

<b>Draft IoCCDT Directors Meeting 2 March 2021, online</b>			
<b>Minutes</b>			
<b>Present</b> Gerry Mackinnon Chair (GM), Pete Holden Treasurer (PH), Anna Munro (AM), Liz Holden Secretary (LH), Isebaill Mackinnon (IM), Winnie Mackinnon (WM), Caroline Mackinnon (CM), Gareth Cole (GC), Fiona Hutton (FH), Indi Carnie (IC), Andrew Prendergast (AP)			
<b>Apologies: n/a</b>			
<b>Note:</b>			
<b>Agenda items</b>	<b>Action agreed</b>	<b>Who</b>	<b>When</b>
<b>1. Matters Arising</b> <ul style="list-style-type: none"> <li>Minutes of the last meeting accepted</li> <li>Defibrillator training took place online, Nov 18 2020 – this was well attended. On island trainings session planned once restrictions are lifted. Both defibrillators are up to date and working.</li> </ul>			
<b>2. Finance</b> <ul style="list-style-type: none"> <li>PH can circulate the full update if anyone wishes to see it</li> <li>There is £37,405 in total in bank accounts</li> <li>£14,366 in restricted funds</li> <li>Shop account: £18,744 – insurance and corporation tax both recently paid. Shop due to be restocked soon for beginning of season. This includes admission fees from 10k 2020.</li> <li>Main account: £4,294.</li> </ul>			
<b>3. Legal structures to take Canna projects forward</b> <i>Trading companies:</i> <ul style="list-style-type: none"> <li>A separate trading company for the shop and moorings is required for legal and financial reasons. IM will be a director, and two further directors are required, one to act as treasurer. An email is to be sent to the wider community to see if anyone is interested and will be discussed at next community meeting.</li> <li>The trading company is to be set up in time to commence trading with the new financial year</li> </ul>	IM to send email to community IM to investigate which		

<ul style="list-style-type: none"> <li>• A name is required: Isle of Canna Trading? Isle of Canna Trading Company? Canna Trading Company?</li> <li>• IM is investigating whether a new bank account will need to be set up.</li> <li>• The registered trading address will be the shop.</li> <li>• DTAS model will be used for the articles of association.</li> <li>• loCCDT needs to decide what rent to charge the trading company for use of the shop. NTS charge loCCDT £100/year.</li> <li>• LH to look into changing loCCDT address to the Shop rather than the Square</li> </ul> <p>VAT:</p> <ul style="list-style-type: none"> <li>• The meeting agreed that £1,000 should be spent to make up the shortfall in funding for detailed VAT advice on the implications of the Coroghon Barn project, which will have a large VAT burden. The advice is being sourced from Chiene + Tait, and is part funded (£1,400) by Scottish Architectural Heritage. The remainder of the cost can be invoiced to CREEL, in order for VAT to be reclaimed on that sum.</li> </ul>	<p>names are available IM to check position re financial arrangements, new bank account etc</p> <p>AP to commission C+T, and ask them to split invoice between loCCDT and CREEL</p>		
<p><b>4. Update on projects to include CARES de-carbonisation work, Coroghon Barn draft business plan etc</b></p> <ul style="list-style-type: none"> <li>• <i>Affordable housing:</i> AP is chasing invoices for work funded through Scottish Land Fund. Title plans are being prepared and titles have been checked, and archaeology survey work is commissioned to take place in March. We have also commissioned a valuation of the sites. Only thing we haven't been able to complete is the water supply confirmation report - see below. Approval in principle agreed by NTS Executive Committee for site disposal, final approval from NTS board and National Heritage Memorial Fund still required, but understood to be a formality. We have been awarded Rural and Island Housing Fund funding to engage a Client's Agent to draw up documentation for the design &amp; build tender.. It's important not to go to tender too soon, as prices only hold for a few months. Could potentially be starting to build spring next year. It may be worth considering when Canna House project is going ahead and whether to work around it. Communities Housing Trust have provided an outline project timeline, and will hold a Design Team meeting and financial planning session soon, which some loCCDT directors are required to attend. It will soon be time to start planning for allocation/selection criteria and management of the housing, and the next stage of fundraising for capital build. Advisable to let building cost prices settle down after Brexit uncertainty.</li> <li>• <i>Coroghon Barn</i>– claim feasibility grant money from Archaeological Heritage Fund. Glyn has submitted his report. Next step is to write brief for full design study. AHF can fund this up to 50% or £15k. This would get us to the stage</li> </ul>	<p>AP to ask NTS to proceed with house site disposal AP to pass on Derek Alexander's contact details to archaeologist.</p> <p>AP to get details of digging work from archaeologist, to</p>		

