



IoCCDT Directors Meeting Aug 22nd 2020, Shearing Shed			
Minutes			
Present Gerry Mackinnon Chair (GM), Pete Holden Treasurer (PH), Anna Munro (AM), Liz Holden Secretary (LH) , Isebail Mackinnon (IM), Winnie Mackinnon (WM), Caroline Mackinnon (CM), Gareth Cole (GC), Glyn Young visiting contractor (GY), Andrew Prendergast Development Officer (AP)			
Apologies: Fiona Hutton			
Note: immediately before the directors meeting, a site meeting was held at Coroghon Barn and the Rhu Church with directors, GY and AP			
Agenda items	Action agreed	Who	When
1. Matters Arising from June 26 2020 Minutes of the last meeting accepted <ul style="list-style-type: none"> • Fair Isle zoom meeting – not arranged so far and all agreed that it would be useful • Island leaflet text – the harbour leaflet was passed around as it was new to most. No update on any other leaflet text. • Re-positioning of rat project information board – the board has been temporarily covered with a view to relocation at some point • Dark Skies – Mike Butler (MB) has passed on the comments made on his application. LH had not had time to look at them but MB thought any additional work would have to be undertaken in the winter so this will be on hold until then. 	Contact Ailsa Raeburn again	AP	
2. Finance <ul style="list-style-type: none"> • PH presented the balances for the three accounts. • PH reminded everyone that the Shop/moorings Account looks healthy because of the grant of £10,000 from a Covid 19 Business Grant application. Shop and moorings takings are obviously down this summer. There will be a corporation tax payment for the shop to come out once confirmed. IM to contact Just Enterprise for their advice on the best way to manage our businesses Defibrillator costs (see 4. Below) are still to come out of the Main Account. Restricted funds account also looks healthy but all the money in that account is earmarked for project development. • PH asked the meeting to approve the previously circulated draft accounts 2019-2020. 	Contact Just Enterprise for business / legal structure advice	IM	

<p>The meeting approved the accounts.</p>	<p>Notify accountants that the draft accounts are approved</p>	<p>PH</p>	
<p>3. Coroghon Barn feasibility study – project scoping and review</p> <ul style="list-style-type: none"> <p>Introductions – GY (Quantity Surveyor) outlined his team consisting of David Mitchell (Armour – cost planning with island experience) and Ian Levens (architect if required). AP will be the main point of contact for GY and loCCDT.</p> <p>DM, GY and AP will make one further ‘stopover visit’ in the near future.</p> <p>AP suggested a directors working group to take forward decisions re Coroghon. GM, IM, WM, LH and PH volunteered.</p> <p>GY will now produce a condition report with full annexes and CAD drawings which can be used as baseline drawings according to future requirements.</p> <p>GY will need to know how the community would like the project to take shape i.e. how do we see it used? Required for cost plan model. See Annex to minutes.</p> <p>GY will produce a draft viability report</p> <p>Funders requirements, grant claims, payment arrangements – Architectural Heritage Fund (AHF) is the main feasibility funder covering the work done by GY, also funding for a structural engineer, creation of business plan and legal costs if required. AHF require interim report in Oct with completion of the feasibility study by April 2021. Other funders were NTS and loCCDT. AP will copy and send to NTS.</p> <p>AHF pay in arrears on production of final report. NTS and loCCDT money available to cover earlier costs</p> <p>Timescales and work programme - feasibility study should be complete by end of 2020</p> <p>Project Stages and input / decisions required – to transition to the creative stage need clarity from the community about how they would like to see Coroghon Barn used see ‘Introductions’ above. This will inform costings.</p> 	<p>Condition report</p> <p>Directors put together ideas and circulate to wider community</p> <p>Draft viability report</p> <p>Interim report to AHF / NTS</p>	<p>GY</p> <p>directors</p> <p>GY</p> <p>AP</p>	<p>End Sept 2020</p> <p>End Oct 2020</p> <p>Mid-Oct 2020</p>

<ul style="list-style-type: none"> • Early stage building assessment headlines – Coroghon Barn – there is evidence of structural movement with some walls moving out because of a compromised roof and others slipping downhill. The south and east walls are in the poorest state. The most significant jobs will be to stabilise the stone shell and replace the roof. An insulated timber frame could be inserted upstairs and tanking undertaken downstairs. This building is clearly at risk and should be put onto the ‘Buildings at Risk’ register. This would assist with funding applications. All work to take into account planning and listed building status. • Community ideas for potential uses – long list – a long list of ideas was taken from the CDP 2018 and discussed. • Initial assessment for prospective short list – ‘spatial concept’ – see ‘Introduction’ above - the community’s views are required by the end of Sept. See Annex to minutes for draft short list. • Rhu – the first job would be to find a way to cover the existing roof to slow down water ingress. This would have to be balanced against planning and its listed building status. Water is currently trapped within the building as the cement mortar does not allow ‘breathing’. The pointing would therefore need to be redone. The crack in the bell tower could be stabilised by taking down and rebuilding the top part, and replacement of the current bell support. Get available services up and running. AP listed a number of options for funding to take us from feasibility through a project development fund to the tender stage (Heritage Lottery Fund, Historic Environment Scotland etc). Possible transfer of ownership needs more discussion with Church of Scotland/NTS. Community should not consider acquisition until we have a clear vision for end use and a clear funding route. <p>GY leaves meeting</p>	<p>Put onto Buildings at Risk register – informing NTS of reason</p>	<p>AP</p>	
---	--	-----------	--

