



Minutes of IoCDDT Meeting held on Tuesday 8th February 2022

In The Inverter Shed at 4pm

Present: Gerry Mackinnon (GM) (Chair), Gareth Cole (GC), Indigo Carnie (IC), Winnie Mackinnon (WM), Fiona Hutton (FH), Caroline Mackinnon (CM), Liz Holden (LH) (via Zoom), Pete Holden (PH) (via Zoom), Isebaile Mackinnon (IMK), Andrew Pendergast (AP) (via Zoom), Margaret Willington (MW) (Minutes)

Apologies: None

AGENDA ITEM	MINUTE	ACTION POINT & BY WHOM	ACTION DEADLINE	COMPLETED Y/N
1. Sheona Leonard Presentation	This has been postponed until the March meeting when the presentation can be done in person and to the whole community.			
2. Matters arising	Request for minutes to be formatted differently to the least amount of pages possible.	MW	Next meeting	Y
3. Finance	PH gave an update on finance and gave a breakdown of each account. All looks healthy but there will be some big bills ahead as we start to move forward with various projects.			
4. Conflict of Interest	None at present			
5. Canna Partnership	IC and GC gave the meeting an update on the last Canna Partnership meeting and there was a discussion on various issues that arose since the meeting. Tighard - looking for feedback on how the process has gone so far as it has not been straightforward. A few Directors have had a meeting with Ailsa to discuss and clarify several issues to take to the next CP. We need to decide who we would like to meet the applicants and discuss how we would like that to happen. The CP reps have finally seen the updated criteria which Clea sent. The NTS have not seen business cases yet and they will not be sharing the business case with anybody else. As Tighard is a tenancy and not a contract, the NTS cannot require that applicants visit the island. It has been agreed with the NTS that either the CP reps or GM can sit on the interview panel. It was felt that the whole process has been a bit wishy washy, with the community not knowing what is going on and when. The meeting with Ailsa will feed into the CP about the Tighard application process. The NTS has sidestepped the agreed shortlisting process which was meant to include the two current CP reps.			

