



Minutes of IoCCDT Meeting held on 22.06.2022 at 4pm in The Inverter Shed

PRESENT: Gerry Mackinnon (GMK) (CHAIR), Liz Holden (LH), Pete Holden (PH), Gareth Cole (GC), Isebail Mackinnon (IMK), Fiona Hutton (FH), Caroline Mackinnon (CMK), Winnie Mackinnon (WMK), Margaret Willington (MW) (MINUTES)

Agenda Item	Minute	Action point & by whom	Deadline	Done Y/N
1.Introductions & apologies	Apologies: Indigo Carnie (IC)			
2.Minutes of previous meeting	Approved			
3.AGM in August	Proposed date: <b>Monday 29th August 2022 at 4pm</b>			
4.Matters arising/action points	<b>LH</b> went through the Action Points from the last IoCCDT Meeting - all complete bar one for <b>AP</b> .	<b>AP</b> to send crowdfunder newsletter out	Y	
5.Finance	The main account for <b>IoCCDT</b> looks healthy with money from <b>CREEL</b> . <b>PH</b> will try to rename the old account and keep it open. New account for the shop: <b>Canna Trading Ltd</b> . Monthly shop tabs will now go directly into the Canna Trading Ltd account. <b>PH</b> to speak to accountants this week. Last year's accounts were sent off to the accountants this week so <b>PH</b> can get the accounts back before the AGM in August.	<b>GMK</b> to do a brief annual report for the AGM and accounts.		
6.Conflict of Interest	None			

<p><b>7.Canna Partnership - update from 8th meeting</b></p>	<p>LH updated the meeting by going through the AP's from the Canna Partnership.  <b>AP</b> has sent a photo to <b>SL</b> for the compound interpretation banner.  <b>Communication</b> - LH highlighted the communication issues between the <b>NTS</b> and the <b>IoCCDT</b>.  Clarification of <b>SL's</b> new role was sought.  <b>Recruitment Policy (Draft)</b> - LH updated the meeting about the recruitment discussion from the <b>CP</b>.  <b>Calmac Service Level Agreement</b> - on hold.  <b>Housing Allocation Policy (Draft)</b> - <b>NTS</b> acknowledged that the policy currently favours local occupancy, and this highlighted the need for the <b>NTS</b> to have their own policy. LH suggested an overview statement at the start of the document - <b>all agreed</b>.  <b>Succession planning discussions</b> - <b>IoCCDT</b> need to start thinking about it.  <b>HUG</b> - <b>MW</b> to chase <b>DM</b> re Canna/colonsay document. It would be good to have sight of it a week before the <b>HUG</b> meeting. There was a discussion about the purpose of the Colonsay document and its relevance to Canna.  <b>GMK</b> mentioned that Oban is also starting a <b>HUG</b>.  <b>Absences Reporting document and Operational Manual</b> - see action points  <b>Tourism Strategy</b> - <b>NTS</b> looking into funding for a consultant  <b>Caravan</b> - no heavy lifting equipment due to come to Canna in the near future - <b>CW</b> is following this up.  LH acknowledged the importance of having <b>CW</b> working with SL in the Canna Partnership meetings. Alan Barrow (<b>AB</b>) is also a welcome presence particularly.</p>	<p><b>MW</b> to ask for <b>SL's</b> new job description.</p> <p><b>MW</b> to chase <b>DM</b> for Colonsay/Canna document before next <b>CP</b>.  <b>MW</b> to circulate <b>Absence Reporting and Ops Manual</b></p>	<p>Y</p> <p>Y</p> <p>Y</p>	
<p><b>8.NTS Staffing</b></p>	<p>As above</p>			

