



Minutes of IoCCDT Meeting held on Wednesday 25th January 2023 at 4pm, The Inverter Shed

PRESENT: GERRY MACKINNON (GMK) (CHAIR), CAROLINE MACKINNON (CMK), WINNIE MACKINNON (WMK), JANE BASER (JB), PETE HOLDEN (PH), GARETH COLE (GC) (VIA ZOOM), ISEBAIL MACKINNON (IMK) (VIA ZOOM), ANDREW PRENDERGAST (AP) (VIA ZOOM), MARGARET WILLINGTON (MW) (MINUTES)

Agenda Item	Minute	Action point & by whom
1. Introductions & apologies	Apologies: Aileen Colquhoun (AC)	
2. Minutes of previous meeting	Approved	
3. Conflict of Interest	None	
4. Matters arising/AP's	All done	
5. Finance	PH circulated a Finance report prior to the meeting via email. Account names to be changed - Shop and Restricted Funds Corporation Tax bill was paid in October - Canna Trading will take this over in future.	PH to follow up with bank to change account names
	Standing order for Hebnet to be changed to shop account as part of the shop provision. Calmac standing order for freight to be changed to shop account.	IMK to contact Hebnet and Calmac to change DD and SO to Canna Trading account



	DTAS payment for Dev Manager and Admin role has been paid into account.	
	NTS have requested a confirmation letter for match funding of Dev Manager and Admin role	MW to check with SL re confirmation letter purpose
6.Development Manager update	Housing - Still awaiting finalisation of housing plot sale/transaction. Draft offers have been received however still not seen conservation burden yet. IoCCDT solicitors will need to see this. NHMF will need to have final sight of and sign off on agreements. It is hoped to have this completed by the end of February.	
	Housing - Anderson Strathearn knew nothing about the NTS 5% discount on the sale price. We understood it had been agreed with NTS . AP has met with CW - CW admits to 5% reduction. There may be issues with selling land for less than it is worth.	
	Housing - The NTS solicitor has asked us to provide confirmation from our accountant to say the sale will be subject to VAT on Canna however if we are developing the site, we can claim back VAT. The SLF fund includes VAT.	AP and IMK to meet with accountants to determine VAT position. IMK to check IoCCDT accountants can do this VAT work.
	Housing - Still waiting for CHT funding from Scot Govt to do the next stage of design. AP and MW have a meeting on 01.02.2023 with CHT . It is proposed that we pay up front for C&B to come out to Canna then claim it back.	AP to email CHT to ask about C&B visit cost reclaim
	Visitor Hub - Tenders due back at the end of next week. A 1 week extension was granted. HIE - potential funding for shortfall - £20,000 has been earmarked for next financial year. We will need to apply for it.	



	Visitor Hub - Financial processes need to be clarified. NTS are recipients - if IoCCDT become co-signatories then we also are liable. Examples of Glencoe and Glenetive not requiring co-signatories.	
	Visitor Hub - Lease - Lease - AP met with solicitors yesterday and NTS have accepted most of what we asked for. Opening hours will be 24/7, 365 days however IoCCDT can apply to close the Hub if no visitors are anticipated for an extended period of time. NTS will sign contract with contractors once all finalised. Septic tank to be sized to the average number of users.	
	Coroghan Barn - Funding applications - We have now got funding from HC Regeneration Fund of £25,000, official confirmation is due next week. NTS has confirmed £30,000, HCCCF £15,000. The result of the £30,000 from CES is due in March. AHF - £15,000.	
	Coroghan Barn - Next steps: Go out to tender, get a preferred contractor (3 quotes needed) then get the preferred design team. We have the next couple of months to get ready to go out to tender with a tender brief and procurement through SMK and the historic buildings team at NTS .	
	Coroghan Barn - We are still waiting for the outcome of the Values Framework from NTS . IMK got no response to email sent on 15.12.2022 so has resent email again. Shoring up works - February NTS visit: SL, Lauren Williams (NTS Maintenance Surveyor) and 2 building contractors are coming out to Canna.	
	Rhu Church - MW is now chasing Head of Terms.	MW to look at funding for feasibility study
	Decarbonisation - We need a meeting to round up and see where we are. The Locogen report is due however the turbine issues are still being worked through. Jamie Adams and Charlotte Mitchell are in contact with each other.	IMK to follow up. MW to organise catch up meeting.
7.IoCCDT	MW updated the meeting. The email has gone out to the wider Canna diaspora with a deadline of 10.02.2023	



Development Plan	given for ideas submission. Meeting notes from 12.01.2023 have been circulated to Directors .	
8.Canna Partnership - update from 15th meeting	GC updated the meeting. CW was back which was welcomed.	
	CP Review - NTS and IoCCDT to review internally then further review will take place during March visit to Canna.	
	Canna House - There was an update from the December board meeting. The project is still being discussed and a Value Engineering exercise is underway with a decision made at the end of January. It is hoped that work will begin this year.	
	Micheal Terwey meeting to be rearranged. CW and SL will contact MT to organise.	
	Tourism Strategy - A sub group meeting will be arranged for the March visit to Canna.	
	V&M - agreed to work in partnership on this. Meeting to be arranged for March visit to Canna.	
	New contractors procedure - NTS will only put new contractors on their system if there is a job on the reactive maintenance sheet already. SL is happy to look at other contractor options.	
	SLC - CW stated that she is happy to be involved if IoCCDT needs it.	
	Action points list - AP's will be chased and an email will be sent out prior to next CP of any outstanding AP's. MW will chase non- NTS staff AP's.	



