



Minutes of IoCCDT Meeting held on 24.08.2022 held in The Inverter Shed at 4pm.

PRESENT: GERRY MACKINNON (GMK) (CHAIR), ISEBAIL MACKINNON (IMK), INDIGO CARNIE (IC), WINNIE MACKINNON (WMK), CAROLINE MACKINNON (CMK), GARETH COLE (GC), FIONA HUTTON (FH) (VIA ZOOM), ANDREW PRENDERGAST (AP) (VIA ZOOM), MARGARET WILLINGTON (MW) (MINUTES)

AGENDA ITEM	MINUTE	ACTION POINT & PERSON	DONE Y/N
1.Introductions and apologies	Apologies: PETE HOLDEN (PH), LIZ HOLDEN (LH)		
2.Mins of previous meeting	Approved		
3.Conflict of Interest	None		
4.Matters arising/Action points	MW went through the Action points from last meeting		
5.Finance	PH away		
6.Development Manager update	Housing - revised plot sizes. NTS are ok with the plot next to Change House, the plot next to New House is 1.5 times larger however NTS have accepted the justification and Steve Small gaining approval. Once approval has been gained then the solicitors/legals can start on the deeds and conditions. AP has followed up with SLF and assured them	AP to chase Steven Small	

	<p>that we are still interested in receiving the funding. We can claim the funds when we are ready.</p> <p>Building of houses - this has gone out to tender for the design work for design and build. There were four sets of architects.</p> <p>AP outlined the architects to the meeting.</p> <p>Cato and Brown in Inverness scored highest on the tender. They are particularly strong on community consultation and community engagement. All happy with the recommendation. Once it is confirmed, we can appoint Cato and Brown and they will then come out to Canna to do a scoping meeting with the community.</p> <p>Coroghan Barn - We are still waiting for NTS to have an internal discussion about the historic value of the building. NTS will have to put in more money into development work.</p> <p>Visitor Hub - letters of offer are still being finalised and still have to go to NTS.</p> <p>AP giving all the letters they require however the NTS are being slow. It is important to keep the pressure on and keep pushing to come back with responses. MW now has volunteers for the sub group.</p> <p>Decarbonisation - Jim O'Donnell and Ian Mitchell are due to visit Canna in Sept to do the final stage of the Scene project.</p> <p>All three ASHP's are now at the farm and ready to be transported to Canna.</p> <p>Locogen is coming to Canna at the beginning of Sept and will be working with Scene for continuity. Charlotte Mitchell is the Project Manager.</p> <p>AP left the meeting.</p>	<p>AP to circulate tender reports to IoCCDT.</p> <p>AP to invite C&B out to Canna in Sept/Oct.</p> <p>MW to set up monthly project meetings.</p>	
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<p>7.Canna Partnership - 10th Meeting</p>	<p>IMK and CMK sent out notes from the meeting. All agreed that it was good to have the notes straight after the meeting and CP reps should continue to do this for future CP meetings. The Action Points will go to the next meeting and it gives Directors the opportunity to give feedback sooner.</p>	<p>MW to send out CP Mins tomorrow once edits complete.</p>	
<p>8.NTS Staffing and Succession</p>	<p>MW updated the meeting re SL's visit on 5th - 7th Sept and wanting to meet with IoCCDT re staffing.</p> <p>It was agreed that Directors should meet to discuss staffing needs prior to SL's meeting. There are several jobs to discuss including gardening, ranger, administrator and development manager. There is also the potential staffing needs for the Visitor Hub and potentially more NTS admin resources.</p> <p>There was a discussion about the possibility of the Ranger being largely responsible for the Visitor Hub, working with, and for the community. Whether the Ranger is seasonal or full time is also to be considered. The issue of island accommodation was raised even with the new houses being built next year.</p> <p>It was agreed that the existing businesses should look at their accommodation needs and build the discussion from there. Existing businesses add value to the island. Caslum should be kept for temporary, seasonal staff and the Ranger should be separate as there is still money in the budget for a full time Ranger post. It would be beneficial to have feedback from the Ranger about the recruitment process.</p>	<p>MW to check if meeting with Directors or the whole community.</p> <p>Directors to meet before AGM on 29.08.22 at 3pm to discuss. ALL Directors to think about staffing before the meeting on Monday.</p>	
<p>9.Sub-groups</p>	<p>a. HUG Development Group IMK and GC met to discuss the survey and letter.</p> <p>All agreed to pay Ron Bailey for his 1 year consultancy support for the IoCCDT and the development of the HUG.</p> <p>b. Highland Council</p>	<p>MW to send out letter and survey to HUG group and inform NTS about RB. IMK to meet with MW to discuss.</p> <p>MW to chase PH re grass cutting quote.</p>	

