



Final IoCCDT Minutes of Meeting held on Wednesday 25th May 2022

At 4pm in The Inverter Shed

PRESENT: Gerry Mackinnon (GMK) (Chair), Liz Holden (LH), Isebail Mackinnon (IMK), Winnie Mackinnon (WMK), Catriona Patience (CP), Andrew Prendergast (AP), Margaret Willington (MW).

APOLOGIES: Caroline Mackinnon (CMK), Gareth Cole (GC), Indigo Carnie (IC), Pete Holden (PH), Fiona Hutton (FH).

| Agenda Item | Minute | Action point & by Whom | Deadline | Done Y/N |
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| 1.Introductions and apologies | CMK, GC, IC, PH, FH all sent their apologies | | | |
| 2.Minutes of previous meeting | Approved | | | |
| 3.Matters arising | None | | | |
| 4.Finance | LH spoke on PH's behalf. £10,000 has been transferred from the account to the new Canna Trading Ltd account. All else much the same. | | | |
| 5.Conflict of Interest | None | | | |



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| <p>6.NTS Canna Ranger Introduction</p> | <p>The new NTS Ranger, Catriona Patience, gave an overview of her role here on Canna. It is CP's intention to be the seasonal Ranger and to be here for 6 months with her finish date around 31st October 2022. CP has done an induction in Inverness and has been attending various meetings, including biosecurity training. CP will be doing one gentler, guided walk per week and one walk out to the puffins. CP has been asked by NTS to advertise and secure NTS memberships - £50 from each membership sold will go into island projects. The public will be able to access the Ranger via email address, instagram page, and CP will use the Pier Waiting Room as a base. Currently the phone in the compound office is not working. CP is working on the Pier each Wednesday to help with the ropes.</p> <p>Corncrakes - 4 calling males, 2 have been ringed. The full bird count crew will be out in four weeks time.</p> | <p>CP to put guided walk poster in shop. CP to email draft work plan to Directors</p> | <p>Asap Asap</p> | <p>Y Y</p> |
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| <p>7.Canna Partnership - 7th meeting</p> | <p>LH gave an update to the meeting. All agreed that there was no need for CW to do a Harbour management plan presentation as a lot of this was covered in DM's Harbour presentation.</p> <p>Canna House update: The link to the Highland council planning webpage has been sent out and the community can see the plans for Canna House there. There will be a new plant building erected at the West of the garden by the old generator shed. There is a CREEL meeting tomorrow to discuss how best to service Canna House with energy. McDonald Orr are the design team contracted at Canna House. Ann Tweedie is overseeing the management of the design, Marie Orr is the designer. It has been suggested that the community might meet with McDonald Orr on Friday morning at 12noon.</p> <p>Once the new key cabinet is up in the Engine Shed, MW will circulate documentation to go with it.</p> <p>SL is speaking to Travel Trade to find out about HUG liaison with cruise ship visits.</p> <p>There may be a presentation to the next CP about the service level agreement with Calmac.</p> <p>It was agreed at the CP that annual leave would be known as "Absence Recording" to encompass all types of leave.</p> <p>Communication: Issues surrounding the appointment of the new Ranger, the visit by the Chief Exec of NTS USA Foundation and the communication from CW about the change of management for Canna.</p> <p>There was a discussion about the NTS online document storage and all agreed to take the chair off it.</p> <p>Shared Rural Network: This is a Scottish Government and BT initiative to set up mobile phone masts throughout rural areas of Scotland. There is ongoing discussion through the Canna Partnership and what it will mean for Canna.</p> <p>Regardless of who is chairing the Canna Partnership, it might be good if the IoCCDT reps on the partnership actively communicate with Directors who are in subgroups to keep things moving along. It was suggested that if there was an action point linked to a subgroup then the Director could pass useful information to the subgroup who could then take this forward.</p> <p>The main theme that came out of the CP was "Communication" and how it is key to the success of the partnership.</p> <p>It was felt important to reiterate and minute that ALL Directors have signed a NDA. This is in relation to the budget slides potentially being made available to the Directors. SL is taking this to the NTS legal team to ask.</p> | <p>MW to confirm and circulate to the community.</p> <p>MW to email NTS to remove GMK from online storage.</p> | <p>Asap</p> <p>Asap</p> | <p>Y</p> <p>Y</p> |
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| <p>8.NTS Staffing</p> | <p>There was no discussion with the Canna community about the change in management on Canna. SL has recommended that the IoCCDT write a response letter of concern regarding change of management to CW. It would be good to have more information about the new business development person's role and responsibilities, job description and work plan in relation to Canna.</p> | <p>IMK, IC, LH to draft letter and circulate to directors for comment.</p> <p>MW to send letter with agenda to next CP.</p> | <p>Asap</p> <p>June CP</p> | <p>Y</p> <p>Y</p> |
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| <p>9.Subgroups</p> | <p>a. Scene. The last meeting was the sign off meeting for this part of the work carried out. Jim O'Donnell is ready to be on loan free of charge to give independent, expert advice to CREEL. Other energy consultants to consider for involvement are Jamie Adams and Ruth Kemmsley, who Alex Schlicke has already spoken to.</p> <p>b. Highland Council. Mark Rodgers visited Canna and had discussions with Directors about the possibilities for Canna Primary School. He visited the school building and had a look around the grounds.</p> <p>c. Housing. Housing allocations Policy: LH has revamped the paper and presented it to the community meeting on Monday. The draft paper will be presented to the CP in June for the CP to consider. The NTS will want to input into the paper too.</p> <p>d. HUG. All Directors thought the paper that was sent out was good. The paper will go to the June CP and the three action points at the bottom of the paper will be taken forward. It was suggested that at the next "on island" Canna Partnership meeting there should be a separate HUG sub group meeting with the harbourmaster and NTS.</p> <p>e. Shop. Canna Trading Ltd: the money has been transferred to the new account and all shop orders are now coming out of that. All shop tabs will now be paid to Canna Trading Ltd. IMK is to manage the accounts for Canna Trading Ltd. The Directors for the shop are IMK, FH and IC. Thank you to IMK for sorting all of this out. The cleaning contract has been agreed with MW doing three days per week and FH doing four days per week.</p> <p>f. Canna 10K. PH has been working with Anna Merrick getting the Canna 10K Trail run organised. Date of 3rd September 2022. There is a 100 entrant limit with 45 already pre-booked. Anna is taking new entries. The T-shirts will be maroon and will be sponsored by Cafe Canna. A band called "Riska" have been booked for the ceilidh. The coastguard has agreed to the radios being used for the day. A call out for marshalls will be going out shortly. Trophies also need to be organised.</p> | <p>MW to chase Jim O'D for the community information sheets. LH to present paper to next CP MW to send out HUG paper with CP Agenda. MW to organise a meeting in July for HUG.</p> | <p>Once it comes through from Jim.</p> <p>Next CP in June</p> <p>Next CP in June.</p> <p>July CP</p> | <p>Y</p> <p>Y</p> <p>Y</p> |
| <p>10.Admin update</p> | <p>The new key cabinet has arrived and once this has been put in the Engine Shed we can start getting key copies cut, possibly in Fort William.</p> <p>Still awaiting Filing cabinet delivery but the chair has arrived and needs putting together.</p> <p>Bunkabins booking document for the community.</p> | <p>LH to chase filing cabinet order. MW to retype and circulate to community.</p> | <p>Asap</p> <p>Asap</p> | <p>Y</p> <p>Y</p> |