	<p>There has been a lack of communication from NTS. FH informed the meeting that a few have withdrawn their applications.</p> <p>GC acknowledged that this is a good concentrated example of how the CP is working.</p> <p>LH queried if we need a procedure for jobs advertised on Canna including clear guidelines for each case and clear dates/timelines.</p> <p>It was acknowledged that when the Tighard tenancy was first discussed in the CP that we perhaps should have stepped up and gotten the steps introduced early.</p> <p>This needs to be raised with the NTS. We would like to work with them about how their procedure will work. We can put forward what we want and hopefully an agreement can be reached for future posts including the upcoming Ranger post.</p> <p>The NTS “strongly advised” Tighard applicants that they should come to visit the island.</p> <p>The issue was raised about how we would give feedback to the NTS about whether applicants have come and visited the island and what format this would take. It was also queried about how much impact that feedback will have on the interview process. The decision ultimately lies with NTS.</p> <p>The onus has to be on applicants to chat to businesses on the island e.g. Gareth and the cafe.</p> <p>GC queried how we feed back about the applicants. Should we use a scoring system or is it simply a couple of lines of text?</p> <p>IM suggested that there should be a question during the interview about the applicant's view of Canna.</p> <p>GM suggested that there could be some questions that could be asked in the interview from the community.</p> <p>It was pointed out that the NTS have known since the beginning of September that this was happening.</p> <p>There was a discussion about the Interview panel. The NTS clearly want Gerry to sit on the interview panel.</p> <p>The two current CP reps are happy to sit on the interview panel however IC raised the issue of a single household being on panel. IC would be happy to give up her seat.</p> <p>GC put himself forward for sitting on the panel.</p> <p>All agreed.</p> <p>It would be good to have 2 reps from IoCDDT.</p> <p>Gareth and Gerry - all agreed they would represent the IoCDDT for the interview panel.</p> <p>IC - NDA's have been sent today - all agreed.</p> <p>IC - to circulate NDA for information to all Directors.</p> <p>Dorlinn - The whole discussion has been redacted from the CP minutes. Does this mean that Dorlinn cannot be discussed at the IoCDDT meeting. IC has emailed Ailsa to ask for advice regarding this. Would a suitable solution be that the IoCDDT rep has input into the redactions? Another option may be that any discussion could be redacted from the IoCDDT minutes.</p>	<p>IC to circulate NDA information to all Directors</p>	<p>As soon as possible</p>	<p>Y</p>
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	<p>The Harbour and the NTS negotiating the lease with Calmac.</p> <p>It was agreed that the CP reps will ask more questions at this next meeting to clarify what this means. For example, what has the discussion entailed so far? What is the timeline on this discussion? and When is the island going to be involved?</p> <p>There needs to be a better procedure, steps needed and information that needs to be shared and any decisions need to be put to the community to make informed decisions.</p> <p>It is important that the CP reps have the right knowledge available to them to be able to explain to anyone from the community who asks them about a particular issue.</p> <p>It was agreed that the community would like the NTS to support the community to put issues forward to Calmac.</p> <p>It would be interesting which figures exactly will be shared in the budget sharing presentation.</p> <p>There was a discussion about the NTS process including the annual leave process for NTS staff. Should we have a similar system for community roles on the island?</p> <p>Balnain buildings: there have been no acknowledgement emails and there are no time frames attached to flowchart that was issued.</p> <p>There has not been a reactive maintenance sheet since the one that was issued in November 2021. The communication with this is inconsistent.</p> <p>MW read out the email update about the Ranger post which states that they are extending the application deadline to increase the pool of applicants as there are only 4 at present.</p> <p>The community definitely wants to give feedback to the CP like last time about the Ranger position. It was pointed out that there are a lot of Ranger posts being advertised at the moment.</p> <p>There was a discussion in a zoom meeting with Ailsa about how successful has the partnership been so far using the tighard process as an example.</p> <p>Ailsa has already sent an email to the CP with everyone's input. This is the start of the review process.</p> <p>IC said it was important that we raise any issues early.</p> <p>The NTS approached GM to be on the interview panel and this needed to be cleared by IoCDDT. The process needs to be followed properly.</p> <p>It was agreed that we would talk about the rota system with ailsa as part of the review process.</p>			
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6.Meetings/ Minutes Schedule	<p>There was a discussion about the meeting's schedule of the CP meeting and the loCDDT meeting. The minutes of one meeting could feed into the agenda of the next meeting and this would enable a chance for discussions to happen. It was agreed that the timeline needs to be ironed out so that action points can be taken forward.</p> <p>It was agreed that it would be good to give the new schedule a trial period. We would need to have an loCDDT meeting in 2 weeks time to feed into the March CP meeting.</p>			
7.Sub Groups	<p>This was missed in the discussion.</p>			
8.Visit Small Isles Freelance Development Manager	<p>SL has put this on the CP agenda also.</p> <p>Visit Small Isles - This post is to assist with regenerating and developing a new approach towards tourism. Currently there is only 1 person from each island. Inter island connection is no longer happening because of ferry timetables so one of the aims is taking forward tourism as a group of small islands and making tourism work for communities.</p>			
9.Development Manager - Project update	<p>AP gave an update on the ongoing projects</p> <p>Housing - the title plans have been confirmed. The Surveyor is coming out on 19th February which means the plans should turn around that week. We have an offer waiting to go to the NTS.</p> <p>A rough draft on what we think Ken Macdonald has marked out with the site beside Change House being slightly bigger than originally planned has been sent to Clea already as she is doing a paper to the EXCO meeting.</p> <p>The boundaries have changed a bit from what the original plots looked like.</p> <p>The House spec is tender ready. AP is looking for dates from the housing sub group in the next week to give feedback on that and the spec for the design and build tender.</p> <p>Funding - there is still a funding gap. The community housing trust has opened again. This is an onerous and involved process and they rarely give more than 50.000 so we need to be aware that we may not get the 100.000 that we want. Denis Rixson is doing some investigation on our behalf.</p> <p>As yet there is no response from Alan Macdiarmid and Malcolm Macleod from Highland Council.</p>			

