



Minutes of loCCDt Meeting held on 20.04.2022 via Zoom

PRESENT: ISEBAIL MACKINNON (IMK) (CHAIR), LIZ HOLDEN (LH), PETE HOLDEN (PH), ANDREW PRENDERGAST (AP), GARETH COLE (GC), INDIGO CARNIE (IC), MARGARET WILLINGTON (MW) (MINUTES)

APOLOGIES: WINNIE MACKINNON (WMK), CAROLINE MACKINNON (CMK), GERRY MACKINNON (GMK), FIONA HUTTON (FH)

Agenda Item	Minute	Action Point & by Whom	Deadline	Done
1.APOLOGIES	as above			
2.MINUTES OF LAST MEETING	Accepted			
3.MATTERS ARISING	None			
4.CONFLICT OF INTEREST	None			
5.FINANCE	<p>PH sent round account balances via email before this meeting.</p> <p>Accounts: not much change. We have paid out a couple of sizeable bills, a new freezer has been bought for the shop.</p> <p>April 30th is the year's end so could people please settle shop tabs by the end of the month and any entrepreneurs to check stock and let PH know.</p> <p>PH will be transferring money from the shop and moorings account to the new Canna Trading company account. He has been advised by the accountants not to transfer all the money at once but it will all be in there by 1st May.</p>	<p>ALL - settle shop accounts</p> <p>All entrepreneurs to check stock and report to PH</p>	<p>30.04 .2022</p> <p>30.04 .2022</p>	
6.DATE FOR COMMUNITY MEETING	There was a discussion about the best date for a community meeting. There is definitely a need to have a community meeting soon as various projects are now moving forward which require discussion and input.			

	<p>It would be ideal if the community meeting could be before the directors meeting. GC and IC will be away all of May however they could zoom in. A date is to be organised via email.</p>	<p>MW - Community meeting date to be organised via email</p>		
<p>7.DEVELOPMENT MANAGER UPDATE</p>	<p>Housing The house plots purchase should go through at the end of April. There has been some last minute backwards and forwards between solicitors. The main issue has been around the size of the plots. The plots had to be made slightly bigger after Ken Macdonald had a look on the ground. The size increase takes account of the house, access, septic tanks, highwater mark etc. The NTS solicitors are raising these issues. Hopefully this won't delay the transfer of ownership of the plots. We need to push CHT again. We sent them the draft design guidance to say this is what we wanted. AP has a meeting lined up with CHT next week to review where we are. Funding: The next stage will be applications to RIHF once we get the costs back from the design and build exercise. Likewise with the Quaker housing trust; we will need firm indications of costs. There is still a shortfall and there is still some unknown on the shortfall but we will have to do the costing anyway. It is frustrating working with CHT as they need constant pushing to get things done.</p> <p>Visitor Hub AP had a meeting with Rural Design and NTS; Rural Design still hasn't been appointed by NTS so CW is going to chase this up as we have a tight window to get the job finished by March next year. Rural Design will come out in May to do design to apply for the building warrant. SL is sorting out the funding arrangements with NTS who are leading the project. SL is liaising with the funders about how this works, similar to the project in Glencoe and the same arrangement should work for us. We will have to do some supporting letters for this. CW is negotiating the lease between NTS and IoCCDT for the building including operating and managing the building and how this fits into the Heads of Terms. The paper going to EXCO tomorrow which will be the final sign off for all this.</p> <p>Coroghan Barn We still have not heard back from the Regeneration Capital Grant Fund. This could be to do with the elections and announcements being made with the Scottish Government. We had a query back from NHLF</p>			