<p>GC leaves meeting after contributing to item 6 below</p> <ul style="list-style-type: none"> Water Supply – AP reported that Mike Ayres (High Water) would not feel able to say that our water supply is adequate for more housing. Murdo Jack reports that he feels there is enough water but that it needs better management – especially if greater storage capacity is required. Clea Warner and Sheona Leonard intend to visit Canna Oct 6 – 8. This could be arranged as APs next visit with a meeting between CW, SL, AP and directors Rhu - GY (at field meeting) wondered if there might be any archival information to inform how the roof was originally designed. Development Manager: future funding - the DM post finishes Feb 17 2021. Thought should be given to continuation of funding for this invaluable post. AP will draft a half-way progress report for NTS. New Chief Executive – Philip Long has just been appointed by NTS. AP suggested drafting a letter of welcome and put us out there as an asset to the NTS and including the work done on community liaison (MoU) done with IoCCDT. CW and SL. The meeting agreed. <p>AP leaves the meeting</p>	<p>Confirm dates with CW / SL and arrange meeting</p> <p>Ask Fiona Mackenzie if she might be able to find anything in Canna House archives</p> <p>Build money into grant applications and think about other funding mechanisms</p> <p>Draft a letter to go to P. Long</p>	<p>LH / AP</p> <p>LH</p> <p>AP</p> <p>AP</p>	
<p>5. Defibrillators</p> <ul style="list-style-type: none"> GM reported that the new defibrillator arrived with AP / GY – thanks to both for transporting it here from Portree. Ian Mitchell will wire the new external one in place outside the shop when he comes in early September. The new spare parts for the older defibrillator will be put in place IoCCDT have paid the bills for defibrillators to get this facility in place asap 	<p>Refurbish old defibrillator</p>	<p>PH</p>	<p>asap</p>
<p>6. Covid 19 provisions – shop cleaning / website facebook updates / payment of mooring fees via the website</p> <ul style="list-style-type: none"> Shop cleaning - FH and WM were thanked for keeping the shop clean and sanitised. It was agreed that the contract should be extended until the end of September 2020 and then re-assessed further. 			

<p>FH (by email) and WM both expressed an interest in working through September. LH asked that they work out how they wish to continue and the contracts can be amended as appropriate.</p> <ul style="list-style-type: none"> • Website and facebook updates - a minor change can be made to the availability of accommodation. Reference to the July 9 SG update also needs to come out • Payment of moorings fees via the website – GC said that a number of yacht crews had found the Paypal remote payment system challenging. Putting account details out is one option but would lead to a lot of individual payments and additional accounting. It should be possible to set up a web based payment system where cards could be used. The meeting agreed that if this meant upgrading the website that it would be worth it. 	<p>FH / WM sort out September cleaning rota and let LH know</p> <p>LH amend contracts as appropriate AR to make changes</p> <p>AR to investigate how this might work</p>	<p>FH /WM</p> <p>LH AR AR</p>	
<p>7. IoCCDT Secretary and Treasurer roles</p> <ul style="list-style-type: none"> • LH and PH would both like to stand down this year. With time running out in the meeting it was not felt appropriate to fully discuss possible division of the roles. Everybody should give it thought before the AGM 			
<p>8. CREEL update – Sunny Portal, SD Wind, generator servicing</p> <ul style="list-style-type: none"> • Sunny Portal - issues still not fully resolved • SD Wind – with no response from SD Wind from numerous contacts, we have to decide how to move forward. It was agreed to draft an email to Steve Wade and Jamie Adam asking for advice on how to move forward. We are particularly concerned that our insurance maybe invalidated by their lack of attendance. • Generator servicing – GM is drafting a letter to NTS as a part of getting both generators serviced by the Fort William engineers. It just needs to be clear that NTS pay for whatever additional servicing is required for their older generator before we request for the lease to be updated with regard to generators. 	<p>LH to draft an email and share with FH, GM and IM before sending</p> <p>Draft and circulate (to directors) letter to NTS Organise services for both generators</p>	<p>LH</p> <p>GM GM</p>	
<p>9. NTS reports / correspondence / implications of loss of ranger staff</p> <ul style="list-style-type: none"> • A brief tele-conference was held between GM, IM, LH, PH, CW and SL on 21/08/2020 to update on the loss of our ranger staff. CW reported that the Canna ranger post had been 			



11. Date of next meeting <ul style="list-style-type: none">• TBC			
---	--	--	--