	<p>c. Housing - as above</p> <p>d. Visitor Hub - as above</p> <p>e. Coroghan Barn</p> <p>Donnie Mackenzie coming to erect the herris fencing. One of the lintels has fallen down. Danger signs are on the island and need to be put up around the barn.</p> <p>CW speaking to someone within the NTS about the historical significance of the building. It would be beneficial to understand how the NTS scores for historical significance. Coroghan Barn is a Lochaber barn. Ian Mitchell, electrician is due to come to Canna and remove the electrics. It is hoped that SL will update the next CP meeting. There was a discussion about possible alternatives for the barn/bunkhouse proposal including saving the building in its most basic form.</p> <p>f. Canna Partnership</p> <p>The anniversary of the Canna Partnership is approaching. There was a discussion about the rota of Directors and what format this would take in the future. It is hoped that SL will pick up more of the operational side of things so the CP can focus on strategy and development with SL reporting on operations to the CP. It was agreed that meetings should remain monthly at present as much happening on the island. CP reps must be assertive in meetings to keep things moving forward.</p> <p>It was agreed that the IoCCDT would like continued support from Ailsa Raeburn. There have been no big, contentious issues to date however if there was an item coming up in a CP meeting, the IoCCDT could ask AR to join for that meeting.</p> <p>g. Decarbonisation</p>	<p>Coroghan Barn sub group to meet again with AP. MW to organise.</p> <p>IC to get in touch with AP to start scoping out proposals for the barn.</p> <p>MW to look at rota again. MW to email Directors to see who would like to remain as CP reps.</p> <p>IMK to check the IoCCDT agreement with AR.</p>	
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	<p>Charlotte Mitchell is the Project Manager for the Locogen project and is due to come out to Canna for the 10K weekend.</p> <p>i. Shop IMK going to Fort William PO to bank some money The cleaning contract runs to the end of September. There was a discussion about the pay options for the shop. The front page of the website has proved the most helpful.</p> <p>j. Canna 10K Calmac said there wasn't a boat on the Saturday afternoon so some folk cancelled. There are approx 60 runners. Dod is to do a BBQ between 2-4pm on the day of the run. Anna will put out a final email to all including any additional details. Guy and Rose will be here to help. GMK will marshall out at Tarbert and all farm stock will be moved by then. The podium needs to be built. The start and finish will be at the same place as last time. GC left the meeting.</p>	<p>GC to investigate getting a Zettle or equivalent for card payments in the shop.</p> <p>GC to organise stewards for the ceilidh. MW to chase Anna for final numbers for catering. MW to invite Small Isles to the ceilidh</p>	
<p>10.Administrator update</p>	<p>Wording of parts of the Canna Code were discussed. IoCCDT Logo to be added to Code sign. ASHP's - now delivered to the farm and can be transported to Canna. Filing cab - not heard back yet NTS zero hours contract staff to complete some online mandatory training. Scottish Island's Passport sign to be erected on the sheltered side of the shop. JB's membership forms Monthly basis - report on division of administrator hours</p>	<p>MW to email Jacky Brooks with wording update and addition of the IoCCDT Logo. MW to ask Macleans for a suitable courier for ASHP's.</p> <p>MW to email this month's to Directors. MW to send draft letter to DTAS to Directors.</p>	

	<p>Defib training has been postponed.</p> <p>We now have 3 Defibrillators on the island. One could be moved to the Pier Waiting room. Ian Mitchell, electrician is coming out in September so it could be moved then.</p> <p>The painter is coming on Monday so he could look at the waiting room.</p> <p>IC to join weekly admin meetings with MW and IMK.</p>	<p>MW to email community once training is confirmed. MW to ask DM re moving Defib to Pier Waiting Room.</p>	
11.Ranger update	<p>See Ranger update on email</p> <p>This is the final year of AECS corncrakes funding. There may be more funding available from March next year. Bob Swann has sent over his annual report. MW has sent to Anna to update website.</p>		
12.Comms update	N/A		
13.Island accommodation	<p>Dorlinn - Marie Netherwood is to come and do assessment and the house will hopefully all done by christmas.</p>		
14.AOB	<p>Calmac Meeting - VC - Planned to talk about the Summer Timetable which is being drafted but it yet to come out. Camille on Eigg is chasing Demi Wiley to get the first draft.</p> <p>Saturday boats are still a big issue. All agreed that the double run needs to remain on the timetable. It is important that people report any issues to Calmac.</p> <p>There are various factors involved such as public transport matching up to boat timetables and what boats are available.</p> <p>Visit Small Isles have put together a survey to be sent out to all communities.</p>		

	<p>Online booking for Small Isles was meant to be May however it might now be October. There is still an issue with booking confirmations coming through via email.</p> <p>Snorkel Trail - Norah Barnes has been in touch along with Eloise at Living Seas. This is community led project.</p> <p>MW to be main contact on island for snorkel trail.</p> <p>Small Isles Games - invoice came through for £350 from Bella Janes - MW has sent to PH to pay.</p> <p>Lucy Conway, Grants Officer at Inspiring Scotland did a series of talks for funding and used the IoCCDT as a case study. They are paying us £100 for each talk done.</p> <p>Jacky Brooks - IMK and AColquhoun - had a meeting about promoting Canna. It would be beneficial to tap in the NTS group of contacts. IMK, AC and JB are putting something together for the NTS magazine in March 2023. This will feed into the Tourism Strategy.</p>	<p>IMK to forward email to Directors.</p>	
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