Dornoch Area Community Interest Company

MINUTES OF THE DIRECTOR'S BOARD MEETING

held on 24th June 2013

Carnegie Building, Dornoch

Adopted at the Directors Meeting on 15th July 2013

**Apologies**

Joan Bishop

**Present** - Jim McGillivray, Pat Murray, John McMurray, Rachel Jack, Jenifer Cameron

**Election of Office Bearers**

Jenifer Cameron elected as Chairman - Proposed Jim McGillivray, seconded Pat Murray

Joan Bishop elected as Secretary - Proposed Jim McGillivray, seconded Pat Murray

Rachel agreed to stay on as Treasurer

It was agreed that the group doesn't need a specific Finance Director.

Jim McGillivray elected as Vice Chair - Proposed John McMurray, seconded Rachel Jack

Pat agreed to stay on as membership secretary

**Director Skills Audit**

Jenifer gave each of the Director's a Skills Audit Form to fill in so the group is able to ascertain their particular skills in order to know who is more suitable to any task in the future.

Action: all to complete and return to Jenifer by July 5th.

**Membership Applications for Approval**

Kisha Black was admitted as a member - membership form signed and approved

**Minutes of Previous Business Meeting**

Approved - No changes

**Matters Arising**

It was thought that as the three local goups, DADCA, Community Council and DACIC are to work more closely together with events and HIE etc happening in Dornoch that it would be a good idea for each group to circulate their minutes to each of the other groups.

Action: Jim will speak to Lesley Conner.

The structure of future DACIC meetings will be slightly different - Directors will now meet once a month for Business Meetings.

The next General Meeting will be held in August to allow new members/Directors to come forward. The group needs a minimum of 3 Directors and a maximum of 11. After that meeting, the frequency of future General Meetings will be considered.

**Sheriff Court Building Registration of Interest**

Registration is now in place. Scottish Court Service can now not sell the building without notification. Jim has asked Scottish Courts for £5000 per year for 3 years towards the upkeep of the building, awaiting response.

The building has a rateable value of £35,000.

DACIC may have to refer back to charity status so will need to create a SCIO (Scottish Charity Inc Org)

Action:

Rachel will phone Chris Ferne to clarify why DFG changed from Charity to Limited Liability.

Jim will contact Nigel Jones from MacKenzie Cormack in Tain to ask if they can act for the group for a reduced charge in the future.

Jim will also speak to Christine Ross to ask if she is familiar with SCIO/Ltd Company etc

John McMurray's group are very interested in using the Court Building in the future for the Men in Sheds project. There is already one of these projects running successfully in Aberdeen and they are very popular throughout Australia.

**Signs Update**

There is already a clampdown on A boards in Dornoch by HC.

It was noted that Jenifer had been in touch with Planning Dept with regard to signs on her own business and they were not helpful at all. They didn't want to deal with any individual.

The site at the triangle to the Business Park has now been cleared by Martin Matheson and it is now ready for the sign to be erected.

Action: Jenifer will draft a letter to Dafyd Jones, Senior HC planner to ask for advice on how to find a solution to the ongoing problem of inadequate signage in the town.

**Website Report**

The website is running smoothly but Judi has intimated that we would need to find somebody to take over the admin in the near future as it was never intended for her to do this on a permanent basis.

The webcam is intermittent so the group will need to look at funding a new webcam, maybe the Common Good Fund. It was noted that the webcam is very popular with tourists and locals so it is important to keep this working.

Action: there will be a full discussion on the website at the next meetings so directors are asked to familiarise themselves with the site before the meeting..

**HIE Report: Dornoch 2023**

Jenifer asked that we are given 11 copies of the HIE Masterplan for each Director of the group to have to hand. Action: Jim will look into this.

It was noted that as the period of consultation on the Masterplan document is now over, it is for DACIC to begin to develop a way forward. As a first step, Jim and Jenifer will have a meeting with Roy Kirk (HIE), this may have to be by video link. Action; Jim to organise. The purpose of the meeting is to understand any intentions HIE might have for Dornoch’s future and to ask what help might be available, both financial and in kind, to assist in development work.

Jenifer felt it would be necessary for DACIC to gather information on various areas of activity in Dornoch so that future activities could have a basis in fact so research would be necessary. We need to know what visitors to Dornoch think, what capacity there is amongst accommodation providers and what the quality is of shops and services is so that we have full understanding of what Dornoch offers both to visitors and residents.

Jim had been in contact with, David Stewart who runs the Highland Retail Academy, this is part of a national retail academy which was set up primarily to improve and regenerate the High Street. Jenifer also knows David Stewart. This company could be asked to do a survey of the shops and services in Dornoch, mystery shopping etc., as part of our research re work on the Masterplan. Funding for this could probably come from Highland Council.

Action: Jim and Jenifer to meet Dave Stewart to take the project forward. Jenifer to fix meeting.

**Visitor Expereince Survey**

Jenifer has compiled a Visitor Experience Survey to be located in B& Bs, Hotels, Self Catering, Shops etc. This would gather essential information as we plan for the future and work with the Masterplan.

The survey will be distributed at the beginning of July with top ups as necessary during July, August and September and then all copies collected in.

Action: John has agreed to photocopy these for 5p each. Jim has agreed to do the Caravan Sites. Pat has agreed to do the Self Catering. Kisha could do the B&B's and Rachel will do the Hotels and shops. Jenifer will ask Jimmy Melville if he could help and Pat will ask for volunteers from the membership to help.

John has agreed to do the analysis for the results.

If any members feel they could help out with form collection etc, any help would be most welcome.

**Forthcoming Events**

Saturday 20th July - Sutherland Agricultural Show

**Date of Next Meeting**

Monday 15th July @ 7.00pm for a Director's Meeting

Next General Meeting

Monday 26th August @ 7.00pm

**AOB**

North Highland College are looking to expand in Dornoch in both site and student numbers.

Funding is now through for the new sports centre in Dornoch.

Andy Johnstone has intimated that he would free up a site at the rear of the Jail for new public toilets.

**Meeting Concluded 9.30pm**