

Minute of the meeting of DACIC board 18th May 2023

Present: Luke Watson (Acting Chair) **LW**, Jim McGillivray **JM**, Glen McGill **GM**, Shona MacDougall **SM**, Paddy Murray **PM**

Apologies: Tessa Palmer is on maternity leave, Joan Bishop **JB** Neil Hampton **NH**, Paula White **PW**

1	Minutes of meeting of 27th April 2023	The minutes were proposed by PM and seconded by JM
2	Matters Arising not covered elsewhere	<p>a. LW advised of a new Development Plans Newsletter from Highland Council.  <a href="http://www.highland.gov.uk/developmentplansnewsletter">www.highland.gov.uk/developmentplansnewsletter</a> The newsletter provides updates on the current local development plans in the Highland area (Highland-wide, Inner Moray Firth, Caithness and Sutherland, and West Highlands and Islands), and introduces the new, single Highland Local Development Plan, including the evidence gathering, monitoring, and consultation that will be carried out to inform the new Plan.</p> <p>b. Mark Fraser from our MUGA sub-group has offered to organise a further 'Meet the Group' event on Friday 9th June from 5pm to 7pm on Cathedral Green or at the Social Club. An invitation has been issued to societies, volunteer groups and charities. DACIC will use this to try to recruit potential new board members as well as to promote our Community Transport and other services offered at The Hub.</p> <p>c. Sutherland Transport Project - £100,000 approx has been ring-fenced by Highland Council for this project. JM advised an initial mapping exercise would take place examining existing provision and consulting with local stakeholders with a view to co-ordinating timetables, plugging gaps and enhancing links. At the same meeting £50,000 was allocated to Historylinks extension project from Community Regeneration Fund and a further £50,000 from the Dornoch Common Good Fund.</p>
3	New personal members	There were no new personal members recorded this month.
4	Dornoch BID	<p>Steering Group meeting update SM</p> <p>Final proposal is due in July and a lot of work is underway by members of the core group including business plan, survey, guidelines for inclusion and banding for levies. Response rate to the survey is now at around 30% with over 50 replies received to date. A final draft of the baseline for working with Highland Council is in sight to ensure the BID is handling additional work not taking on existing council work. The aim is to stick with the July deadline for the proposal, though any delay would not be critical, but would mean rescheduling the ballot date.</p>

5	Dornoch Hub	<p>a. Manager's report noted.</p> <p>b. Community transport update <b>GM</b>. Nine trips completed and very positive feedback received. Further efforts being made to recruit additional drivers to meet growing demand ahead of broader publicity. New logo now available and in use on the Facebook page. Directors encouraged to follow the page and share posts.</p> <p>c. Warm Space update <b>GM</b>. A further 3 new visitors, all male, this month as a result of inviting people visiting the Food Hut to come along. Our volunteers Adele and Teresa looked after the club in Glen's absence and hosted a 50th birthday gathering for one of our regular attendees. One of our tenants, Vanessa from Aspire Training, generously donated a large cake to the group for our most recent meeting. This was warmly welcomed and a great example of tenants engaging with our community efforts.</p> <p>d. Grants Progress LW</p> <p>Tackling Social Isolation  To continue/expand the warm spaces project  Submitted awaiting results  Amazon Literary Partnership UK  To provide creative writing workshops - £2500 awarded Youth UK  To provide youth workshops - submitted awaiting results</p> <p>e. Hostel fully booked</p> <p>f. Solar PV update – structural report on roof completed confirming roof can accommodate panels, work can now commence</p> <p>g. New year rents will not increase but service charge rising by £30pm on average or 50%. LW and PW meeting Pandora's next week to discuss possible change of office and discussions with Highland Wireless will take place once JB returns from holiday.</p> <p>h. Fire Safety Training - SM will review our policy and identify training needs. SM will link with PW to consider all of our policies and expressed particular concern about risk assessments and training for our staff and volunteers working at Dornoch South Coach Park. Highland Council Parking may be able to assist by sharing their best practice on policy, training and handling any incidents which may arise.</p> <p>i. Hub car park repairs completed and signage ready to be installed. Sir Gavin's claim is settled.</p>
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6	Dornoch South	<ul style="list-style-type: none"> <li>a. MUGA Update - see report submitted by JB</li> <li>b. Summer House complete but some felt roofing required to make it watertight. Visit Dornoch beach flag now in use</li> <li>c. Martin Matheson will carry out routine drainage inspections to ensure site remains in good order.</li> </ul>
7	Visit Dornoch	<ul style="list-style-type: none"> <li>a. Coach Park starting to see good use with cruise season well underway. 48 coaches, 1198 passengers, 72 hours stopped and 39 free coffee vouchers issued. SM asked if there was any way we could analyse how passenger numbers and business spend are linked perhaps by engaging a handful of directly impacted shops and cafes.</li> <li>b. Parking enforcement officer visiting regularly and some fines issued</li> <li>c. Most drivers and guides won over by new facility and more than happy to return. Still the occasional detractor parking in the Square or offloading and moving away but these are very much in the minority.</li> <li>d. Very positive anecdotal feedback from drivers, guides and passengers and this is resulting in increased notification of return visits particularly from the independent coach holiday firms such as Strathmore and CIE. 'Best welcome anywhere on our route'. 'What an excellent arrival into town.' 'I thought I'd struggle to occupy four hours here but I've thoroughly enjoyed a tour of the museum, a visit to several shops and a lovely lunch in a cafe.' SM welcomed the feedback and asked if we could make more use of it publicly to further enhance perceptions in the town.</li> <li>e. Visit Scotland are conducting in-person surveys in several locations including Dornoch from March to October. Results will be available in due course and can be broken down by location.</li> <li>f. Event Road Signage - seeking a volunteer to update our welcome sign on the A949. School was a possibility but many of the events are during school holidays. PM will endeavour to engage the householders living opposite Camore Woods and test their interest.</li> </ul>