	<p>on application - about the conservation deficit - AP will deal with that then hopefully we should hear in early June about whether we have been successful.</p> <p>Decarbonisation Scene are coming out to Canna next week. We have paid a 25% deposit on the air source heat pumps. AP has requested an update report from the company that is manufacturing them so we can start planning on transporting them to Canna. There was a meeting yesterday with CARES to discuss the next chunk of funding.</p> <p>Rhu Church No further progress as yet. We are still waiting for heads of terms</p>	<p>MW to circulate FH's report.</p> <p>AP to contact CoS to chase up.</p>		
<p>8.CANNA PARTNERSHIP REPORT</p>	<p>Some changes to the rota for the CP reps have been made. There was a query about the minutes from Feb; the name of a property with an EoI - AB is to find out the correct name. The NTS would like to work with us on the Housing Allocation Policy. LH wrote a paper on this and would like it to go to the community meeting. It would be good to have our ideas in place to report to the community then can take to the CP meeting in June. The Harbour annual report will be presented at the next CP. Dorlin: The CP reps will continue to raise it on the agenda. It would be helpful if they could explain “why” it is taking so long - for the next CP meeting. New caravan: At the CP the community was asked to suggest alternative sites if the existing site is not suitable. Since then it has been agreed to use the original site. The use of the caravan needs to be clarified with NTS e.g. is it only for seasonal staff? NTS will be asked to liaise with IMK and GC to ensure that the new caravan is fit for purpose for seasonal staff.</p> <p>Highland Council: Mark Rodgers is due to come and visit Canna on 25th May.</p> <p>AP left the meeting at this stage.</p>	<p>AB to be reminded through CP action points.</p> <p>LH to raise at next CP.</p> <p>LH to contact GMK for confirmation.</p> <p>LH to raise at the next CP.</p> <p>MW to organise and plan Mark Rodgers visit.</p>		