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| <p>11.Development manager update</p> | <p>Housing. We are still trying to conclude the purchase of the house plots; we are now looking at the end of June. The plans have been redrawn for smaller sites with the West site being 0.5 acre and the East site being 0.25 acre. There will be servitude rights for access to the sites. The Scottish Government, due to escalating building cost, have advised against the Design and Build route. CHT are looking at building firms that will work on Canna however this is a small pool of contractors. The Scottish Government will provide funds for this extra step that we have to go through in order to continue the build of the houses. AP thinks that the progress is dragging with CHT so he is having monthly project meetings with them. The Quaker Housing Trust application requires detailed information and an application at this juncture may be slightly premature. The Islands Program: The Scottish Government has got capital spend for 5 years however we are not ready for the current round but we may be in a better position for the next round. CHT seems to have a good reputation and has good access to funding at a level that we would find hard to access. The Scottish Government are acknowledging that the additional step in the process needs funding but they have not yet said where the funds will come from.</p> <p>Coroghan barn. We are still waiting to hear from NHLF. AP is having virtual coffee with the Investment Manager on Friday morning. This seems to be a positive step however we need to think about what our plan B is in case the funding doesn't come through. Where does the bunkhouse go if not at Coroghan Barn?</p> <p>There has been some movement in the building with a lintel now sticking out and some slumping in the roof. The US funders that visited the island thought it was a great project and they understood the wider purpose of the project.</p> <p>Visitor hub: Rural design may have been appointed; still awaiting confirmation from the NTS.</p> <p>Project timescale: it would be good to get it out to tender at the back end of summer 2022. Steve Small is still sorting out the terms of the lease between the IoCCDT and the NTS. The NHS may be able to secure some funding for the proposed Doctors room within the Visitor Hub.</p> <p>Rhu Church See paper on transfer acquisition.</p> | <p>AP to speak with CHT in June re their experience of QHT.</p> <p>Directors to have a think about a Plan B for bunkhouse.</p> <p>Directors to feedback to AP about Rhu Church paper.</p> | <p>June</p> <p>Ongoing</p> <p>Asap</p> | |
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| <p>12.Policies</p> | <p>Public Entertainment License require the IoCCDT to have some policies in place for The Shearing Shed. Safeguarding Policy - text that is Red needs to be edited and once done, send to Anna Merrick to upload onto the secure part of the website. It was agreed that GMK would be the main nominated safeguarding person with MW being the deputy. All agreed. GMK signed the policy.</p> <p>Recruitment Processes Policy - LH gave an update on the edits. IMK has further edits. LH to take the final draft to CP.</p> | <p>MW to edit policy and send to Anna Merrick.</p> <p>IMK to send edits to LH. LH to take to June CP</p> | <p>Asap</p> <p>Asap</p> | |
| <p>13. Communications update</p> | <p>MW to send AP the text of crowdfunder update and AP to send from crowdfunder site. MW to collate all the email addresses from various places and enter into the mailchimp account.</p> | <p>See minute text for AP's.</p> | <p>Asap</p> | <p>Y Ongoing</p> |
| <p>14. Island Accommodation</p> | <p>NTS caravan - no update at present</p> | <p>LH to raise at CP in June.</p> | <p>Next CP meeting.</p> | <p>Y</p> |
| <p>15. AOB</p> | <p>Thank you to Jane and Aileen for painting The Shearing Shed. Thank you to Caroline and Craig for painting the ironworks.</p> <p>MW attended a Place Based webinar last week.</p> <p>There was a discussion about which meetings the Ranger should be attending. It was thought that it would be good if there was an item on the agenda that the Ranger is involved in. When not attending an IoCCDT meeting, the Ranger can email an update to Directors.</p> | <p>MW to send out Place Based webinar documents.</p> | | <p>Y</p> |