Minute of the meeting of **DACIC** board 19th November 2020

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

Apologies: Catherine Moodie **CM,** Shona MacDougall **SM**

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|  | Minute of meeting of 12th and 22nd October 2020 | The minutes were proposed by **PM** and seconded by **NH.** |
| 1. | Matter Arising not covered elsewhere | 1. Sanna Cameron has put herself forward as a Volunteer. Sanna oversaw digital content at Aberdeen University. She has volunteered to look at visit Dornoch and Dornoch Local websites and freshen them up. **GS** suggested taking a record of what is on the site before she starts working on it. **JB** will monitor the work. |
| 2. | Dornoch Police Station  (The Hub) | * 1. The first invoice has been received and grant claims made.   O’Brien’s have split their invoice so that funders can see the breakdown. HIE funds will be the last one in as they need to see payment before grant release.   * 1. Provisional Sums, Extras, Savings & Contingencies:   **JB** circulated an updated Spreadsheet. **PM** previously raised concerns about the Provisional Sums. **JB** & **GS** have been around the building with the architect Iain Levens. Some savings have been made by changing parts of the original plan.   1. The Main hall has been gutted and **JB** showed photos to the board. The plan for an internal sliding door has been scrapped saving £6100. The outside door will be new and double glazed. 2. The counter in room G15 is now gone creating a meeting zone. £1600 for partition has been scrapped. We can add a partition later if needed. 3. Partition wall in G20 community room has gone. The Structural Engineer says a column or/and beam is required. **GS** favoured a beam to keep the room an open space. A column would cost £1280 and a beam £1873. It was agreed to go with a beam 4. There is pipework upstairs where the glass partition was proposed to separate offices so, there will now be a glass door and panel which will cost £1470 (against £1600). 5. From the contingency – single garage door is in place £1675 from Ian Vass, Tain rather than £2,805 OBC 6. Zurich were not happy with a ‘mixed’ insurance. We need cover for ‘work in progress’ which is £700, currently out of contingency. 7. There is £11,000 contingency for the heating system. The compression fittings that have been revealed behind the plasterboard need replaced. This will take £6k of the contingency. The fittings in the garage can be left as they are accessible. 8. £1200 was saved on the pipework. There may be further savings as old pipes have been removed in the garage reducing the number to be re-lagged. 9. OBC presented designs for the 3 kitchens. A potential overspend has been avoided by taking out an auto boiler in the community room and buying our own stand- alone fridge freezer and washer dryer in the hostel. 10. £7500 of the contingency has been spent so far. **GS** and **JB** will be at the site visit tomorrow.     1. RM Mackenzie started the Gym work 16th November. Silverback Gym want to use house the IT equipment in the store. The old oil tank will be removed, and the extra space used for the Gym. **PM** asked about the rent. **GS** advised £600 per month.     2. There is a monthly meeting and site visit for **JB** and **GS** with Iain Levens planned for 20th November. This follows the valuation meeting between Iain and Donald Chambers OBC in order to sign off the next invoice.     3. Leases need to be agreed & prepared by the lawyer for the tenants. Some guidance from the Rates Assessor is needed so businesses will be responsible for their own rates. DACIC get mandatory 80% rebate, 20% discretionary currently applied during renovation and may continue. For the HMO leases a guide is provided from THC. **GS** would like to pass the responsibility for overseeing this process to another board member if possible. **GS** to speak to **SM** about this. **PM** asked about the outside of the building and was advised that the outside will remain as is because it is in the conservation area. |
| 3. | Project Curlew | * 1. The Solicitor is still working on the Offer to Purchase. **GS** updated that Aberdeen and Northern Marts want us to imbed the plan for the shared access and bell mouth to the land they are retaining, in the offer. We cannot imbed the plan because we might not get the funding. It was agreed with the Solicitor to wait until we know about the ground investigations, planning and RTIF (mid December).   2. Comments had been received from statutory consultees to planning. Things to change: entrance made narrower, layby to take coaches and motorhomes, some deeper and wider bays for motorhomes, improved pedestrian access by losing a couple of parent and child spaces and re-siting the cycle shed. A lighting design is required – Kyle Mackie THC to assist. Additional drainage information is requested (Fairhurst). Details of landscaping needed   3. Crown Estates – An expression of Interest invitation is expected to be available this week with short turn around. We will be asking for max of 100k. This income stream should be available year on year.   4. TCF – application form released 16th November for 30th November return £85k available between Dornoch, Golspie and Brora for shovel ready projects.   5. RTIF submitted – outcome now 15th December.   6. Ground Investigation started on Monday 16th November.   7. Following our conversation with Shane Manning THC there is a will to develop a partnership, whereby THC would lease from DACIC and run the car park. Furthermore, if full grant funding cannot be secured there would be an option for a phased approach of a small car park first to determine income level and future growth providing a Plan B. |
| 4. | C Moodie report | **CM’s** report was circulated. |
