



IoCCDT Meeting Minutes held on 20.07.2022 at 4pm in The Inverter Shed

PRESENT: GERRY MACKINNON (GMK) (CHAIR), LIZ HOLDEN (LH), ISEBAIL MACKINNON (IMK), WINNIE MACKINNON (WMK), INDIGO CARNIE (IC), ANDREW PRENDERGAST (AG), MARGARET WILLINGTON (MW) (MINUTES)

Agenda Item	Minute	Action Point & By Whom	Deadline	Done
1.Introductions and apologies	Apologies: Caroline Mackinnon, Pete Holden, Fiona Hutton, Gareth Cole			
2.Minutes of previous meeting	Approved			
3.Conflict of Interest	None			

<p>4.Matter arising/Action points</p>	<p>LH went through the action points of the previous meeting.</p> <p>Tenancy agreements - LH has gone through the templates on Scottish Govt website. It was agreed that a clause could be included that stipulates a maximum/minimum number of days resident in the house to avoid tenants having a house as a second home or holiday home. LH has run the idea past Alice Duthuille at DTAS and Community Housing Trust (CHT) should be able to advise. Most of the Directors initial queries were covered by the tenancy agreements. A final draft of the Tenancy Agreement can be run past the CHT once it has been finalised. AP confirmed that there should be no issues with the Rural Housing Fund on this. CHT should also be able to advise as to whether the new housing stock needs to be advertised. All agreed that it would be beneficial for CHT to visit Canna.</p> <p>Confetti - dried flower petals are allowed.</p> <p>AP confirmed that the National Heritage Memorial Fund is a potential source of funding for Coroghan Barn.</p> <p>AP confirmed the NTS has a global insurance policy.</p>	<p>MW to follow up with SL and CW re Colonsay doc. MW to send LH Ops Man and Absence Reporting docs. MW to check email circulation lists. LH to chase PH re contacting Aileen re Canna 10K sponsorship. AP to set up a follow up meeting with Scene.</p> <p>AP to ask CHT if there is a definition of a primary residence available. AP to invite CHT to visit Canna.</p> <p>MW to amend Wedding/Events doc. MW to check that IC has the Weddings/Events doc.</p>		
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	<p>Dark Skies - FH is updating details on the current application done by Tim and taken forward by Michael Butler, and familiarising herself with the Sanctuary application checklist. FH should have a clearer idea of where we are at by the end of the month.</p> <p>Ward Business Meeting - 8th August at 10.45am. At present only AP is attending.</p> <p>Lucky To Be Here - MW read out an update email from Neil Campbell.</p>	<p>IMK to send FH list of actions to be done for Dark Skies.</p> <p>AP to send meeting email confirmation to IMK.</p> <p>MW to contact NC once he is back from holiday.</p>		
5.Finance	PH away			
6.Development Manager update	<p>See paper from AP</p> <p>Coroghan Barn - meeting with CW tomorrow</p> <p>Visitor Hub - MW confirmed that the signed Novation Agreements have been sent to Colin Heppenstall.</p> <p>Rhu Church - AP sent the proposed heads of terms however Church of Scotland solicitors are busy at present so Rhu is in the queue to be dealt with. Encouragingly, Stuart Goudy (Minister) has stated that C of Scot are not expecting payment for the Rhu.</p>	<p>AP to report result of meeting with CW to Directors</p>		

