

IoCCDT Meeting April 20th, 2018 St Columbas			
Minutes			
Present Gerry Mackinnon Chair (GM), Anna Munro Treasurer (AM), Liz Holden Secretary (LH), Pete Holden (PH), Isebail Mackinnon (IM)			
Apologies Winnie Mackinnon			
Agenda items	Action agreed	Who	When
<p>1. Matters Arising from March 26th 2018</p> <ul style="list-style-type: none"> • Further correspondence regarding the unpaid invoice has been received. The directors would like this brought to an amicable resolution and in recognition of the personal contributions made to Canna by the applicant, will make an offer in line with support given to other community events by IoCCDT. • No further information received regarding bar stools • Fiona Hutton and LH have tried unsuccessfully to update using the 'submit' form on Visit Small Isles website. • The meeting wished to thank Kathy and Stephen who recently worked so hard in Canna House garden. Still no word from the NTS about how they intend to care for the garden. Kathy has written a letter to Ann Steele expressing her concern. Highlight again with Alan Rankin during his visit April 25-27 • Minutes of previous meeting accepted 	<p>Email to be sent</p> <p>Send LH email contact</p> <p>Speak to A Rankin</p>	<p>LH</p> <p>IM</p> <p>GM</p>	<p>asap</p> <p>asap</p> <p>April 25-27</p>
<p>2. Finance</p> <ul style="list-style-type: none"> • AM presented the current bank balances. • The TSB business interest account has now been closed and money transferred. • LH and AM have gone through this year's accounts following the closure of the old accounts. The meeting then clarified the future use of the new accounts. The main account will just be for grants / donations / projects other than CREE use. • AM requested that shop cash be banked directly at the Coop in Edinburgh / Glasgow. Gareth Cole has agreed to continue last year's successful arrangement with the daily accounting of cash during the busy season. 			

<ul style="list-style-type: none"> • NTS payment as part of the grant for the CREE project manager still not received. LH has emailed Alan Rankin (17/04/2018) as this makes our cash flow difficult. No reply as yet. 	See if in by May 17th (15th is payment day). If not make immediate contact with Alan Rankin	AM	May 17
<p>3. CREE update</p> <ul style="list-style-type: none"> • SSE Contracting (SSEC) and CHAP staff began to arrive on April 9th. SSEC Supervisor Charlie Doran attended a community meeting on April 11th and answered questions. • A site meeting with Jamie Adam, contract staff and Canna residents with a direct involvement in the working of the CREE, took place on April 18. Technical issues were resolved with a number of other points raised: <ul style="list-style-type: none"> ○ Donald Mackenzie will be the emergency contact for Coastguard if needed. ○ Remind community of need to speak to Charlie Doran if plugging in personal generators ○ Waste disposal from build - if the community have any complaints they should be forwarded to Mike Ferrier. ○ Speed limit - Jamie Adams asked for a max of 10mph including the causeway. ○ The hierarchy of dump load downloads was agreed as was the need for separate metres to distinguish from dump load and normal supplies at these sites (should need 3 metres - Shearing Shed, pier waiting room and workshop complex). • Visitor information is in place. BIG lottery banner to go up at compound • Everybody agreed that it was good to see the project finally start. 	<p>Include in community bulletin</p> <p>Include in community bulletin</p> <p>Include in community bulletin</p> <p>Include in community bulletin</p> <p>Give BIG banner to Charlie Doran</p>	<p>LH</p> <p>LH</p> <p>LH</p> <p>LH</p> <p>LH</p>	<p>April 22</p> <p>April 22</p> <p>April 22</p> <p>April 22</p> <p>by April 23</p>
<p>4. Sanday Road update</p> <ul style="list-style-type: none"> • All planning issues now resolved. • Work should start on April 25th with plant arriving on the Spanish John. 			

<p>5. Shearing Shed update</p> <ul style="list-style-type: none"> • Shearing Shed lease now ready to sign. • Charlie Doran has agreed to fit emergency lights and fire exit signs. He will also supply full certification on installation of the dump load appliances. • Youngs fitted the new floor April 15/16. It needs to be sealed before further use. • AM to organise painting and any required help. • PEL application is now complete and will be sent to Julie Traynor of Highland Council . • A public notice will be posted on the door for 21 days followed by a Certificate of Compliance to HC. • A hazard strip is required on step at exit / entrance • Remove bolt on exit / entrance door and replace with latch • Co2 fire extinguisher required • First aid kit and small megaphone both purchased • No smoking signs and warning step up and down prepared • Better recording of planned events for next year 	<p>Sign and send to Alan Barrow Remember to send the final certificate to Julie Traynor for Public Entertainment License (PEL). Non-slip paint either grey or flint blue plus rollers to be ordered. Email as required Send PEL applic</p> <p>Public notice on door Send Cert of Compliance Paint Replace bolt Put one in place Put in place Put in place Wallchart for events or diary</p>	<p>LH / GM LH</p> <p>IM</p> <p>AM LH</p> <p>LH AM AM GM / MJ GM / MJ LH / PH LH/PH IM</p>	<p>asap before end June</p> <p>asap</p> <p>asap asap</p> <p>April 23 May 15 asap asap asap asap asap end 2018</p>
<p>6. Community Moorings</p> <ul style="list-style-type: none"> • Andy Holbrow inspected the moorings on March 26. His report suggests that the existing riser chains should last a further 2 years. After that he recommends changing them to 28mm nylon multiplat risers with at least 7 year use expected. 	<p>Consider recommendations and budget for renewals.</p>	<p>All</p>	
<p>7. Community Shop</p> <ul style="list-style-type: none"> • GM left the meeting during this point. • LH reported that the value of the shop building has risen and NTS have asked us to update our insurance accordingly. This has been done. 	<p>LH include in community bulletin</p>	<p>LH</p>	<p>April 22</p>

<ul style="list-style-type: none"> • Rubbish and recycling. All agreed that procedures are not clear and need further work. Volunteer cleaners need to be clear about emptying the bins (especially in the toilet) with increasing regularity as more visitors arrive. The grey wheelie bin (currently by the shop shed) can be used but must be regularly emptied - everybody can take responsibility when they pass with a vehicle. PH offered to work on better recycling facilities here in July. • It was agreed to advertise for a cleaning assistant June - August as in 2017. 	<p>Think about better recycling point</p> <p>Circulate description to all Canna residents and place copy in shop</p>	<p>All /or PH</p> <p>LH</p>	<p>asap / or July</p> <p>asap</p>
<p>8. Cruise boat / Wednesday stopover (Lochs and Glens) volunteers</p> <ul style="list-style-type: none"> • LH reported that there is currently cover for the above with LH, AM, GM Fiona Hutton and Gillian Gibson. Gillian and Mike Butler have offered additional cover if somebody has to drop out. 			
<p>12. AOB</p> <ul style="list-style-type: none"> • LH gave completed copies of the National Statistics forms to IM and GM in case there are follow queries whilst LH away. • LH has asked for advice with regard to the new General Data Protection Regulations. Waiting to hear. • LH noted that our public liability insurance currently still covers Canna Community Association. Bruce Stevenson instructed to remove 18/04/2018 • Welcome to Canna for Iain, Fiona, Gareth and Nic coming into Tighard and Cafe Canna respectively. 			
<p>13. Date of next meeting</p> <ul style="list-style-type: none"> • TBC 			