| 5. | Coronavirus | * 1. Hospitality reopened on 2nd November but single household still for self-catering.   2. Planit Scotland winter campaign has been paid for with money from Scottish Town Partnership. There are 187 photography competition entries. The competition finishes on 30th with a meeting on 1st December. Chris Taylor of VisitScotland to choose a winner. **JB** showed the report from Planit Scotland. There has been an increase of 5000 visitors to the website.   3. Currently we can only attract visitors from Scotland and restricted to those in level 1 and 2. Royal Golf Hotel, Links House and The Courthouse have closed for the time being due to these restrictions.   4. Visitor Centre staff – furlough has been reintroduced. Lou and Maggie have now been furloughed until the end of March.   Phil Scott would like to know the plans for the Visitor Centre. **JB** advised that we would be at the Hub. It was agreed that we will need good signage to the Hub for visitors.   * 1. ‘Love Local’ grant application made for £4,950 – App rewrite & Go Pro Camera. This is also from Scottish Town Partnership so we may not be a priority.   2. HIE Grant is not suitable for the Mobile App as it is not a capital project, hence application above. |
| 6. | 2020 Plan | 1. BID/SID: **JP** and **SM** went through and amended the draft prepared by **CM**. Another zoom meeting will be needed to go over it again and it will then be sent to **JB** and **GS** to look over. 2. AGM – There only 3 attendees other than Board members so far and we need to drive up numbers to 22. **JB** will start chasing people up and will phone people who do not have email addresses. **PM** suggested amending articles but **JB** advised we needed 10% of members. We can get proxies if needed. 3. Community Development Manager & Asset Manager roles. JB updated. It was agreed the CDM (Fundraising) contract would be extended but at 0.4 FTE, until 31 March, when future fundraising requirements for Project Curlew project would be known. The need for a 0.4FTE asset manager based in the Hub initially on a one-year contract was agreed. 4. **PM** reported on the Christmas trees and lights and that 17 stalls have signed up for the Outdoor Christmas Market on 5th December. The lights will also be switched on that day. 5. There will be a Santa’s Tour on the ESRA boat but no face to face or crowds. Still to confirm but the tour is thought to be on 19th December. The boat will tour around the town so people can see it from their houses. A low-key event for the local community. 6. Lucy has put together a couple of Christmas videos (following the Nairn example) promoting Dornoch in Winter and local businesses. 7. The Real Living Wage is now £9.50ph (we were paying £9.38 + 12% hp) we will have to raise the rate when Lucy and Maggie return from Furlough. **JB** attended a seminar that recommended paying the Real Living Wage rate even at reduced hours rather than paying the minimum wage. |
| 7. | Community Updates | * 1. Dornoch Community Council: **PM** reported that the CC are hoping to get a quote from HC for upgrading the public toilets in December. A beach users meeting to discuss future plans (car parking etc) will take place on 27th November.   2. The skip is working well and is open 10am to 2pm on Fridays. There will not be an extension of this before March, there was a questionnaire sent out with over 100 replies.   Dornoch burn has not been cleaned yet but hopefully this will be done in December.  The Water Board claim they have asked for a quote for the road repairs (Shore Road across the Struie).  **PM** suggested that the Tourism Infrastructure Gap Analysis across Sutherland town by town might be something for DACIC to look at. **PM** and **JM** attended a conference call with Marie Todd and representatives from Brora and Golspie. There will be a consultation in mid-December. **JB** will include this information to board members.  **PM** said that CC will not act on the High Life Highland ‘Spirit of the Highlands’ project. However, the project has been well publicised and other organisations are involved with it.   * 1. DADCA: **PM** confirmed that secondary glazing will be installed in the Social Club. Dornoch and District Christian Fellowship services will resume this month.   2. Embo Trust: **JM** reported that there was a move to have the shop open on a walk-through basis.   3. UHI: **JM** commented that there had been a meeting of the new Human Resources committee.   4. Historylinks: **LM** reported that the museum will be open to the public until after Christmas. Winter jobs have started which include an Audit of the store and archive and a new display. The museum is also working on plans for heritage walks and traditional craft workshops for next summer. The YCC have met for walks and a Halloween outdoor event. They have been delivering leaflets encouraging people to visit the museum and shop over the winter.   5. RDGC: **NH** reported that it was quiet time of year but the club remains optimistic for next year with the hope of a vaccine and easing on foreign travel restrictions. Plan B is to work on UK market if necessary. The club is working on local trade to promote things, for example, an afternoon tea has been introduced in the clubhouse. |
| 8. | Financial Statement | **JB** circulated the financial statement. The bank balance is looking good, but all money is accounted for! Releasing grant funds monthly yields a £3000 notional net income. **JB** has been successful in getting business contributions and outstanding money. The target is £500 per month. **GS** felt it was better than expected.  **JB** will take a meter reading at the Hub this week but has allowed for the estimated expense of the electricity bill. |
| 9. | AOCB | 1. Common Good Consultation – **JB** will respond to this. 2. Judi Sutherland has requested help from DACIC regarding a new cabinet for Broadband for Hilton and Embo Street. The community of Hilton and Embo Street are applying for funding from Open Reach to install the cabinet. They must get their application in by the end of this year and would like DACIC to act as the legal entity in the transaction. The Board had some reservations about the Terms and Conditions of the contract and length of the commitment. **PM** will take this forward and speak to Judi Sutherland. 3. There are some IHI Board Health Check Webinars coming up that people might like to attend. **JB** went through the list of webinars. All sessions are free. 4. ‘Scotland Reconnected’ is the online version of VisitScotland Expo. **JB** will be involved in this next week with Ginny Knox. **JB** will speak to **NH** to see if there is anything of interest to RDGC. 5. **NH** suggested moving DACIC Board meetings to 4.30pm during the winter months. This was agreed and will begin in the New Year. |
| 10. | DOMN | 10th December 7pm by Zoom AGM followed by Board Meeting |