

The Dornoch Area Community Interest Company (DACIC)

Company Registered in Scotland: Registration No 327565

MINUTE OF ANNUAL GENERAL MEETING HELD ON THURSDAY 10
DECEMBER 2020 by Zoom at 7:00pm

Present: Attending the AGM (24) + 3 proxy Joan Bishop (**JB**), Gordon Sutherland (**GS**), Hilary Sutherland, Jim McGillivray, Jerry Bishop, Lynne Mahoney, Paddy Murray, Shona MacDougall (**SM**), Jayne Pagan (**JP**), Stephen Pagan, Neil Hampton, Peter Wild, Stuart and Sue Gardiner, Judi and William Sutherland, Vanessa Lawrence, Alison MacWilliam, John and Genevieve Duhigg, Anne Coombs, John and Fiona Garvie

Proxy: Barbara Morrison. Lyn Gordon, Fiona Macdonald

Staff: Catherine Moodie **CM**

Apologies: Joyce Everitt

1.	Welcome and apologies	Joan Bishop (JB), Chair, welcomed those present and introduced Catherine Moodie, Community Development Manager and new directors Shona MacDougall and Jayne Pagan. JB read out the list of apologies, as noted above.
2.	Previous Minutes	The minute of the AGM of 12th December 2019 was adopted, proposed by Stuart Gardiner, seconded by Genevieve Duhigg.
3.	Matters Arising	<ol style="list-style-type: none">1. At the last AGM Kate Robinson suggested more members could be gained by distributing leaflets. This has not been done as yet, but a leaflet will be produced about the Hub and JB suggested that a request for new members could be included.2. Food festival: Genevieve Duhigg had plans for a festival next year and had received support for this. However, the plan is on hold for the time being due to COVID but will be progressed in the future.3. Marketing: There was a 'Big Ideas' meeting of the Business Group held in January 2020, but plans have been put on hold due to COVID.
4.	Chairman's report for 2019/20	<ol style="list-style-type: none">1. The Dornoch leaflet was circulated throughout the Highlands.2. Visitor staff worked 7 days a week during the summer from 12.30pm to 4.30pm and 5 days during the winter from 1.30pm to 3.30pm.3. The Dornoch Ambassador met 221 coaches and 8,560 visitors during the 49 days that we were notified of the time of arrival of the coaches.4. Lucy Williams had been working on Digital marketing for 8 hrs a week.

5. There were 95 Business Group members at the year end.
6. There were 30,581 visitors in 2019 in the Visitor Centre. This is down 2% on the previous year.
7. The 'Dornoch in Winter' leaflet has been produced and distributed.
8. Dornoch 2020 leaflet was designed and printed but not distributed due to COVID.
9. A BID/SID sub-group was formed as a result of the ideas day in January.
10. Then COVID struck.

Events

1. There were 8 summer markets in 2019.
2. The 5th Whisky Festival was held from 25th to 28th October 2019.
3. St Andrew's Fair, Christmas Community Market and Creative Christmas Workshops took place. **JB** reported that the Christmas workshops were not well attended but much enjoyed by those that came.
4. 6th New Year 3-day programme took place 2019/20.

Dornoch Hub

1. The Scottish Land Fund granted £405k in July 2019 to purchase the former Police Station from Police Scotland via Asset Transfer.
2. Kerri Stevens was appointed Project Manager in August 2019.
3. Iain Levens was appointed Architect and Planning permission was granted in October 2019.
4. The Building Warrant was issued in January 2020 and the Project went to tender in February 2020.
5. Costs were higher than expected and so a phased approach was planned then halted due to COVID.

Project Curlew

1. 2 Major funding bids for the new curling rink and community building were unsuccessful.
2. The Masterplan by Ironside Farrar demonstrates a good business case for income generation.
3. The Ground Investigation Rationale was agreed and Flood Risk Analysis carried out.
4. Phase 1 – Car and Coach park was developed and SLF awarded £216k in March 2020 to purchase Dornoch South.

Community development Manager

1. Catherine Moodie was appointed Community Development Manager at 0.6FTE for the Fundraising element of the post in January 2019 and has been successful in securing over £1m in the two years of her appointment. Her contract is

extended until March 2021 when the status of Project Curlew will be clearer.

2. Kerri Stevens was appointed as Project Manager in August 2019 but resigned in June 2020. **JB** and **GS** have taken responsibility for this role.

2020 Results so far

1. Most of the time has been spent on the COVID response. **JB** mentioned that we have had a lot of visitors but thankfully not a spread of the virus.
2. A Community Survey was undertaken, and a Dornoch Visitor's Charter agreed.
3. There was a pop-up Visitor Centre at the Hub and the hashtag #RespectProtectEnjoy used on banners around the town.
4. There was strong digital marketing encouraging people to return to Dornoch when it was safe to do so.
5. **JB** reported that Businesses were not expected to make the same contribution as usual so funding applications were made and received from VisitScotland, Pivotal Enterprise Resilience Fund and Scotland's Town Partnership.
6. From July to September Dornoch was busy, especially with lots of motorhomes visiting the area.
7. There has been Autumn and Winter promotion and a photography competition with 207 entries. We have tried to keep Dornoch in people's minds via Social Media and good bookings are reported for next year by accommodation providers and the golf club.