8	Business Development and Future Planning	<ul style="list-style-type: none"> <li>a. LW advised we will use end-of-year financials as a baseline for future planning. We aim to become less reliant on grant funding and develop further options for self-funding as the business grows.</li> <li>b. LW has spoken with HIE regarding becoming an Innovation Hub and they are happy to assist once we have resolved matters regarding our pop-up shop leading on to the main foyer. LW and PW meeting with Pandora's Box next week to discuss possible office switch.</li> <li>c. Share the load e.g. – <b>LW</b> Staffing &amp; HR, Business Planning, <b>GM</b> community engagement &amp; funding applications, <b>SM</b> policy review (H &amp; S, FM, HR, Tenants), <b>NH</b> BID – <b>PM</b> finance &amp; budget control, <b>JM</b> THC liaison</li> <li>d. Future Plans – 3 year business plan with options with and without BID success <b>LW</b></li> <li>e. SCVO – We agree to 'aim to work towards the principles of good governance, in line with the Scottish Governance Code for the third sector '<a href="https://scvo.scot/support/running-your-organisation/governance/scottish-governance-code-checkup">https://scvo.scot/support/running-your-organisation/governance/scottish-governance-code-checkup</a></li> </ul>
9	2023 Action Plan June	<ul style="list-style-type: none"> <li>a. Promote vacant offices, <b>PW</b> and <b>LW</b> to meet with Lesley Graham</li> <li>b. Accounts sent to Mackay &amp; Co</li> <li>c. Table Top and Craft Sale 3rd June</li> <li>d. Markets 14<sup>th</sup> &amp; 28<sup>th</sup> June</li> <li>e. Pipe Band every Saturday at 8pm</li> </ul>

10	Community Group Updates	<p>a. <u>Dornoch Community Council</u>: Coul Links meeting held 2<sup>nd</sup> May with C4C and Not Coul informed DACC decision at 17<sup>th</sup> May meeting. Voted 4 to 2 in favour of C4C; Highland Council have confirmed they wish to offload the Airstrip by way of a 5 to 10 year lease. Aware of two interested parties; Allsorts - solution in sight with a 50% cut in the levy likely though still trying for more - increasing optimism from Allsorts operator as a result.</p> <p>b. <u>DADCA</u>: Bookings remain healthy in spite of modest price rise; cinema club running regularly with around 40 members; first community market was well attended though cold; working through conditions for planning permission on a further low cost building plot. Profit will go towards new community building.</p> <p>c. <u>Embo Trust</u>: Positive progress trying to get lessee in place for Old School; AGM next week and JM going back on the board.</p> <p>d. <u>UHI</u>: Final committees underway ahead of vesting date of 1st August. Transition Board up and running and visiting all campuses. All further education establishments facing significant financial challenges.</p> <p>e. <u>Historylinks</u> Common Good and Coastal Communities funding of £50,000 from each confirmed. Now moving to tender.</p> <p>f. <u>RDGC</u> No report available</p>
13	Financial Statements	Year end accounts submitted to accountants. Slight delay to April accounts but PM and PW have met and will meet subsequently to reconcile P&L and BS.
14	AOCB	No matters raised
13	DONM	Thursday June 15 <sup>th</sup> @ 7pm in the Hub.