



**Colonsay Community Development Company  
Board Meeting  
Thursday 7<sup>th</sup> October 2021**

**1. Attendance and Apologies**

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

Project co-ordinators: Carrie Seymour (CS)

Also present: Clare Hay(minutes)

Apologies: William Joll (WJ), Lizzie Keenaghan (LK)

**2. Minutes of last meeting.**

Accepted. To be posted on website.

Matters Arising

DO had received an update from WJ to the effect that he is working on the reminder about the recycling to be circulated to the community, he will purchase caddies from the MOWI fund and has acquired enough sawdust for the composter to last for one year.

DO said that the proposal re. CCDC managing a holiday home would be taken forward and that a newsletter had been issued which covered the updates on staffing among other CCDC news.

DO reported that Grace Johnston had resigned from her post, but was willing to help on a voluntary basis when other commitments allowed.

The liability insurance cover for directors is still to be completed. DO would provide directors with contact details for C. Hathaway so that this could be progressed.

**Action: DO progress insurance**

C. Nisbet is researching grant funding with a view to possible community purchase of the hotel if that became a desirable option, and will provide a report to the next meeting. AA asked whether there had been a board decision regarding buying the hotel. DO said that there had not, as only the possibility of doing so was being researched.

HIE have indicated that Colonsay is on the list for another EV charging point. At the last CCC meeting it was confirmed that once the pier works are finished, the existing point will be available for use, assuming it works.

CH said that the accounts could not be presented at the meeting as planned, as the accountant had COVID and the work was delayed. They had just been finalised and would be presented at the next meeting.

(SH joined the meeting.)

### **3. Declarations of Interest**

DO said he would highlight these in the items on crofting and staffing as they arose.

### **4. Projects**

#### **a) Scalasaig developments.**

CS said there were no updates to the project report she had provided. It was uncertain how long TSL would remain on the island before closing down works for the winter.

DO said two issues had arisen:

i. TSL had not obtained the necessary permit for opening the works into the public road. There would be some delay while this was obtained.

ii. It appeared that side slopes for the housing access road would be partly on Colonsay Estate land. There was apparently a verbal agreement that this was acceptable. DO would contact J Forbes as TSL were required to plan to fit the development within the site, and no such change should take place without a written agreement.

**Action DO contact J Forbes re road side slopes**

#### **b) Moorings**

The project report had been received. DO said there were no updates, apart from information that there had been a slight adjustment to the proximity agreement. SD asked whether the Queen's Bay development would affect the moorings. DO said there should not be an issue, as the path to be used would go round the plots.

LK had requested that various documents relating to the development be signed off. MOWI has costed the in-kind support at £18k. CH asked that a check be made to ensure the sum was in line with the estimates in the project documentation. The board agreed to delegate signing of the documents to DO and LK subject to the checks requested by CH being satisfactory.

### **5. Asset Report - Former Baptist Manse**

LK is progressing the community engagement project but had nothing to report for this meeting. Due to GJ's resignation, there is no staff resource allocated to the property at present, although CS has some involvement via her work with TSL. CS asked whether a request for the rent had been made. DO will be discussing this with GJ in the hand over process. HM offered to help with the Manse and will also meet with GJ. There were no questions.

## **6. Meetings Calendar.**

CH had produced a combined document pack bringing together all the papers, reports, agenda and minutes needed for the board meeting. This was split into a public section, and a private section (for confidential matters). He had also produced a meetings calendar with DO to map out what should be happening in terms of reporting over the next six months. He stressed that it needed to be flexible, and would run on a trial basis until the end of the financial year, when it would be reviewed to assess how useful it was. There was a discussion and it was agreed that the document pack should go up on the website rather than just the minutes. The meetings calendar was an internal working document subject to change and was not suitable for the web site. It would be kept under review and CH would update it monthly. The board agreed unanimously to proceed on this basis until a review at the financial year end.

(LM joined the meeting.)

