The Dornoch Area Community Interest Company (DACIC) Company Registered in Scotland: Registration No 327565

 Minute of the meeting of **DACIC** board 10th December 2020

Present: Joan Bishop **JB** (Chair), Jim McGillivray **JM**, Jayne Pagan **JP**, Paddy Murray **PM,** Neil Hampton **NH,** Lynne Mahoney **LM,** Gordon Sutherland **GS,** Catherine Moodie **CM,** Shona MacDougall **SM**

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| 1. | Minute of meeting of 19th November 2020 | The minutes were proposed by **NH** and seconded by **GS.** |
| 2. | Matter Arising not covered elsewhere | * 1. Sanna Cameron has decided that she does not have enough time at the moment to help.
	2. Common Good Consultation has been submitted. **JB** made known the concerns about seagulls, rubbish and parking and it was thought that the Shack might be better situated in the overspill carpark.
	3. Broadband at Hilton & Embo Street – DACIC asked to act as legal entity for this project. **PM** spoke to Judi Sutherland to find out what this would entail. The Board members were re-assured and await any further development.
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| 3. | Dornoch Police Station(The Hub) | * 1. OBC/Architect: Second invoices have been received and grant claims made. Windows will be delivered w.b. January 11th.
	2. Provisional Sums, Extras, Savings & Contingencies update: Slightly more of the contingency needed to be used than previously thought. The first floor revealed plaster board in bad condition. An extra £4,614 was needed to get the work done but this still remains within the contingency. **JB** was assured by OBC that the worst of the unknown costs had now been identified. On the Provisional Sums, O’Brien’s will look at what they can do to the front of the building without increasing the overall budget. The proposal is to take away disabled access at the front as there will be access at the back of the building. The hand rails will stay but will be painted dark grey. On the entrance to the front there are large pebbles which can be replaced with gravel and perhaps put the plant pot at the top to prevent people walking on the gravel. The sign is to be at right angles to that it can be seen from all aspects. The proposed beam in the community room G20 is now in place to give a large open space. The test on mastic round the window frames shows asbestos, so specialist required to remove it. **JP** queried what would happen if there is money left in the contingency fund. **JB** listed other things that the money can be spent on.

**JB** reported that Beatrice Fund have encouraged us to submit an application when the next round opens in January.* 1. RM Mackenzie’s first invoice has been paid for the garage conversion – the rear rooms have been cleared and the windows from Treecraft are being fitted next week.
	2. The monthly meeting and site visit with Iain Levens on 20th November worked well. **JB** was asked to be very specific as to where to put electrical sockets in the kitchens.
	3. Preparation of leases for tenants (via Solicitor) – **GS** has templates to work through and will draft these and then consult with **SM**. **JB** has a contact in non-domestic rates to check leases allow for each business to be assessed separately.
	4. Roof leaks were detected and have now been fixed. – Macleod’s Roofing were on site last week.
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| 4.  | Project Curlew | * 1. The Offer to Purchase is on hold until GI/Planning/RTIF outcome known.
	2. The layout of the vehicle park was updated to allow for suggestions by Jane Bridge. The transport statement and drainage design need to be updated to reflect this. Various consultee responses have been addressed. Lighting is to be designed by THC.
	3. Crown Estates now know as Highland Coastal Communities – EOI submitted. £700k for Sutherland. **JM** will find out what the timescale is for full applications.
	4. TCF – application form submitted.
	5. RTIF queries addressed – the outcome will be known on 15th December.
	6. The Initial Ground Investigation is complete and samples are being tested. There is further monitoring and sampling to come. The final report may not be until early January. It was thought that there is some cause to be optimistic.
	7. **JM** commented that the Town Centre Fund outcome should be known on Monday afternoon. The Fund will be split three ways between qualifying settlements.
	8. THC Partnership, Beach and HIE:

