

<b>IoCCDT Meeting February 15<sup>th</sup>, 2018 held at Caslum</b>			
<b>Minutes</b>			
<b>Present</b> Gerry Mackinnon Chair (GM), Anna Munro Treasurer (AM), Liz Holden Secretary (LH), Winnie Mackinnon (WM), Pete Holden (PH), Isebaill Mackinnon (IM)			
<b>Apologies</b> none			
<b>Agenda items</b>	<b>Action agreed</b>	<b>Who</b>	<b>When</b>
<b>1. Matters Arising from Nov 18 2017</b> <ul style="list-style-type: none"> <li>• minor edit to draft minutes item 6.6 change BIG to HMRC</li> <li>• minutes of previous meeting accepted</li> </ul>	edit	LH	asap
<b>2. Finance</b> <ul style="list-style-type: none"> <li>• AM presented the current bank balances.</li> <li>• The final TSB bank account needs to be closed and contents transferred to the online Co-op accounts.</li> <li>• The remaining money from the SSE grant will shortly need to be transferred to the CREEL as agreed. AM to keep careful eye on available funds to ensure payment of project manager.</li> <li>• IM and AM to set up a system so that AM is in regular receipt of invoices from the shop.</li> <li>• AM, IM and LH to meet and make a start on the current years accounts to try and ensure that they get to the accountant in good time before the AGM.</li> </ul>	ensure closure of TSB account	IM, LH, AM  AM  IM, AM  AM, IM, LH	asap  ongoing  asap  Fri Feb 16
<b>3. CREE / CREEL update and payment protocol</b> <ul style="list-style-type: none"> <li>• GM reported that the CREEL bank account is now fully functional</li> <li>• AM said that the logo contract work was currently out to tender</li> <li>• LH tabled the figures so far spent on payment of the project manager. This money will all be reclaimed from CARES / HIE / NTS grant givers. The available funds are what they should be for this point in the project.</li> <li>• IM, LH and PH had a telephone conference with Jamie Adam (JA) to run through how the system of invoice payment, reclaiming and VAT returns</li> </ul>			

<p>should work when the main project begins. This was useful and reassuring. IM has produced a flow chart which she will circulate to all directors once approved by JA.</p> <ul style="list-style-type: none"> <li>Work should start on the ground in the last half of March. There will be a pre-contract meeting before the start of the project and this would be the main opportunity for the community to meet with the contractors and ask questions / raise any issues.</li> </ul>	<p>Circulate flow chart</p> <p>Ensure that the community are invited to the pre-contract meeting</p>	<p>IM</p> <p>LH</p>	
<p><b>4. Sanday Road update</b></p> <ul style="list-style-type: none"> <li>GM reported that Derek Alexander (NTS archaeologist) and some volunteers would be on Canna at the end of February to undertake the work requested by planning. Davie Fraser will assist with any necessary ground works.</li> <li>The contractor will undertake the other required condition of a construction plan.</li> <li>Work should start on the ground in the first half of April.</li> </ul>			
<p><b>5. Shearing Shed and St Edwards: leases and update</b></p> <ul style="list-style-type: none"> <li>PH has been speaking to Alan Barrow (AB)) and has been assured that the lease is drawn up for the Shearing Shed and is currently with the NTS solicitors. It should be ready within a couple of weeks</li> <li>PH said that AB had asked for a formal letter requesting termination of the St Edwards lease. A letter was tabled and signed by LH and GM.</li> <li>PH still to speak to SSE with regard to undertaking electrical works in the Shearing Shed.</li> </ul>	<p>Send letter requesting termination of St Edwards lease</p> <p>Speak to SSE re electrical work</p>	<p>LH</p> <p>PH</p>	<p>asap</p> <p>asap</p>
<p><b>6. NTS staff update and visit by Alan Rankin (NTS)</b></p> <ul style="list-style-type: none"> <li>The meeting welcomed Mike Butler and Gillian Gibson in the new NTS ranger post (job share).</li> <li>Alan Rankin (new Natural Heritage Operations Manager - Islands) and Dominic Driver will be visiting Canna March 27 - 29. They have asked to meet with the Directors of the IoCCDT and this meeting proposed 2.00 on Tues 27th in the Shearing Shed.</li> </ul>	<p>Let Angela Mackenzie (NTS Natural Heritage Administrator) know of suggested meeting time</p>	<p>LH</p>	<p>asap</p>

<p><b>7. Community Moorings</b></p> <ul style="list-style-type: none"> <li>GM reported that Andy Holbrow will be inspecting the moorings in March, cleaning them and replacing worn chains. One of the moorings appears to have moved and this can be investigated at the same time.</li> </ul>			
<p><b>8. Community Shop / Garden Plots</b></p> <ul style="list-style-type: none"> <li>With time moving on and an early Easter ahead, it was decided to hold community meetings for those with an interest in the above. These will be a planning meetings and further community work days will follow. Saturday Feb 17th was agreed and IM offered to send an email to all community members</li> </ul>	Send community notification of meeting	IM	asap
<p><b>9. Unpaid invoice from 2014</b></p> <ul style="list-style-type: none"> <li>This is currently being investigated</li> </ul>			
<p><b>10. Website update</b></p> <ul style="list-style-type: none"> <li>AM reported that she is just waiting for some text from PH for short walks.</li> <li>Once complete AM will make the site live for community edits</li> </ul>	Complete short walks text. Notify community when site is live for comment	PH AM	asap asap
<p><b>11. Facebook page</b></p> <ul style="list-style-type: none"> <li>Attempts to find those with administrative or editorial rights on the old Isle of Canna page having failed, a new Isle of Canna - Community facebook page has been set up. Thanks to AM for undertaking this.</li> <li>LH suggested that it would be worth trying to get the other site closed down. The meeting agreed to asking the community if they would be willing to put their name to a letter to the Facebook company to this effect.</li> </ul>	Write a paragraph and circulate to the community	LH	asap
<p><b>12. AOB</b></p> <ul style="list-style-type: none"> <li>GM reported on the recent SICC meeting</li> <li>Thank Hugh Cheape for a donation to the Sanday road</li> </ul>	circulate the minutes to all Write a letter of thanks	GM WM	
<p><b>13. Date of next meeting</b></p> <ul style="list-style-type: none"> <li>TBC</li> </ul>			