## **7. Reserves Policy**

CH presented a paper proposing that CCDC should have a reserves policy. It is good practice for several reasons. As good practice, it would provide a financial buffer for unexpected expenditure and it would be helpful in applying for grant funding, indicating that in managing its assets and planning for the future, ~~as well as being ready to deal with the unexpected,~~ CCDC was fiscally responsible. For the trading company it had been essential, as it always needed funds to buy stock in advance of sales. Even in the unlikely event that the CCDC had to be wound down, CH said that costs of about £12.5k would be incurred. Several separate funds were proposed: for the trading company, an emergency fund in case assets were damaged, as well as funds for a planned maintenance and repair programme. There was a discussion which concluded that the CCDC needs a reserves policy, but that it would take some years to fully ~~understand and~~ build up to the appropriate levels of funding.

The board unanimously agreed that a reserves policy should be established, funds should be accumulated over several years and that the position should be reviewed annually to ensure that reserves were in line with the policy and operational requirements.

## **8. WHHA Housing at Port Mor**

DO said that the CCDC had issued a letter explaining its position with regard to the Port Mor development. RR had replied to this. The issue was raised at the last CCC meeting, where the CCC said it would not take any further action, as RR said that those she had spoken to did not want either the CCC, or the CCDC to run any further consultation. The development is in the strategic housing plan for ABC. WHHA are still working on the land transfer. CM said the rectification of mapping had been approved, so that the transfer should now be straightforward.

Regarding access to CCDC land via the track, DO will write to RR requesting a response to the issues raised by those using the track legitimately. There was a

discussion about the track including the potential use of legal action if the issues could not be resolved.

## **9. Croft Matters**

There was a discussion regarding the rectification of the mapping at Port Mor. The maps for the land to be transferred can now go to the WHHA solicitors. Notification of rectification has been issued and the deadline for complaints is 9<sup>th</sup> December. If there are any there will have to be another rectification. CM apologised for a mistake in that the letting of shares of common grazings had not been advertised for the three crofts, so the process will have to be repeated.

DM congratulated CM on her new role, and thanked her for continuing to look after crofting matters for the time being. The board unanimously agreed that there was a need for a director to take of crofting issues, and that WJ should be approached to see if he would undertake this role.

A meeting had been proposed to try to resolve the track issues for those accessing the crofts. DO thought that the CCC might broker a meeting and had approached AH to see if he might chair it.

CM would meet LK to discuss possible mortgage issues due to leasing a croft, and asked the board to note that they may need to make a decision by email.

## **10 Communications Review.**

SH is planning to gather feedback on CCDC's current brand and then produce a plan to move to a corporate brand which can be used on all media, including the website, social media, documents, signage. This would include a logo and a basic house style, including fonts, colour scheme, document headers.. Although it had a slightly chequered history, it was proposed to revisit the Corncrake as a means of getting news and messages out. There was a possibility SH would help with development and management of the website.

**Action** SH will produce plan and circulate for comment

## **11. AOB**

Diaspora appeal – Scalasaig.

CS asked whether it might be possible to revisit the diaspora appeal for Scalasaig funding. There was a discussion which led to the general view that it would be worth pursuing. Steps would be taken to establish what happened the first time round, as there was a degree of uncertainty. AA had made contact with a visitor who knew the island well, was experienced in fund raising, was positive about the possibilities and had offered to help if the CCDC came up with a proposal. AA volunteered to lead on this activity, SH will work with him. DO said it would be raised at the December meeting.

Action AA take forward the appeal, with SH

## Fuel prices

SD asked whether it would be possible to pre-empt fuel price rises. CH said there were no problems expected with bottled gas, petrol, or diesel up to Christmas. However, there might be issues with the supply of coal for the new year as the bulk supplier has gone into liquidation. CH is trying to find a new supplier, but it seems coal prices are going up by 10-15%. There are reasonable stocks of all fuels at present.

## School Assistant

SD said the school has a position for a class room assistant, with a salary which would be a good starting income for a newcomer to the island. However, without accommodation it was difficult to attract people. There was a discussion of possible solutions pending the completion of the planned housing.

It was noted that the Island Bond which might have helped was still out for consultation.

**12 Trading Company Card Payments** - confidential item – separately minuted

**13. Staff Holiday Pay** - confidential item – separately minuted

**14. Staff Restructuring**- confidential item – separately minuted

**15. Date of next meeting** November 4<sup>th</sup> at 7pm