The Dornoch Area Community Interest Company

Company Registered in Scotland: Registration No 327565

MINUTE OF DIRECTORS MEETING 17th January 2017

Present Joan Bishop (JB), Anne Coombs (AC), Jacqui Hamblin (JH), Neil Hampton (NH), Cllr Jim McGillivray (JMcG), Alison MacWilliam (AMcW).

Apologies: James Dillon (JD), Lynne Mahoney (LM), Steven Mure (SM), Lucy Williams (LW)

Attending: Christine Callingham (CC)

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| **Item** | **Point of Information/Discussion/Decision** | **Action** |
| Welcome | JB introduced Christine Callingham, who spends part of the year in Dornoch but cannot be a member of DACIC her principal residence is elsewhere. However Christine would like to assist the board. It was agreed that CC could attend meetings but will have no voting rights. |  |
| 1. Minute of Meeting 22nd November 2016 | ProposedNH, seconded AMcW |  |
| 1. Matters Arising not covered elsewhere | a. A9 signs now up.  b. Acorn Signs Work Outstanding. One more finger to be put in place and sign raised slightly on A949.  c. Great British High Street Awards: - AMcW & LM attended ceremony in Lancaster House, London. AMcW reported on event. Whilst we did not win, the Board has since received a Letter of Special Recognition from Andrew Percy MP, Minister for Local Growth and the Northern Powerhouse, and a prize of £500.  d. Visitor Centre Numbers:- February to December 26,971 up 33% on 2015.  e. New Year feedback. Positive responses and increase in numbers in Loony Dook. ESRA provided safety cover and the Board agreed a contribution of £50 to their funds. Lower attendance at Cathedral concert, which is not attracting visitors.  f. Business Group meeting 9-01-17. This was a drop in event for 2017 plan with JB & LW in attendance. The resulting list of suggestions was reviewed and will be built into the plan.  g. RDGC closure confirmed Tuesday 25th and Wednesday 26th September.  h. Lord Dunlop, Under Secretary of State for Scotland visited on 9th December following our publicity as the only Scottish finalist in the High Street Awards. |  |
| 1. Membership & Stakeholder applications | Lucy Green of Coul Hoose (self-catering) was added to as a Stakeholder. |  |
| 1. 2017 Year Plan | a. SSE Beatrice Partnership Fund.  Minimum application £10,000, but funding officer recommended a two year support plan. JB to apply before 12th Feb to cover increasing staffing to desired levels.  b. Whisky Festival.  HIE support for growing the event to be requested by a new group of the businesses directly involved, with the aim being self-supporting in 3 years. This includes a dedicated events manager.  c. Music in May  AMcW reported slow take up and will put deadline for returns.  d. Food & Drink  GS to put deadline (4th Feb) on changes for entries to providers leaflet available all season. The Community Market stall holders to be approached. A separate flyer for autumn events will be developed later.  e. Visitor Centre. Lou Rollason & Margaret Seatter to be contacted to see if they wish to continue, but hours cannot be confirmed until the results of SSE funding application (March).  f. Business Group levy for 2017/18  The annual levy “year” will change from Jan/Dec to April/March. New rates to be:  B and B £25+VAT per bed occupancy.  Self-Catering £60 +VAT for 4 sleepers and under, £100 +VAT for over 4 sleepers.  Shops £150+VAT for 1-2 employees and £300+VAT for 3-4 employees. Other businesses 0.3% of turnover as before. Charities £85 +VAT. JH to draft letter of achievements and benefits to members.  g. Cruise liner market  NH and AC to formulate request to HIE for assistance in developing this market. Also plan FAM trips. AC to write up potential itineraries for visitors. | JB  NH  AMcW  GS  JH  NH, AC |
| 1. CCF | CCF final spend. – A9 signs and Cycling leaflet completed.  End of Grant Report due by14th February. Feedback has been requested from the Business Group, but this has been slow coming in. | JB |
| 1. Financial Statement | JB reported the likelihood of Corporation Tax for the present financial year. We have a plan for 2017 based on a Business Group levy similar to last year at £20k, which will mean reduced staff hours in the Visitor Centre and only one Ambassador on duty and for cruise liner days only. LW has already been reduced to 12 hours per week on digital marketing. However ideal staffing levels would require an annual income of £30,000 so it is hoped that the SSE application will provide that support while we grow the income through website advertising and business group growth over the next two years. |  |
| 1. MDO Statement | Change in hours will cover Social Media and Website posts. |  |
| 1. Date of Future meetings | March 14th GS to take minutes  PLEASE NOTE - post meeting this is now 15th March  April 11th AMcW to take minutes  May 9th  June 13th  July 11th  Sept 12th  Oct 10th  All meetings 7pm in the Golf Club unless otherwise advised. |  |
| 1. AOCB | a. Review of Polling Places from West Church Hall to school, a response was due by 6th January. Accessibility issues – out of town location. A letter of objection will be sent to the Council  b. Schools Options & Educational Pathways Evening 30 Jan  - JB & JH will attend  c. Pensions Regulator –staging date 31 Oct 17. GS to lead on the letter advising employees of options.  d. Community Planning Partnership – Local Outcome Improvement Plan (for information – no action required)  e. BBC Adventure Show featuring Dornoch. AC to follow up on promised link.  f. Dog Fouling.  NH reported on problems on and around Golf Course. Meeting to be held with Council. | JB  JB, JH  GS  AC  NH |