	<p>CP Review - IoCCDT would like Ailsa Raeburn (AR) to be involved in the CP Review as an independent person following the same process as last time.</p> <p>Canna Partnership - Concerns were raised that progress is being held up by the budgets which have been ongoing since October 2022. There has been no participation by the community in the formation of the budgets. It was acknowledged that decisions at the CP need to be made quicker.</p> <p>All agreed that IoCCDT would draft a letter to NTS which AR is happy to proofread before sending.</p>	<p>IMK to draft letter from Chair of IoCCDT and circulate to Directors for approval</p>
9. Projects/Sub groups		
a. Visitor Hub	As above	
b. Dark Skies	Needs to be agreed with NTS that the new Ranger will take this on.	
c. Housing	As above	
d. Coroghan Barn	As above	
e. HUG/HDG	No update	
f. Highland Council	School - MW has exchanged emails with Mark Rodgers . He is hoping to come out to Canna towards the end of February/ beginning of March with gardening equipment and to discuss options for the School.	
g. Decarbonisation	As above	
h. Canna 10K	<p>We have 42 runners signed up so far.</p> <p>We need to fill out the Functions and Events forms and submit them to NTS.</p> <p>Risk assessments will need to be updated.</p>	



	<p>GMK confirmed that Canna Self-Catering are happy to sponsor the BBQ.</p> <p>There was a discussion about changing the place where the race finishes. It would be better if the finish line was outside the cafe. We will need to reassess/measure the route.</p> <p>IMK has contacted the Glenfinnan Ceilidh band. All agreed to book once logistics have been finalised.</p>	<p>IMK to contact band re number of musicians</p>
<p>10. Administrator update</p>	<p>Bio Security - MW has completed a full round of the bay. Some suspect blocks however all now confirmed as ok.</p> <p>MW to meet with Ranger candidates to discuss Bio Security.</p> <p>Shearing Shed Lease - MW has resent this to AB, NTS as due for renewal in April.</p> <p>Hen Run Patch - Community lease or individual lease? All agreed it will be a community lease.</p> <p>Gathering ideas - Once ideas have been collated, it is suggested that Directors choose the idea that they want sent to NTS so that the decision is clear. This will be more decisive and beneficial to both NTS and IoCCDT in the long run. All agreed.</p> <p>Housing - Meeting with AP and CHT on 01.02.2023.</p> <p>NTS visits - Lauren Williams, NTS in February. James Dean, NTS in March.</p> <p>Ranger and Gardner candidate information circulated.</p> <p>Rhu Church - chasing HoT's.</p> <p>Rum Primary School visit - MW helping to organise trip to Canna. Could visit farm and MW to do an art class.</p> <p>Trip to Eigg - MW waiting for quotes to come back from boats. All can apply for Community Learning Exchange fund to pay for the trip.</p> <p>Snorkel Trail - MW met with other Small Isles and Elouise Cartner at Living Seas. Proposed 2 Snorkel trails per island with a view to launching next Spring. NTS have been informed.</p>	<p>MW to email SL re Hen Run Patch as community lease</p>
<p>11. Staffing - NTS posts</p>	<p>Ranger and Gardner candidates due to visit Canna. MW has circulated itineraries to all. It was acknowledged that if these candidates are not suitable then consider re-advertising to get the right person.</p>	
<p>12. Community Enterprise - CREEL, Shop, Moorings</p>	<p>CREEL - ongoing turbine performance issue</p> <p>Shop - Re-stocking from April 1st. Aim for this year is to encourage visitors to pre-order deliveries to the island.</p> <p>Thank you to GC for setting up the card payment machine.</p> <p>Horace Plunkett Award has arrived.</p>	<p>IMK and MW to record thank you video and send</p>



	Moorings - GC to take inspections forward	
13.Communications update	Nothing at this time	
14.Island Accommodation	Nothing at this time	
15.AOB	<p>Jane Young at Highland Council emailed with details of funding available for the Small Isles. This fund is for the cost of living crisis and will support existing schemes.</p> <p>Deadline for submissions is: 26.01.2023. It was agreed that a new shed for the shop, as an existing scheme, would improve resilience on the island.</p>	PH and IMK to take forward and contact HC with idea.
	<p>Dairy - The roof was damaged during Winter storms. Red Shed moved to the back of the Chapel to a more sheltered location and contents of Dairy moved there for safekeeping and on display. Visitors can access the red shed to look at the display. The carved stones have been moved outside the Chapel and old farm equipment has been moved to more beneficial areas of the island.</p>	
	<p>New Shower and Toilet - this will be in the area between the engine shed and the coastguard office. Access to the generator will be through the engine shed doors. Dougie McIver is carrying out the planned works (date not yet confirmed).</p>	
	<p>Govt Fuel Allowance - Knoydart have been in touch with govt ministers and a decision is expected shortly.</p>	MW to send round email detailing update and how to apply for the allowance to the community