<p>of going to planning. Need to decide which is our funding priority, Coroghon Barn or Pier Hub – as it won't work if they are competing for same funds.</p> <ul style="list-style-type: none"> <li>• <i>Decarbonisation project</i>– currently on schedule. Claims invoices due in this month along with interim report</li> <li>• <i>Hub project</i> – draft brief ready. Highland Council have awarded £2.5k but much more funding needed. May need to consider prioritisation re Coroghon - NTS less keen on Hub.</li> <li>• <i>Water supply</i> – needs to be picked up again with NTS, nothing has happened since last meeting. Potential for it to be a block on development , especially at the point of planning permissions for houses</li> <li>• <i>Rhu Church</i> – AP is to pick this up with Church of Scotland. Next stage is feasibility study. Highland Council's historic buildings person is open to proposals for how to solve structural issues. Need to agree heads of terms for transfer of ownership from Church of Scotland.</li> </ul>	<p>brief Murdo or other contractor</p> <p>AP to schedule a catch up meeting with Clea before 10 April, to help push water and land transfer issues forward AP to follow up with CoS on Rhu Church next steps</p>		
<p><b>5. Small Isles Housing Management proposal</b></p> <ul style="list-style-type: none"> <li>• A proposal has been made that Small Isles form a partnership to secure services for managing housing that all the islands are going to need in the near future. This is at an early stage, but thinking is that services could include maintenance, inspections, rent collection, interfacing with tenants, tenant selection. Different communities could opt for different level of service. The hope is that this would be a cheaper, more local, and more responsive service than going to an external housing management agent for the same thing. The partnership could potentially bid to do the same for private housing/ NTS housing, council housing etc. Ailsa has been helping to set out what it might look like, and IoCCDT directors are asked for feedback.</li> </ul>	<p>IM to circulate Ailsa's list. All: feedback by end of week.</p>		
<p><b>6. Moorings</b></p> <ul style="list-style-type: none"> <li>• Quote received for £1400 + VAT to check moorings, GM has requested Andy Holbrow to come and check them.</li> <li>• Peter Banham is applying for permission to set a mooring in the bay, and has made contact to find out if the IoCCDT has any objections. The meeting noted that this possibly limits the IoCCDT's ability to put in further moorings, but agreed that the economic and social benefits of the Jean Francis being able to fish from Canna outweighed this. IM has drafted and will send letter to state that the IoCCDT has no objections.</li> </ul>	<p>IM to send letter</p>		

<p><b>7. Tourism marketing / Visit Small Isles</b></p> <ul style="list-style-type: none"> <li>• A proposal to overhaul the Visit Small Isles website has been made, the plan initially being that this would just have a main page and then a link through to the individual island websites.</li> <li>• Is there an appetite to join together with the other Small Isles for marketing purposes? IM and FH will meet with Lucy Conway , Fliss on Rum, and Ruth on Muck.</li> </ul>			
<p><b>8. Hebnet upgrading</b></p> <ul style="list-style-type: none"> <li>• A plan and rough quote for upgrading Canna’s Hebnet to fibre optic cable has been sourced, costed at £20,000. The meeting wondered if funding for this could partly be tagged on to existing development projects, however AP advised that there would be limited scope for this and it would be unlikely to work logistically. The point was made that it is the unreliability of the connection which is the problem, rather than the speed of the existing system, and therefore it was suggested that it may be worth just upgrading the connection to Elgol in the first instance.</li> </ul>	<p>IM to investigate cost of just upgrading connection to Elgol</p>		
<p><b>9. 10k run 2021</b></p> <ul style="list-style-type: none"> <li>• This has been cancelled due to continuing COVID restrictions. A virtual run will be held instead on 29 May, with Facebook event page with prize for best dressed. Participants have been contacted to ask if they would like to transfer to 2022, and just 3 have asked for a refund instead.</li> </ul>			
<p><b>10. Working with ranger service</b></p> <ul style="list-style-type: none"> <li>• Chloe has completed her induction month. Sheona thanked all for contributions and will share her work plan once it is complete. Date for Chloe’s arrival hopefully confirmed in the coming week. She took part in Whale and Dolphin Trust webinar, representing Canna, and IM has also sent her the application for Dark Skies to work on. The meeting expressed that all are looking forward to welcoming Chloe.</li> <li>• LH has written and circulated notes on consultation on NTS staff appointments, to be an annexe to the memorandum of understanding. It would be good to include Chloe’s feedback once she arrives.</li> </ul>			