	<p>Annual leave: On Canna - all full time NTS staff to notify when going on annual leave. Canna services - CREEL, water and hebnet: Contacts and then stand in person. 1 copy to go in the emergency plan and 1 copy to go in the operational manual. It will be sent round everyone to make sure all contact numbers are correct. All were in agreement in principle.</p> <p>Harbour Management Plan: this is difficult to download as it has a huge digital profile on the NTS system however anyone can access the Port Marine Safety Code online. CW is happy to do a presentation on how Canna Harbour fits into the Port Marine Safety Code. All agreed yes to CW presentation.</p> <p>Calmac: Service Level Agreement - the new agreement will replace old agreement however AB has had initial conversation with Calmac but no specific deadlines have been set and AB was a bit vague about this. (Item for community meeting)</p> <p>The community remains uncertain as to what the service level agreement is on a logistical level and what content is relevant to the community. CW was meant to pull relevant community details from the agreement and report these back to the CP reps. This was an action point for CW two meetings ago. AB will be at the next CP meeting so CP reps could ask for a presentation about the service level agreement. It would make sense to do this as a presentation alongside the Harbour Management Plan to get community involvement started.</p> <p>SKIPS: A skip arrived today but not a white goods skip.</p> <p>NTS staffing - LH has put together a paper with some guidelines on recruitment appointments here on Canna to be discussed at the May loCCDT meeting. This was sent out to all Directors to read over and give feedback on. There are two general principles in the paper.</p> <p>NTS staff: Does the community want input into all of these or just the ones that affect the community? loCCDT appointments: employing staff that are going to live here.</p> <p>There was a discussion about the unusual situation here on Canna with having such a small population and the idea behind community fit. It was acknowledged that it would be nice to have the opportunity to meet with new people and that any feedback given has to be useful. However, the NTS have no reason to take</p>	<p>MW to ask DM about Hebnet.</p> <p>LH/MW to ask CW to organise a presentation. (?)</p> <p>MW to add to Community Meeting Agenda</p> <p>LH to take to the next CP.</p> <p>MW to email Alison Brown to query.</p>		
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	<p>any feedback given seriously or to use that feedback in their decision making. It is valuable though to be able to have the opportunity to flag up any potential issues.</p> <p>This is a topic that people seem conflicted about and it was acknowledged that it is a luxury as we have such a small population. If there were more people then we wouldn't have this luxury. Concerns were raised about too much social control.</p> <p>It was suggested that input into job descriptions might be a more useful way of dealing with this issue. e.g if the NTS were thinking of employing a property manager for Canna then the community would be interested in inputting into the job description. The meeting all agreed that this is not straightforward and will require further thought.</p> <p>CW made the CP aware that any content within NTS emails can be requested through GDPR so if there is any communication that is confidential then it is best done through Royal Mail marked "confidential".</p> <p>The letter that was written to CW: CW liked the suggestions that were made and these will be built into staff reviews in the first week of May. CW is writing a letter to the community with an emphasis of working with the community and making any expectations clear to everybody.</p> <p>Social Media Policy</p> <p>The NTS have shared their Social Media Policy with LH and MW and it is planned to bring it to the next loCCDT meeting in May. Initial thoughts having read through the policy is that there may be a crossover between NTS staff as members of the community, that it should possibly be a Social Media and Media Communications policy to include journals/papers etc. It would be good to work with the NTS social media team and it was acknowledged that Jim Whiteside has been very supportive and helpful in the past.</p> <p>An example was given of a Twitter account, Highland and Island Voices, which had different people taking over each month for producing content and someone went off script altogether and this caused problems. It is important that there is some sort of structure of what people can say.</p> <p>Administrator update: MW has been in role for 5 months and the meeting discussed having slightly more formal management arrangements in place.</p> <p>IMK and MW already meet each week on a Tuesday at 9am. LH to come to this meeting too.</p> <p>Nothing from Canna House - hopefully more at next CP meeting</p> <p>HUG</p>	<p>ALL Directors to read LH's paper and give feedback.</p> <p>Then take it to the community meeting.</p>		
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	<p>At the CP it was thought that HUG was the best name for the group as Canna is a harbour not a port. CW has been working with CMAL and got a copy of the Colonsay harbour users document. Colonsay is similar to Canna and CW has tasked an NTS staff member to adapt the document for Canna. CW is to send that to the CP members.</p> <p>CW liked the questionnaire that GC had done and thought that the questionnaire from the Colonsay document could be blended into the Canna one.</p> <p>NTS have it so that the harbour master is to chair this group. This is in keeping with the role of HM.</p> <p>There was a discussion about the merits of having the HM run the HUG or a community representative. There are pros and cons of each side.</p> <p>The constitution would have to set out very clearly as to roles and responsibilities within the HUG. It was thought that the HUG would provide a strong base for communication and reporting back to the CP.</p> <p>New farm building - all the dates that the Shearing Shed is being used have been sent to NTS.</p> <p>CP review: Reminder Ailsa R is doing an early draft and is still looking for comments for the end of this week. All agreed that the June 7th CP meeting would be a good time to have a face to face meeting with Ailsa.</p>	<p>LH/MW to chase CW for the Colonsay document</p> <p>ALL to give any last minute feedback to Ailsa this week.</p> <p>Meeting to be arranged for June CP.</p>		
<p>9.NTS STAFFING</p>	<p>Staffing NTS review: For the future planning of Canna.</p> <p>This review will start at the back end of the year once the new strategy has been operational for a time. IoCCDT could submit a paper to the CP agenda around late September/October.</p> <p>The new Ranger has been appointed but no official announcement has been made.</p>	<p>MW to put on September CP Agenda</p>		
<p>8.SUBGROUPS</p>	<p>a. SCENE</p> <p>Scene are taking covid seriously so we need to let them know if anyone else tests positive and if positive they will do those houses towards the end of the week.</p>	<p>MW to send FH report out.</p>		

