

**CCDC Board Meeting
13th January 2022**

Document Pack

Public

Please note that not all items on the agenda have supporting papers

Confidential items (e.g. relating to staffing) are
not published in public

Board Meeting

Thursday 13 January 2022 – 7.00pm - Colonsay Village Hall

Agenda

1. 7:00 Attendance and apologies
 2. 7:02 Minutes and matters arising
 3. 7:08 Declarations of interest
 4. 7:10 Projects: brief Scalasaig update Dannie
 5. 7:12 Assets: Manse: lease update/ consultation Helen
 6. 7:18 Website tenders and funding Sarah
 7. 7:25 Community consultation Caitlin/ Dannie
 8. 7:30 AOCB
 9. DONM
- Confidential items for separate minute
10. 7:35 Minutes and matters arising
 11. 7:40 Sale of croft house sites (paper attached) Dannie/ Caitlin
 12. 8:10 Port Mor Road action (RR letter attached) Dannie
 13. 8:15 Colonsay Hotel consultation Dannie
 14. 8:20 AOCB



**Colonsay Community Development Company
Board Meeting
Thursday 2nd December 2021**

1. Attendance and Apologies

Board members: Andrew Abrahams (AA) part, Caitlin McNeill (CM), Callum Hay (CH), Danny Onn (DO), Sarah Hobhouse (SH), Helen Mann (HM), Liam McNeill (LM) part,

Apologies: William Joll (WJ), Sue Dance (SD)

In attendance: Chris Nisbet (CN)

Project co-ordinators: Carrie Seymour (CS) Lizzie Keenaghan (LK)

Also present: Clare Hay(minutes)

2. Minutes of last meeting.

Accepted. To be posted on website.

Matters Arising

DO had sent out a reminder about the NFU insurance to all directors and reminded them of the need to provide details to Cameron Hathaway.

3. Declarations of interest: HM re proposed campsite.

4. Projects

DO apologised for the late arrival of the papers for the board and said that in future papers would be issued to the board by the Monday before the meeting, which meant they needed to be produced by the previous Friday.

a) Scalasaig update

There were no comments or questions on CS' report. CS said that the terms had been received from MOWI. CH reported that the cost model had changed and the would be an update at the next meeting.

b) Moorings the project report had been received. LK said she was ready to move onto the final submissions to the Crown estate and Marine Scotland regarding the permissions and licencing. LK was submitting the total costs to HIE including advertising costs. A revised letter from MOWI about their offer to support the project for longer than originally proposed was anticipated. It was understood that the support would be offered on a rolling annual basis. Marine Scotland seemed to be having resourcing problems and responding slowly. LK had found an email which

said that CCDC could use a shortened process and would follow up. LK hoped that the branding information needed for the signage and advertising would be available soon.

(AA Arrived)

CH presented a paper and spreadsheet showing a revised, more pessimistic projection for numbers of bookings at the start of the project, with improved bookings in later years. This would have to be monitored annually as viability of the project was by no means assured and very sensitive to the number of bookings. He described the plans to mitigate against losses in the event of non viability. MOWI's input in kind was key to the success of the whole project and MOWI would need to be included in the annual review. LK added that her research on similar facilities on other islands showed that the help from MOWI would be key to the success of the project. It was noted that there was a verbal promise from the Estate to help in kind with the building of the path to the moorings.

There was a discussion about other factors affecting the project and whether a booking system would be needed.

The board was asked to note the present position of the project and the risks and to agree to commit to taking it forward on the basis of the outcome of the annual reviews proposed. The board agreed unanimously.

5. Assets

a) Old Manse

LK had produced a final version of the questionnaire and associated letter and was seeking approval of these from the Board. The Board agreed unanimously to approve the documents.

HM had negotiated a short term letting agreement with TSL for the use of the Manse at £800 + VAT per month. TSL were open to considering a retainer to hold the Manse while they were not occupying it. The TV licence and use of the 4G router for broadband were included in the rent. TSL will pay for the electricity based on meter readings at the start and end of their occupation of the property.

It appeared that the access track was in very poor condition. There was a discussion as to how it could be repaired. It was noted that the public could not be invited as part of the consultation until this was done.

Action DO to organise track repair.

6. Finance

CH gave an overview of the budgeting tool he had devised to manage all the assets. Income projections for this year were quite positive. Income of £3k was needed to break even. It would be possible to move funds between assets if some did better than others. There were no comments or questions.

7. Gass Report – 12 month internal review

DO presented his update. There was little change to report in the commentary, although there continues to be progress in most areas. The table has been updated. It was hoped that David Gass would be able to return for an external review at the

end of next year. The Board unanimously agreed to approve the report and to conduct an external review at the end of next year.

8. Rebranding/Website

SH apologised that it had not been possible to circulate her paper before the meeting as events had moved quickly. LK had discovered that HIE have funds of around £7k available for this purpose, which has changed the approach proposed. SH said it should be possible to have the branding materials, logo/s, templates, signage developed as well as a new website to better reflect CCDC and what it delivers for the island. SH was seeking board approval to bid for the funding and for the revised approach.

There was a discussion about the proposals and several points were raised including concerns about whole life costs and effective maintenance of the site, whether the site should continue to carry advertisements, benefits of CCDC owning the intellectual property rights to the site, local dissatisfaction with the existing site.

AA noted that the site was meant to be a site for the community and to showcase all aspects of the island. It was agreed that the Board should all look at the website and send suggestions on changes to SH. SH would circulate her paper. TW had provided figures showing that in the previous financial year, the site had brought in £1000 through advertising, but there were no figures for the current year yet.

The Board agreed to bid for the funding, to further consider and refine the specification, and to get indicative quotes for the work.

9. Community planning

CM presented her plans for the community planning work. The documents were based on the job description for her role. There are three main activities: to update the community action plan, to plan, carry out and analyse the primary community survey and to build on that work with further community and stakeholder engagement, including focus groups and another survey. This would lead to the delivery of a community plan in April or May.

CM had been invited to attend ABC's community planning group to hear from service providing stakeholders such as Education, the Fire Service, Social Work and others.

The Board would be involved in working with CM on the long term vision for the island. CM will also work on assessing community land requirements and a land and asset strategy for the next ten years. There is an action to deliver a community engagement social event but it was agreed that this should be deferred until at least January due to the current risks and likelihood of further Covid restrictions.

10. Crofting CM now has the information needed to redo the letting of shared grazings.

This concludes the open section of the meeting.

There was no AOB

No DONM was decided as staff were not present to agree it in the private meeting.