



Minutes of loCCDT Meeting held on 19.10.2022 at 4pm in The Inverter Shed

PRESENT: AILEEN COLQUHOUN (AC) (STAND IN CHAIR), CAROLINE MACKINNON (CMK), ISEBAIL MACKINNON (IMK), WINNIE MACKINNON (WMK), FIONA HUTTON (FH), GARETH COLE (GC) (VIA ZOOM), PETE HOLDEN (PH), MARGARET WILLINGTON (MW) (MINUTES)

Agenda Item	Minute	Action Point & By Whom
1.Introductions and apologies	<b>APOLOGIES:</b> INDIGO CARNIE (IC), GERRY MACKINNON (GMK), ANDREW PRENDERGAST (AP) JANE BASER (JB)	
2.Minutes of previous meeting	APPROVED	
3.Conflict of Interest	NONE	
4.Matters arising/action points	<b>Shop</b> - all agreed to <b>GC</b> further investigating and possible purchase of zettle-type system.	<b>GC</b> to research and get quotes for shop payment system
5.Finance	<b>PH</b> gave a Finance update to the meeting. <b>PH</b> circulated finance report prior to meeting. Any shop or moorings payments now go to Canna Trading Ltd. Any invoices should be sent to <b>IMK's</b> gmail or the Isle of Canna gmail account. Shop rent has been paid for this year.	<b>IMK</b> and <b>PH</b> to meet to discuss the various bank accounts.
6.Development Manager update	Development update meeting held on 17.10.22 with <b>AP</b> , giving an update on all current projects. Housing - following up with <b>CW</b> for plot sale. <b>Visitor Hub</b> - grant letters and lease <b>Coroghan Barn</b> - meeting on 02.11.22 with loCCDT and NTS. <b>MW</b> has sent a Zoom link to all Directors.	

	<b>Decarbonisation</b> - Locogen conducting next phase of project - waiting for an update.	
<b>7.Canna Partnership update</b>	<b>IMK</b> and <b>CMK</b> sent out notes from the last meeting.	
	<b>GC</b> enquired as to whether tenancy agreements for seasonal workers could be signed as soon as possible. It would be good to get some reassurance from <b>NTS</b> that x number of rooms will be available for island businesses.	<b>IMK</b> and <b>CMK</b> to take to the next <b>CP</b> meeting.
<b>8.Projects/Sub groups</b>	<b>Visitor Hub</b> - second MPM has happened and minutes sent out. <b>Karen Botten, NTS</b> , will be the project administrator. <b>Rural Design</b> will be project management. <b>MW</b> has emailed <b>CW</b> and <b>SL</b> for clarification on these roles.	
	<b>Dark Skies</b> - <b>FH</b> updated the meeting. Confirmation gained that <b>NTS</b> will be responsible for updating lights on their properties. <b>FH</b> has sent the lighting list to <b>NTS</b> . The lighting needs to be upgraded before we can apply. Any new property will have to take this into consideration. <b>Alex Mumford on Rum</b> is keen to team up with Canna on education and outreach events. Small Isles Development Manager - could look at putting on a Dark Skies event for all the SI.	Visitor Hub lighting to be discussed at the next VH MPM.  <b>FH</b> to continue lighting survey.
	<b>FH</b> has contacted Cosmos Planetarium to come to Canna to do a free talk; other ideas include a night sky photography workshop.	<b>FH</b> to ask Dark Skies what events count towards gaining status.
	<b>FH</b> now has a light metre.	<b>FH</b> to continue to gather data. <b>FH</b> to investigate becoming a member of <b>IDA</b> and report back.
	We could go for a temporary designation which lasts for 3 years whilst working towards sanctuary status.	<b>IMK</b> and <b>CMK</b> to follow up at the <b>CP</b> meeting.