	<p>Coroghan Barn - AP has looked into putting in the application to NHLF for the Project development funding. The next deadline for the applications is 24th Feb or 22nd May.</p> <p>The February deadline may be a bit too tight given the amount of work that still needs to be done. Indi and Margaret are looking at the heritage plan.</p> <p>There is 15.000 from Highland coastal communities that need to be chased up. The money may need to be spent sooner.</p> <p>We may need to go for the May deadline as February is too rushed perhaps.</p> <p>AP has not yet heard about the regeneration fund - we should have heard in January but there is no news as yet.</p> <p>We need to know so we can take other applications forward.</p> <p>There is 20.000 of NTS money available for remedial work to be carried out on Coroghan Barn.</p> <p>A Structural survey needs to be carried out to recommend what needs to be done.</p> <p>Glyn Young thinks it will cost about £1000/2000 for the survey.</p> <p>The survey will be specifically for the remedial works so a structural engineer from LDN who is here at the moment looking at Change House Barn. It would be good if we can get LDN to look at the barn while they are here.</p> <p>LH asked if we could start spending the 15.000 on the barn to keep the funding providers happy.</p> <p>The money is allocated for Project Development work. Highland Council are currently pushing the Scottish Govt to be more flexible as there are lots of projects all over Scotland struggling to spend funding in the current climate.</p> <p>We are pulling together letters of support for the project</p> <p>We need to concentrate fully on the NHLF and the deadline of 24th February.</p> <p>IC, MW and AP to meet this week.</p> <p>If we decide to bump the NHLF then we should contact Denis Rixson.</p> <p>Visitor Hub - see paper submitted for information.</p> <p>Denis Rixson is looking for further funding on our behalf.</p> <p>AP will take this to the CP tomorrow to get firm proposals with the NTS to support funding applications.</p> <p>We are looking to start building this summer.</p> <p>We may be able to use the bunkabins - AP to raise at CP tomorrow.</p> <p>The project is potentially going out to tender in the next 3 weeks.</p> <p>Energy usage on Canna is an important consideration and it is good that these conversations are happening now as the community priorities need to be made clear. Off grid communities would like to arrange a meeting so we will need a couple of volunteers to talk to them. Fiona H volunteered. There is the possibility of a paid post on the island to help with this.</p> <p>LH queried when the housing would start being built if all goes well</p>			
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	The start date should be next summer or within the next 12/15 months which may be more realistic. Having 2 contracts happening on the island at the same time would be too complicated. At the moment the Visitor hub out in front then the Housing next then Coroghan Barn.			
10.NTS processes feedback	Discussed as part of CP agenda item			
11.Community roles annual leave	Discussed as part of the CP agenda item			
12.Highland Council update	MW has chased this for another meeting and a visit to the island. No news as yet.			
13.Calmac update	The Summer timetable is still under negotiation. The Saturday passenger boat remains the biggest issue. Calmac has sent the timetable out but they are working with Donald to look at tidal amendments. What is the delay and what are the h&S concerns? There are concerns that people would have to climb ladders which are not good or safe. It could be possible to switch around the order of which islands the boat goes to. The hard fought Inter island connectivity has been damaged by these proposals. A further meeting has been set up with the Small Isles Community Council and Calmac. Angus Campbell who is Chair of Calmac Community Board is putting together a strategy to make a complaint/case for the timetable. It was agreed that Kate Forbes needs to be involved and that it needs to be sorted out before next year.			
14.Comms update	Discussed as part of CP item			
15.Tourism	Deferred until March meeting			
16.10K	Deferred until March meeting			
17.Ranger update	Discussed as part of CP agenda item			
18.Tighard update	Discussed as part of CP agenda item			
19.Island accommodation	Discussed as part of CP agenda item			



20.CREEL update	Date for the meeting needs to be reorganised. It was noted that the meeting should be a 'General' meeting and not an 'AGM'.	MW to reorganise.		
21.Scene update	FH updated the meeting about the Scene visit. They now have a better understanding of how the island works. Monitoring devices were installed into 3 properties. All very positive. They are booking for their next visit in March. LH queried whether an email could be sent to the whole community explaining what they have done. Anya will send this through. At the most recent Scene meeting it was agreed on which heat pumps will be bought and they will be ordered and delivered soon.			
22.PUG update	GC has discussed this again in the CP meeting. All still positive and we have agreed to set up a meeting with Ailsa to look at the terms for the community. Formats will be available from other PUG's. This would be a way to input into the port and also enable communication in both directions. GC and IC will arrange the meeting with Ailsa and anyone else who would like to be involved. GC will go and speak to potential users to see what people want.			
23.Shop	Meeting being held on Friday - will give feedback at March meeting.			
24.AOB	AP has been in contact with Fair isle - (Andrew, please clarify this point) meeting for development officer. Can the community have access to the latest leaflets that were published?			