a) Shane Manning THC (traffic management) says there is the potential for a partnership working with THC leasing the car park from DACIC and running the car park. Similar option at the beach overflow & playpark with Common Good. b) THC own the top car park at the beach where charges could be made to suit the community e.g. March-October 10-5 to allow for morning dog walkers, or first hour free, or low cost annual permit **PM** is concerned that local residents would not be happy to pay for parking at the beach. A meeting of all the main groups who have an interest in the beach – RDGC, Caravan Park, Beach Wheelchairs, ESRA & community council had met and it was agreed that parking needs to be managed and charging has a part to play along with signage. **NH** felt that a good job had been done with this but there were no immediate solutions, he felt that the suggested alternative location in the overflow car park for the Food Shack was a good idea and went down well with others. He also commented that the CC have been given a basis to go forward with.c) A HIE facilitated meeting will be held in January to bring Stakeholders together. The consultants SKS are gathering desktop information from Monday and Mapping will be carried out.  |
| 5.  | C Moodie report | CM’s report was circulated to the Directors. |
| 6.  | Coronavirus | * 1. Travel restrictions mean that self-catering is only for Scottish residents and only if in level 1 or 2 meaning a loss of New Year bookings. People from England are not able to come at all no matter what level they are in.
	2. Planit Scotland finished their Dornoch in winter campaign – there were 207 competition entries. These photos can be used to promote Dornoch. Chris Taylor from VisitScotland has picked out 3 winning images. There will be a press release about the winners. **JB** felt that Planit Scotland’s involvement was not as good as hoped for but that it had been a learning exercise. A ‘How to’ guide for digital marketing was a useful outcome that have been shared with business group members. Lucy had produced two good videos promoting Christmas shopping in Dornoch, spurred on by a similar approach from Nairn BID.
	3. Visitor Centre – **JB** has had an honest conversation with Todd Warnock. He is waiting to see what will happen with the Council who have a notional contract with the Courthouse until January 21, which will be the end of the 5-year lease. It was thought that they might move the service point to the library. The visitor centre will move to the Hub.
	4. ‘Love Local’ grant application has been made for £4,950 – App Rewrite & Go Pro Camera – outcome this week. This is a second lot of grant funding from Scotland’s Town Partnership. We could potentially go to Beatrice if this application fails.
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| 7. | 2020 Plan | * 1. BID/SID **SM** reported that **CM** had sent her a revised draft which she will read and comment on. **GS** is hoping to have this through sometime in 2021/22. **GS** said that it was not easy to see the benefit Grannies Heilan’ Hame or Skibo Castle would gain from this and therefore it may be difficult to get them on board. **JB** suggested that we need to have that conversation with them. **SM** explained the procedure needed before going to these businesses. **JB** described how Grannies and Skibo have been involved with the Business Group so far and the alternative for them to make a voluntary contribution.
	2. Scotland Reconnected - **NH** reported on two meetings with golf specific operators. Both were keen on doing business in Dornoch. **NH** has sent information that has already been responded to. **JB** has had positive conversations with other groups but selling a destination at a business to business ‘conference’ is not ideal.
	3. It was confirmed that the Community Development Manager role has been extended and the role of Assets Manager was to be advertised. **JB** reported that **CM** is delighted to be kept on at 2 days a week until March.

**SM** felt recruiting for the Assets Manager would be best done after Christmas. **JB** and **SM** confer on this.* 1. Plan for opening of Hub – Activities Co-ordinator, Youth Club Leaders and various community activities will be funded by TNL. Money has been released for the Activities Co-ordinator post to be advertised in February/March.
	2. The Christmas Outdoor Market and Christmas Lights were a success with all Stallholders very happy with the day. **PM** felt it would be better indoors in future to save damage to the Cathedral Green. It was thought that this may be a good event to have in the new car park. One of the ex-market stallholders, Yvonne Macrae, has opened a shop in Dornoch, Tartan Creations, and will be joining the Business Group.
	3. Santa’s Tour on ESRA boat round local residences but not face to face. This is planned for Saturday 19th December. **JB** said that people may not be aware that this is going to happen.
	4. Tourism Infrastructure Gaps – THC. **PM** sent information about this to **JB**. The HC have identified the refurbishment of the toilet facilities as a need and **JB** has recommended other things to be added to the list.
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| 8. | Community Updates | * 1. Dornoch Community Council:  **PM** had already spoken about the Beach and reported that the Dornoch woodland proposal was going ahead. A more competitive price was hoped for with regard to the toilet refurbishment which the CC have offered to fund from the Common Good. He also reported that the Christmas lights were up.
	2. DADCA: **PM** commented on the Christmas market and reported that the Social Club was looking better following its refurbishment. It may open up to other groups in January and this will be discussed at the DADCA next board meeting.
	3. Embo Trust had nothing to report.
	4. UHI: **JM** confirmed that the process to appoint a new Principle was now underway. He also reported that things are coming to a close with Ross House sale. **SM** said that the new building at the Burghfield campus was due for completion in January.
	5. Historylinks: **LM** commented that things were quiet in the museum but that staff were undertaking an audit. The Young Curators Club would be performing Victorian carol singing outside Oversteps and The Meadows and also in Roderick Court on Wednesday 16th December.
	6. RDGC: **NH** reported that the Club has not had an AGM this year when the Captaincy changes. But it has been decided that the captain elect Willie Mackay has now taken over as the captain. November has seen a pleasing number of visitor bookings for next year.

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| 9.  | Financial Statement | 1. **JB** reported that grants received will give some buffering although things are still uncertain for 21-22. There will be about £1000 to pay on electricity. The finances look healthy, but assets are under construction, so much of the bank balance is restricted.

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| 10.  | AOCB | 1. Boundary Commission Consultation: This is due on 21st January 2021. The main concern is that we won’t have an adequate geographical distribution because of the large area to cover. **PM** has provided information and **JB** will respond.
2. **PM** congratulated **JB** on taking Dornoch successfully through 2020 during the COVID crisis.
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| 11. | DOMN | Thursday 21st January 7pm by Zoom |