<p><b>11. Update on Caslum</b></p> <ul style="list-style-type: none"> <li>• Sheona has updated us that the interior is now complete and furnishings due after 28 March. HMO application – draft received from Marie Netherwood, and an on island fire risk assessment will be needed in order to complete this.</li> </ul>			
<p><b>12. School</b></p> <ul style="list-style-type: none"> <li>• GM has drafted a letter to send to Highland Council to notify them that the grounds are in a bad state, and to request that something is done about this. She has asked for a supporting letter from NTS, which Alan Barrow has agreed to supply. GM will send the letter to HC next week; if anyone wants sight of the letter in advance please ask her.</li> </ul>			
<p><b>13. Creel</b></p> <ul style="list-style-type: none"> <li>• AGM date: to be set, for after lambing.</li> <li>• IM is dealing with queries on the accounts</li> <li>• Finances are all healthy. Changes to lease of generator have been signed and sent off, and NTS have their generator sorted.</li> <li>• Waiting Room meter still not working, request Ian Mitchell to fix.</li> </ul>			
<p><b>14. COVID – website update</b></p> <ul style="list-style-type: none"> <li>• We have reverted to original text re COVID on the website. This will need to be updated as things open up over the next few months.</li> <li>• Text for community projects update. LH circulated a draft; a couple of suggestions have been made and the meeting approved the draft for adding to the website to edits.</li> </ul>			
<p><b>15. Permanent residency</b></p> <ul style="list-style-type: none"> <li>• IC thanked the directors for the letter of support sent to the NTS re housing</li> <li>• It was stated that there is currently no formal process for determining residency on Canna. The meeting agreed that in cases where residency has come about organically it would be inappropriate to impose a process.</li> <li>• It was agreed that we will need to start thinking about approaches to allocation of housing and therefore full time</li> </ul>			

<p>residency with regard to the new housing, and that as a starting point we should have a look at the process that Rum has recently used.</p>			
<p><b>16. AOB</b></p> <ul style="list-style-type: none"> <li>• GM notified the meeting of a proposal to build a new agricultural shed at the Square, which would encroach on the footprint of the current Dairy building and the loCCDT shed. The NTS are in support of this proposal. Likely to be next spring if it goes ahead. To be agenda item for community meeting.</li> <li>• Big shop/café shed: Davy Fraser has quoted for a 12x 24' shed: £10.5k all inclusive (except preparing base and removal of current sheds). Potentially some Co-op funding for this.</li> <li>• The loCCDT would like to thank: Jane Baser for fixing the polytunnel panel which had broken in the wind. Craig for making a shelf for the shop. Winnie for tidying the garden at shop. Murdo for fixing the shop light bulb. Mairead and Fiona H for carrying out CARES work at such short notice.</li> <li>• The next Community meeting to be scheduled before April 10.</li> <li>• The meeting was notified that a request from the Information Commissioners Office re potentially needing to register as a data controller. Possibly applies to CREEL in particular. £80/year.</li> </ul>	<p>IC – put new agricultural shed proposal on agenda for next community meeting</p> <p>LH - continue to chase Co-op re allocating defibrillator funds</p>		
<p><b>17. Date of next meeting</b> <b>TBC</b></p>			