	<p>MW has sent out schedule - let MW/FH know about any positive covid test</p> <p>b. Highland Council As above in CP feedback.</p> <p>c. Housing As above in AP's feedback.</p> <p>d. Cororghan Barn As above in AP's feedback.</p> <p>e. Canna Partnership As above in LH's feedback</p> <p>f. Housing Allocation's Policy As above in LH's feedback</p> <p>g. HUG Nothing further to add. Await the Colonsay document. A bigger discussion is needed. GC left the meeting at this stage.</p> <p>h. Shop Gather to move the new freezer tomorrow, workmen will assist and Guy and Rose if they are around. IC, FH and IMK have been reviewing the cleaning contract and someone will be appointed asap with the contract starting in May through to September - 5 months Trading company will be paying the cleaning contract. MW has repainted the tower and is collecting the money each evening. PH did it while MW was off sick. PH asked if anyone is going off island, can we get money banked in the Fort William Post Office? however it would be good to see if we can bank the money elsewhere for ease. IC offered to try the Inverness Post Office as a test run. Mallaig bakery order in the shop now!</p> <p>i. Canna 10K Canna 10K will be held on 3rd September 2022. PH is co-ordinating.</p>	<p>Someone (?) to look up the Colonsay Users group.</p> <p>IMK to speak to Murdo to move the freezer to end of ramp. IMK to organise group.</p> <p>IC to test banking some of the cash at the Inverness PO.</p>		
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Medics sorted, Insurance sorted.
 Comms on the day will be coastguard radios.
 Calmac: it is looking extremely unlikely that there will be a 2nd sailing of Lochnevis.
 Catering sorted - GC has agreed
 Band - FH has been enquiring and looking at a couple of options.
 At the last 10k, someone sponsored the band - would someone be willing to do that again this year?
 Otherwise we will pay with our own funds. Last time we paid £400 however that was 3 years ago now plus free accommodation. We will have to book accommodation for the band soon. Only one room up at tighard that weekend now remaining and there could be four people in the band potentially.
 Website: PH is trying to catch up with Anna. They are going to get together tomorrow to talk through various things. e.g. what to put on the website, new date etc. There are a lot of existing participants who have paid up front and then we can offer out any remaining places.
 Sponsorship needed for prizes for winners plus goody bags. We need new t-shirts made up and sponsorship for the t-shirts. Medals needed.
 We have a big box of NTS goodies such as hats, hip flasks and other assorted things.
 Where can we source bottles of water?
 There is a whole load of stuff up in the loft - PH will have a look.
 Canna 10K sub group to meet up - need to wait for new Ranger to start.
 PH to see what comes out of conversation tomorrow with Anna and then see if it is useful for the sub group to meet.
 Raffle prizes, begging letters to go out,
 There are uncertainties related to travel e.g. ferry arrangements
 The race needs to be done and dusted so people can get off the island or stay over until Sunday.
 There is no accommodation however camping is an option.
 Marshalls - Radios can only be used by coast guard persons.
 There is a list of people to commit to comms around the course on the day.
 Once we have the first sub group meeting, things will be clearer about who will do what.
 Dod is a possible helper.



10.ADMINISTRATOR UPDATE	MW had microphone problems during the meeting so will send an update via email. Equipment - DTAS - PH sorting out the purchase of these items.	MW to email Directors with an update.		
11.SCOTTISH ISLANDS PASSPORT - STAMP DESIGN	Scottish Islands Passport have conceded the point after some wrangling and have said that we can put forward some new designs. The idea is to ask Anna Merrick to design a new stamp for Canna. All agreed. LH has a copy of the National Islands Plan Annual Report if anyone wants a copy.	MW to email SIP to clarify payment for the new designs. MW to email Anna and ask her commission price and explain the situation and ask her to come up with 3 designs.		
12.COMMUNICATION UPDATE	MW has drafted a Housing update newsletter. All happy with this and it can be sent out.	MW to send out		
13.AOB	Painting of Shearing Shed and other community painting needs done. The paint has arrived. It is all in the community shed behind the dairy. Volunteers needed - community day/afternoon. Jane will be back on Friday too plus Guy and Rose can lend a hand. We could do it this weekend if the weather is good. Lambing is in full swing so farm staff won't be able to help. LH asked for volunteers to help sow seeds for the garden. IC - public entertainment licence - not heard anything but will chase this with a phone call. The application has already been paid for. Ranger to look into habitat restoration.	IC to phone.		



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