

Minutes of CCDC Board Meeting | 04/11/2021

Present: Dannie Onn, Callum Hay, Sarah Hobhouse, Helen Mann, Caitlin McNeill, Lizzie Keenaghan

Apologies: Andrew Abrahams, Sue Dance, Willie Joll, Liam McNeill, Carrie Seymour

Minutes of last meeting: The public minutes for October were approved.

Matters arising from the previous minutes:

Approval of confidential minutes – it was agreed that the confidential minutes must be approved and matters arising dealt with separately from the public portion of the meeting.

AOCB:

Fuel – The new coal supplier has been engaged and an order will be going in shortly.

Directors' Indemnity Insurance – DO has yet to forward the information to the Board regarding the insurance and will do this in the coming week

Composter – WJ was not present to provide an update on the composter so this was postponed until the next meeting

Declarations of Interest:

LK declared an interest in the Sale of House Site (5b) and staffing and croft matters generally.

HM declared an interest in croft matters generally

CM declared an interest in staffing matters generally

4a. Scalasaig Development

There were no decisions required relating to the Scalasaig Development arising from CS' report. CH wished to clarify whether SSE's inability to commit to diversion of cabling was a matter of the Board's concern. DO clarified that it was the responsibility of the contractors to sort this out and that alternative arrangements were being discussed between SSE and the contractors. DO will contact the contractors and ensure that there will be no comeback on CCDC restate that the path for any underground cabling must not compromise Phase 2 plans. LK asked to be informed as soon as possible when we know that the Old Manse will be empty so that community consultation on the future of the manse can progress. DO said this was still unclear but that he would keep LK updated.

4b. Moorings

LK has discussed costing with CH and as a result has gone back to MOWi to request that they extend their support of the project longer than 3 years. LK confirmed that she would wait until getting a good response from MOWi before submitting the Marine Scotland License which is otherwise ready to go.

5a. Old Manse

HM has now had a meeting with Grace Johnston to begin the handover of the management of the Old Manse. The Board agreed that it was crucial that roles relating to the manse were clear and that all aspects of management were being taken care of. GJ confirmed that an invoice was ready to go to TSL but that this would need to be updated to take into account the most recent stay. CM has GJ's files on the laptop and will make them available to HM and DO to pursue this. The Board wished to thank GJ for her time in the management of the Old Manse to date.

LK said that CCDC are now receiving letters about the TV License for the Old Manse. The Board agreed that this should be paid. HM to organise with help from LK.

It was clarified that for the time being HM will manage the Old Manse as an asset in a voluntary role. LK will maintain issue of the future use of the Old Manse as part of her role as Project Coordinator.

HM, CH and LK to meet to discuss the handover and clear up the budgeting for the asset.

SH asked when the Board expected the Charity/Asset Manager role to begin. DO stated that it was the intention to have the role ready to start at the close of the TSL contract at the end of 2022 as the role will encompass the Scalasaig housing and business units as well as existing assets. There was a discussion around the funding for the Charity/Asset Manager role. DO clarified that it was part of CM's role to acquire funding for the role if required and set out how it will function, together with the Treasurer. CH pointed out that as per current budgeting there would be enough money to cover 1 day a week but that we required 2-3 days minimum.

5b. Sale of Croft House Site & Crofting Matters

CM reported that CM, DO and CH had met with crofters (Lizzie & Darragh and Helen) to discuss the terms of construction and maintenance of the New Access Track which is required for the Keenaghans house build. It was agreed at the meeting that the best way forward was that construction costs should be split 50/50 between the Keenaghans and CCDC but that CCDC's contribution would eventually be recouped from Helen as the other user of the track. It was agreed that the Keenaghans should go back to their solicitor to request that the wording in the disposition state that this splitting of costs be by agreement closer to the time to ensure that both parties are able to renege if costs get too high. CM will liaise with the Keenaghans and CCDC's solicitor once this has been progressed.

CM reported that the lettings applications for the common grazing at Port Mor had not progressed since the last meeting. The applications were completed by CCDC's case officer at the Crofting Commission and as such CM does not currently have all the necessary information to resubmit the forms. The case officer and another contact at the CC have been contacted but progress has stalled. CM confirmed that if there had not been a response within the next fortnight she would revert to asking the individual crofters for the information directly and resubmit from scratch.

CM has passed on the plans and information required by WHHA's agents needed for the decrofting application of the Port Mor housing development. DO confirmed that this was in progress.

6. Approval of Annual Accounts

CH presented the finalised accounts for both CCDC & CTC for year ending Mar 2021 and highlighted the recommendations made by the accountant. CH reported that there was one bad debt that had to be written off which was a fuel account debt of £418.00. He stated that having investigated it would not be financially worth it to try and recover the debt.

The annual accounts for CCDC were approved. The annual accounts for CTC were also approved.

There were several recommendations from the accountant as to how CCDC & CTC can better track finances and prepare for annual accounting. The Board noted these recommendations and CH reported that improvements were already in progress on some matters with further progress to be made in the new year. It was agreed that there should be a protocol put in place for accepting donations.

The Board agreed to delegate the implementation of the accountant's recommendations to CH as Treasurer.

The Board gave thanks to CH and Tanya for the huge amount of work done on finances during the last year. Their efforts have already been transformative.

AOCB

Rebranding: It was confirmed that SH should just present her proposal to the Board when she has made some progress. CM to liaise with CS regarding potential ABC funding.

Public event: SH & CM to meet next week and give a brief overview to the Board of their proposal via email.