**Attendees:** Jenni Minto (JM), Rachel Whyte (RW), Colin Fraser (CF)

**Apologies :** Ina Glover (IG)

1. **Welcome and apologies**:

Jenni welcomed everyone to the meeting.

1. **Approval of minutes**:

Proposed by CF, Seconded by RW.

1. **Matters arising**:
   1. **Terms of Reference (ToR)**: these were agreed at ICC meeting of 03/10/18
   2. **Change of Date of ICAP meeting**: it was noted that due to the postponement of the September ICC meeting the ICAP meeting did not take place on 01/10/18
   3. **Minutes:** it was agreed that JM would do the minutes of the ICAP group meetings
   4. **Consultants update:** JM contacted the Scottish Community Development Centre (SCDC) to inform them that the decision had been taken to use an independent consultant to complete the CAP. SCDC though disappointed, understood and offered help in the future if required. Star Development Group and Jura Consultants (NB this is not connected to the island of Jura) had both got in touch and JM had let them know of the delay in timeframe. JM will contact all groups to update them of situation.
2. **Ileach article and survey:**

JM tabled a draft article for the Ileach. A few changes were suggested and the revised article is attached to these minutes.

RW noted that she had spoken with Islay MacEachern who indicated that a survey had already been carried out regarding support for the ICAP. There was discussion around this and the group felt that it would be sensible to continue with the survey as this will give the ICAP a launch in the Ileach and around the island ensuring wider publicity and engagement which should help funding applications.

As well as having the survey on Survey Monkey, it was agreed that tins would be located in the main villages, mainly in post offices, as well as the ICCI, Islay High School and Service Point. These would have a label on the, as per Ileach article, and alongside would be the Ileach article and survey slips.

It was agreed to get the article in the next Ileach (27/10/18) and close the survey on 09/11/18, this gives two weeks. Tin and results would be discussed and collated at next ICAP meeting.

1. **Funding options**:

It was agreed that JM would contact Islay Energy Trust, Awards for All, the Robertson Trust and Lottery.

1. **Date of next meeting**: Monday 12th November 2018 at 7pm, Service Point.
2. **AOB**:
   1. **ToR:** it was suggested that a clause be added to the ToR regarding non-attendance at meetings. JM agreed to look at a possible clause
   2. **Meeting venue:** RW offered Glenmachrie as a venue
   3. **Timescale:** it is hoped to have funding applications etc completed for mid-December so ICAP commences in early 2019.

As there was no further business the meeting closed at 8.15pm. JM thanked all for attending and their contributions.