	<b>Housing</b> - <b>MW</b> read out update email from <b>Fiona Sorley, CHT</b> .	<b>MW</b> to keep following up with <b>CHT</b> re <b>Catoe and Brown</b> .
	<p><b>Coroghan Barn</b> - Meeting on 02.11.22 with <b>NTS</b> to discuss the future of <b>CB</b>. The barn needs at least a £100,000 project development fund to get it moving forward, with <b>NTS</b> being an active partner in the project.</p> <p><b>CES EoI</b> - 25.10.22 is the deadline for a decision to be made.</p> <p><b>Donnie Mackenzie</b> due to come out and erect the heras fencing around the barn - date to be confirmed.</p>	
	<b>HUG/HDG</b> - Next meeting on 07.12.22. <b>MW</b> asked that all respond to the survey that was sent out. <b>MW</b> updated the meeting on the survey results so far.	<b>ALL Directors</b> to fill out <b>HUG/HDG</b> survey.
	Can we put the appropriate boat weights on the moorings?	<b>GC</b> to look at moorings
	<b>Highland Council</b> - School building - <b>HC</b> team looking at water, heating and diesel today. It will be important to replace the oil tank sooner rather than later. <b>HC</b> is also looking at setting up remote sensing kit.	
	<p><b>Decarbonisation</b> - <b>FH</b> updated the meeting.</p> <p><b>Locogen</b> is now in the next phase. <b>Charlotte Mitchell</b> will produce a report before the end of the month.</p> <p>The Scottish Govt has £3 million available for projects. Funds must be used for what we are already doing. Suggestion that <b>CREEL</b> could purchase the PV array to go on the roof of the Visitor Hub. <b>FH</b> has sent details to <b>AP</b> and <b>CARES</b> to investigate. There is funding available for training as well.</p>	
<b>9.Administrator update</b>	<p><b>MW</b> updated the meeting.</p> <p><b>CP</b> reps rota - Keep the staggered rotation. <b>AC</b> to shadow on <b>CP</b> for another couple of months.</p>	<p><b>MW</b> to check Eigg email re contactless washing machines.</p> <p><b>MW</b> to do a draft rota for <b>CP</b> and</p>

		circulate to Directors.
<b>10.NTS Staffing and Succession</b>	Second meeting was held with <b>SL</b> . Feedback to be given on Ranger JD and Gardner JD.	<b>ALL Directors</b> to give feedback to <b>MW</b> by 24.10.22. <b>MW</b> to send feedback to <b>SL</b> on 26.10.22.
	<b>Feedback from Ranger - IMK and MW</b> met with <b>Catriona</b> - job advert was a bit vague. Important to highlight the things that are happening on Canna.	
	There was a discussion about the possibility of the Ranger role being in partnership between <b>NTS</b> and <b>IoCCDT</b> , however, <b>IMK</b> has spoken to the <b>MICT</b> re their Ranger and they clarified that the partnership Ranger role on Mull and Iona is easily split between <b>NTS</b> land and community land. On Canna, all land is owned by <b>NTS</b> so it may be difficult to differentiate.  There was a discussion on the line management of the Ranger. It was agreed that an experienced Ranger should be able to manage themselves. It was agreed that it was important to advertise for a full time Ranger post as this would broaden the field of candidates applying for the role.	
	<b>Deputy HM</b> - potentially only a part time role.	
<b>11.Community Enterprises</b>	<b>Shop cleaning</b> - winter rota now issued. New cobweb brush has been purchased for the shop.	
<b>12. Communication update</b>	N/A	
<b>13.Island Accommodation</b>	<b>Doirlinn - Dougie Mclvor</b> is coming to fit the kitchen w/b: 01.11.22 to 08.11.22. <b>Stevie Hanton</b> will be coming out to paint it as well as the waiting room at the pier - dates yet to be confirmed.	



<b>14.AOB</b>	The <b>phone box</b> has been fixed! The number is: <b>01687 462 260</b> .	
	<b>NTS Vision and Masterplan</b> - to be updated over the winter months in time for <b>March 2023</b> .	<b>MW</b> to chase <b>CW</b> for latest version.
	<b>Shed</b> - has been delivered and is in the pier shed. Waiting for <b>Donnie Mackenzie</b> to come out. Shed site has been decided and <b>PH</b> has staked it out.	<b>IMK</b> to email <b>SL</b> about plinth/frost/digging and levelling.
	<b>Keys</b> - cabinet now in situ.	<b>MW</b> to start gathering spare keys.
	<b>Canna House Interpretation</b> - Meeting with <b>Ann Tweedie</b> . Directors have sent their thoughts to <b>IMK</b> who will collate together in one document as it was thought this would carry more weight.	<b>MW</b> to send <b>WMK's</b> response to <b>IMK</b> . <b>IMK</b> to collate all responses to submit to next <b>CP</b> .
	<b>Balnain Buildings</b> - <b>IMK</b> has tested the email. Photos can be sent but no videos.	