<p><b>9.Sub-groups</b></p>	<p>There was a slight order change in the order of the sub group discussions so that GC could leave the meeting early.</p> <p><b>g. HUG</b> - meeting to be held in person on <b>Tuesday 19th July at 2pm.</b></p> <p><b>i. Canna 10K</b> - the subgroup has met. Date confirmed for <b>Saturday 3rd September 2022.</b> <b>PH</b> checked the high tide line and it will be at 3.6m so we may need to adjust the start time of the race slightly. We could sell the old, unused t-shirts in the shop for £5 or a donation. <b>GC</b> confirmed that the licence application has been submitted and the catering is confirmed. It was agreed that it would be good to have tea and coffee available especially for spectators. There was a discussion about prizes - <b>MW</b> has done some research into prizes and circulated these to the sub group. Cafe Canna have agreed to sponsor the t-shirts.</p> <p><b>a.Scene</b> - <b>AP</b> gave a brief update. The Air Source Heatpumps (<b>ASHP</b>) will arrive in Glasgow on <b>Friday 1st July 2022.</b> We will need to arrange transport to Canna. Remaining invoices have been paid for by <b>CREEL</b> and the company providing the <b>ASHP's</b> have covered the surcharge so we will not have to pay it. Scene has offered to have continued input in the future. The data collected from the Scene monitoring will have to be made available to the <b>IoCCDT/CREEL</b> or some other consultant. We have a 2 year subscription to the database and we would have to build it into any future planning for the energy supply on Canna. It is still uncertain what will happen to the data after the 2 year subscription has ended.</p> <p><b>b.Highland Council</b> - <b>John Laurie</b> is coming out to sort internet connection in the school. <b>PH</b> is putting together quote for grass cutting. <b>MW</b> to do a follow up to <b>Mark Rodgers</b> actioning school garden, school building survey and looking at the configuration of the land.</p> <p><b>c.Housing</b> - <b>AP</b> will update later in the meeting.</p> <p><b>d.Coroghan Barn</b> - <b>AP</b> will update later in the meeting.</p> <p><b>e.Canna Partnership</b> - Review date <b>Monday 18th July 2022.</b></p>	<p><b>PH</b> to speak to <b>Aileen</b> about Tighard as a potential sponsor. <b>AP</b> to arrange a follow up meeting with Scene to review.</p> <p><b>PH</b> to submit quote to <b>HC</b> for grass cutting. <b>MW</b> to email <b>Mark Rodgers</b> for an update on actions. <b>LH</b> to continue drafting policy. <b>LH</b> to look at templates. <b>AP</b> to ask for clarification on grant money and advertising houses.</p>	<p>Y</p>	
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	<p><b>f.Housing Allocations Policy draft</b> - There was a discussion about the wording and scoring of the question regarding remote living. It was agreed that it should ask for an example of how you have been involved in your local community. There was a discussion about Tenancy Agreements - <b>AB</b> thinks we will have to advertise the new houses as a condition of the grant money. There is new legislation from the Scottish Government which will be covered in their tenancy agreement templates.</p> <p><b>h.Shop</b> - <b>MW</b> to send out a reminder about the new banking details. <b>MW</b> has done a new sign for how to pay which is now in the shop. This will be updated with website details once confirmation comes through from <b>AM</b>.</p>	<b>MW</b> to chase <b>AM</b> to see if website has been updated.	Y	
<b>10.Administrator update</b>	<b>Ops manual</b> - There was a discussion on how we use the ops manual. It could be made available to seasonal workers, those moving to Canna and a pdf copy could be put onto the secure part of the website. Change the name - How Canna Works?			
<b>11.Ranger update</b>	<b>MW</b> read out the Ranger update sent by <b>CP</b> .			

