure. **NG** pointed out that it's not just a matter of submitting accounts to OSCR; an annual report must also be submitted. Given **NG**'s intention to step down as a director, he would like someone to work with him on the submittals this year, with a view to taking them over for future years. **AB** agreed to do this.

6 Any other business

- It was agreed to hold another meeting soon to cover agenda items there weren't time for during this meeting (see below).
- As per recent emails, the Assynt Foundation has approached ADT regarding its right of access along the road which ADT owns as part of the Glebe land. **AP** has sent an email reply with his interpretation of the land title that, as successor owner of Glencanisp Estate, Assynt Foundation does have right of access. Scottish Water has a similar right.
- **MH** expressed concern re the extent to which ADT should be considering / approving (or not) NW2045 funding applications, e.g. a funding application for a Children, Young People and Family Coordinator which NW2045 is making, per an email from Sara Harkins today. **AB** noted that the requirement for ADT's approval in such matters is included in the proposed Terms of Reference for the NW2045 Anchor Organisation role – **AB** circulated his comments on this earlier today. To be discussed at the next meeting.

7 Next meeting

Monday 5th October at 4.30pm, specifically to discuss agenda items originally intended for this meeting but for which there was no time:

- Potential income-generating ideas.
- ADT as anchor organisation for NW2045.
- GPDR.
- Any other business.

Minutes by AB