<p>8.Canna Partnership</p>	<p>IMK reported to the meeting from the ninth CP meeting. CMK and IMK started their IoCCDT rep positions this month. IMK went through the Action Points from the previous CP Meeting. Compound Interpretation Banners - we need to see the next draft. SL to share the next draft with the community. Water Testing - all within normal limits Operations Manager role - this was on the CP agenda however SL will have a separate meeting with the community at her August visit. Budget presentation - CW to check with Kat Brown. Summer House - project concentrating on Canna House first. Caravan - GMK requested that the wall remain in place until the caravan is due to be removed to protect it from winter weather. Operation Raleigh - Willie Fraser has spoken to GMK who has sent him a list of jobs to do. Ailsa Raeburn talked through the CP review. SL to take on the operational side. CW has asked SL to look at two main areas - communication and staffing structure. Communications need to be clear as to their purpose e.g. the NTS including the community in discussions and decisions. The CP will focus on larger, strategic issues. CW is going to invite Phil Long and Reyahn King to Canna. NTS Staffing - CW explained her new role on ExCo. Weddings - IMK and MW will talk to the photographer doing the wedding. The NTS has lots of documentation on weddings and events already. This will feed into the Tourism Strategy. Tourism Strategy - IMK talked to CW about commissioning Catriona Stuart, the Visit Small Isles Development Manager to do this. The CP will jointly set the brief and CW is going to share previous briefs that have been written. NTS is happy to part fund this work with the IoCCDT. The Vision and Masterplan could be revisited as part of this piece of work. IMK will draft a brief before the next CP meeting.</p>			
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	<p>Calmac - Meeting arranged for August 13th on Eigg with Small Isles Community Council. The purpose of the meeting is to meet with Calmac along with Calmac's Transport Planning dept to discuss the Summer 22 timetable issues and plan for Summer 2023. Currently there is only 1 person from each island attending the meeting however it would be better to have 2 representatives.</p> <p>West Highland Energy Centre in Mallaig - This is a proposed new renewable energy learning centre with HIE involvement for the small isles and knoydart.</p> <p>Calmac Service Level Agreement - this has now been shelved for the time being.</p> <p>AOB - Canna House Interpretation Plan - There has been some individual feedback however it was thought that the IoCCDT should respond collectively however it was agreed at the CP that one to one meetings with Ann Tweedie and MacDonald Orr would be beneficial as well as a meeting with IoCCDT Directors.</p> <p>It was acknowledged that the Scottish Govt is pushing to ensure that communities are at the heart of plans like these and this will need to be taken forward. Canna House has the potential to be used as a portal into the natural heritage of Canna and the wider community. CMK spoke with CW on the boat this afternoon and CW agreed to arrange a meeting between the Interpretation team and IoCCDT Directors.</p> <p>Overall it was felt that the July CP was a positive meeting. CW will be remaining on the CP.</p>			
<p>8.NTS Staffing and Succession planning</p>	<p>As discussed above in item 7.</p>			

<p>9.Subgroups</p>	<p>a. HUG Development Group There was a lot of discussion about the structure of the HUG. The NTS are saying that, by law, they need to have the harbour authority. It was proposed that the meeting is split into two separate sections - the first section will be chaired by the harbour master and will deal with compliance and health and safety, the second section will have a rolling chair, by a member of the users group and this part of the meeting will discuss harbour development. Both sections of the meeting will be open to all. There was discussion about how policies are developed and a suggestion was put forward that the harbour master could discuss issues with the community first then take it to the next stage. An invitation will be sent out to all stakeholders along with a survey before the proposed first HUG September meeting.</p> <p>b. Highland Council - done c. Decarbonisation d. Shop Eliza is now cleaning the shop with support from MW as needed. Payment systems have been set up. e. Canna 10K MW has updated the Risk Assessment and circulated to the subgroup for finalising.</p>	<p>IMK, GC and MW to meet to organise the administration of the harbour development group.</p> <p>MW to follow up on email from Jim O'Donnell.</p> <p>IMK and MW to look at tent.</p>		
<p>10.Admin update</p>	<p>Renewables subgroup renamed as Decarbonisation - all agreed DTAS - LH, PH and MW had a successful meeting with Alice Duthuille from DTAS. Funding figures have now been sorted out and MW to report quarterly on remaining funds.</p>	<p>MW to set up a new spreadsheet to deal with DTAS funding.</p>		
<p>11. Ranger update</p>	<p>See report from Ranger</p>			



12. Media Guidelines policy	LH has revised the document. All agreed that no need to distinguish between Directors and community members as Directors are aware of their responsibilities.	LH to send to August CP then SL to take forward.		
13. Comms update	General Canna Newsletter - Use Canna chat group to find out news to share.	MW to draft the first newsletter and circulate to Directors.		
14. Island Accommodation	See above item 8.			
15. AOB	Aileen's Full membership of IoCCDT approved.	MW to email Aileen		