<p><b>12. Development Manager update</b></p>	<p><b>Housing</b> - at the final stage of getting the housing plots acquired from <b>NTS</b>. <b>AP</b> showed plot maps to the meeting. The land that was crosshatched could be the land to be held in perpetuity. This would be a long lease of at least 75 yrs plus and could be the garden ground. All land below 5.3m will not be built on so that could be an option to be the long lease land. <b>CHT</b> recommended that the land between the plot and the road should ideally be owned so there is access to the road. The Deed of Conditions was discussed. It is a standard one for the <b>NTS</b>. Most are conditions that we can live with however we might want to change the construction condition from 12 months to 24 months given Canna's location.</p> <p>Rebecca Fraser, our solicitor, has said that the <b>NTS</b> may not accept revisions and we are semi-reliant on them being reasonable. There is a Preemption Clause (standard clause) whereby the <b>NTS</b> get first refusal if the <b>IoCCDT</b> decides to sell or dispose of the housing stock. We will need to check if this will be an issue with funders however most funders are used to preemption clauses.</p> <p><b>CHT</b> has agreed to have monthly progress meetings with <b>AP</b> to keep on track. The architect's brief drafts have been sent out. We should have had sight of these before they were sent out and <b>CHT</b> have apologised for this oversight. The <b>Scottish Govt</b> have designed a hybrid solution to deal with growing issues with security over building costs. At stage one, architects will do the design and the cost, stage two will then go out to contractors. This is the advised route. The <b>Scottish Govt and Highland Council</b> have created a rolling fund for this extra stage in the process. <b>Canna</b> and two other communities will be test cases for this fund. By September, we should have clear designs and costs.</p> <p><b>Other funders</b> - <b>AP</b> is currently holding off on applying to the <b>Quaker Housing Trust</b> as building costs are skyrocketing.</p> <p><b>Coroghan Barn</b> - this will be discussed at the meeting tomorrow.</p> <p><b>Visitor Hub</b> - work has been ongoing between <b>Rural Design and NTS</b>. <b>AP</b> sent an email containing the Draft Heads of Terms from <b>Alan Barrow</b>; any feedback would be welcome. There may be <b>NHS</b> funding available for the GP consultation room. This may be a multi-purpose room.</p>	<p><b>AP</b> to check the <b>National Heritage Memorial Fund</b> for grants</p> <p><b>AP</b> to circulate briefs after the meeting.</p> <p><b>Directors</b> to feedback to <b>AP</b> re Heads of Terms draft.</p> <p><b>AP</b> to clarify <b>NTS</b> has a global insurance policy.</p>	<p>Y</p> <p>Y</p>	
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	<p><b>Decarbonisation - Locogen</b> is the company who have been engaged to take forward the next stage of two stage study namely what investment is needed to improve grid capacity. <b>CARES</b> are funding this through their framework. <b>Locogen</b> are aiming to get out to visit <b>Canna</b> in late July/early August to look at the ground infrastructure and to meet with the community. <b>Locogen</b> will send a report in September with their initial findings.</p> <p><b>Rhu Church</b> - draft Heads of Terms now complete. There is nil value on the rent and the <b>C of S</b> might contribute some funds towards some of the repair work.</p>			
<b>13.Comms update</b>	Done			
<b>14.Media Policy Draft</b>	There was a discussion about the draft document and it was suggested that it be renamed as guidelines or a code that the community, Directors and employees can refer to. All agreed to “Media Guidelines” as the new working title.	<b>LH</b> to re-write draft and circulate for comment.	Y	
<b>15.Wedding guidelines document</b>	<b>MW</b> asked for input from <b>Directors for</b> Canna Code and Wedding/Event guidelines document drafts	<b>MW</b> to circulate draft for comment. <b>Directors</b> to send feedback.	Y	
<b>16.Island Accommodation</b>	As above			

<p><b>17.AOB</b></p>	<p><b>Dark Skies</b> - all documents are there.  <b>AP - HC</b> did not make it out to <b>Eigg</b>. It would be good to arrange a Ward Business meeting with Highland Council. The Small Isles could give an update as an archipelago.  <b>Defibrillators - Lucky to be Here</b> offered some training and the units also need to be serviced. They are based on Skye.  <b>Generator</b> - working all fine. <b>MW and CM</b> agreed that we would create a picture by picture booklet for the maintenance team.  <b>Steve Wade - MW</b> has emailed him to ask for Sunny Portal training. He will be here in September.</p> <p><b>Canna House Interpretation Plan</b>  There was a discussion about the document that Ann Tweedie sent through to the community. There are some discrepancies in what was said in the previous community meeting with Ann and Marie Orr and what is in the interpretation plan. For example, any detail regarding the use of the garden acting as a gateway to other parts of the island.  The garden open sign has made a huge difference to visitors coming into the garden this year.  There is no mention of the <b>IoCCDT</b> in the plan and what the <b>IoCCDT</b> intends to do in terms of heritage interpretation around the island.  It was agreed that <b>all</b> are to have a good read through of the document and give individual feedback to Ann Tweedie.  <b>Podcast</b> - Kathi Kamleitner - travel blogger, influencer - here to interview <b>IMK, CP and FMK</b>  Kathi has also been in touch with the Visit Small Isle development team to look at promoting sustainable tourism.  <b>Scottish Islands Federation</b> - Interview with <b>IMK and GMK</b> - document edits have been done of the profile of Canna as Island of the Month.</p>	<p><b>FH</b> to take on Dark Skies.  <b>AP</b> to contact <b>HC</b>.  <b>MW</b> to chase Lucky to Be Here.  <b>FH</b> to email Maintenance team about genny.  <b>MW</b> to create a pictorial guide for CREEL maintenance team  <b>All</b> to read plan and send feedback to Ann Tweedie.</p>	<p>Y Y</p>	
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