GS reported on asset projects.

Dornoch Hub

1. Grants were received from HIE, SSE, Town Centre Fund, Beatrice, National Lottery, THC Pot 170 Developer Fund. These allowed for the full contract to be awarded. Capital funding raised over £500k thanks to **JB** and **CM**.
2. O'Brien Construction have the contract for the main building and hostel and R. Mackenzie for the conversion of the garages to a Gym.
3. Repairs to the roof have been completed and maintenance to the grounds and garden have been carried out. The area outside the hub is looking good.
4. There are additional costs but due to savings elsewhere we are still working within the budget.

The contract includes complete rewiring, new windows and new heating system.

GS then gave members the opportunity to ask questions.

Paddy Murray asked if the £500k was additional to the £400k already awarded for the purchase. **GS** confirmed this was the case.

JB explained that the building will be more efficient and cost effective to run. **GS** said that the income from businesses leasing the premises would ensure sustainability and tenants could be in by April/May next year.

GS showed slides of the building and explained how the space will be used.

There were no more questions.

Project Curlew

1. The Legal teams are working on the purchase of the site from ANM.
2. Dornoch Common Good awarded £40k in July 2020 towards the car & coach park.
3. **GS** explained that the Ground investigation had been completed with results expected in January. All looks to be positive.
4. A planning application was submitted in Sept 20 and further information is being provided as requested by planning consultees. **GS** showed the current plan. It is hoped to have permission in January. Grant applications are outstanding with RTIF, Town Centre Fund and Highland Coastal Communities with outcomes due shortly.
5. Judi Sutherland asked about electrical chargers. **GS** reported that there will be 4 in all and explained that the car park is future proofed with the possibility of every space having a charger. **JB** said there would be also be a charger in the bike shed.
6. **JB** pointed out that the car park had a one-way system and was designed to take the largest of buses and reiterated that the aim is to get all traffic off the Square. There will be specific Motorhome parking, but this will not be overnight to avoid displacement at the Caravan Site.
7. **GS** explained the stance of the Highland Council towards the car park and the potential to work in partnership.
8. **GS** reported that once we own the land, we will be in a better position to go forward with funding applications for the later phases of development. He explained the idea behind the Multi Use Games Area

		<p>with tennis & 5 a side in the summer and then setup as an ice rink November to March when the car park could house Christmas markets etc.</p> <p>9. William Sutherland queried the enforcement of parking charges. GS and JB explained that we could have a Warden to advise and educate and HC could have a Parking Officer for enforcement. This could be one person, or a job share and be based at the Hub.</p> <p>2021 Plans</p> <ol style="list-style-type: none"> 1. £24.5k Lottery funding was awarded for Hub activities. JB explained that this is for: <ol style="list-style-type: none"> a) Activities Co-Ordinator. b) Youth Club Leaders and twice weekly Youth Club. c) After School Coding Club. d) Healthy Eating/Cooking on a budget workshop. JB reported the success of these at Lairg. e) Dementia friendly craft workshops. To build on the work done by Janice Bannister running knitting workshops which rekindled the skill in a Dementia sufferer. 2. We will advertise for an Asset Manager in January. 3. The Highland Council may not continue with the Service Point in the Courthouse now the 5-year guarantee is up. We cannot afford to rent the Courthouse (which we use for free now), so the Visitor Centre will move to the large reception/gallery area in the Hub. 4. We will apply for the Seed-corn Grant to become a BID/SID. If the majority of businesses support this, then all of the business will pay for this through their rates. The income will deliver an agreed 5-year business plan, and this will allow the whole town to benefit from the initiative. <p>To answer Genevieve Duhigg's question about how to bridge the gap between now and getting the BID/SID JB explained that the planning for BID/SID takes about 18 months and there may be other grants to bridge the gap. It was felt that SM and JP should work on this and there was to be some discussion with larger businesses that were not members of the Business Group.</p>
5.	Financial Report for 2019/20	<p>JB presented the Accounts for 2019/20, which showed overall income of £86,129 (of which the business group is £27k) and a net profit of £8,238. The free reserves were £36,151.</p>

6.	Election of Directors	One third of the directors retire by rotation being, Gordon Sutherland, Neil Hampton and Angus Patrick Murray, but they all offer themselves for re-election. There are five other directors who remain on the board: Joan Bishop, Jim McGillivray, Lynne Mahoney, Jayne Pagan and Shona MacDougall. No other nominations have been received.
7.	Approval of Accounts	The annual accounts were prepared by Mackay & Co, Golspie. DACIC is exempt from audit under section 477(2) of the Companies Act 2006 relating to small companies.
8.	Reappointment of the Company's accountants	The membership approved the appointment of Mackay and Co to prepare the 2020-21 accounts.
9.	Authorisation of the directors to set the remuneration of the accountants	The membership gave approval for directors to set the remuneration of Mackay and Co to prepare the 2020-21 accounts.
10.	Any other business	There being no other business, the Chair thanked all members for attending and brought the meeting to a close.
		On behalf of the members present, William Sutherland thanked everyone on the forefront of the activities this year.