

Minute of the meeting of DACIC board 17th August 2023

Present: Luke Watson **LW** (Chair), Joan Bishop **JB**, McGill **GM**, Jim McGillivray **JM**, Shona MacDougall **SM**

In attendance: Paula White **PW**

Apologies: Neil Hampton **NH**, Paddy Murray **PM**

Tessa Palmer is on maternity leave

1	Minutes of meeting of 20th July 2023	JM proposes, JB seconds, minutes approved
2	Matters Arising not covered elsewhere	<p>Accountants - letter and quote dated 8th August from Mackay & Co suggests they may no longer want our business despite moving to QuickBooks upon their recommendation.</p> <p>PW experienced in payroll and willing to undertake the work but we need to compare time and costs involved against using an accountancy firm. Lairg use a firm specialising in not-for-profit.</p> <p>PW to check with Lairg and seek alternative quotes. JB to check with Tain and PW to liaise with PM.</p> <p>Branding - full support for aligning our branding with the addition of 'by DACIC' to our distinct projects. GM to speak with Mario Moens regarding design.</p>
3	New personal members	No new additions - total remains at 253
4	Dornoch BID	<p>SM reported that Highland Council had approved the BID proposal earlier today at their initial meeting and that it would now proceed to full council where it is assumed approval will also be given.</p> <p>LW and JB expressed some concerns that the business plan was lacking in detail although costings were given.</p> <p>JM also agreed that businesses would want to know 'what's in it for me?' before voting.</p> <p>SM advised that the detail exists behind the headlines and based on the feedback from the survey, but she will feedback comments to the BID steering group at next meeting.</p>

5	Dornoch Hub	<p>Manager's Report CAB had a few hitches initially but are now confirmed for weekly sessions every Wednesday until November Youth Craft and School Baking have resumed Coding Club will be run by Hugo but we require laptops before these sessions can commence Hostel - a couple of parties held recently resulted in some complaints from other tenants, so a letter reminding all tenants of requirements has been issued Offices - G1 shop unit is now empty; G9 office space has new tenant arriving in November; Vacant cell being taken by Ignite Ministries; G11 and G12 still vacant LW contacting HIE regarding promotion of start-up premises and pop-up shop Grants - no new funding received but pursuing further options. Still a desire to host workshops run by Flora under the improving mental health banner</p> <p>Policy & Procedure Review LW, 3 existing policies left to convert and version control. 1 new policy to create, safeguarding. Complete by 27th August, when we will tidy up Google Drive and upload new policies. A Log has been created which records all policies and procedures, version and when last reviewed.</p> <p>Solar PV update JB - Installation complete and generating! Awaiting invoice to claim loan. PW to keep board updated on amount generated, this will be included in Manager's report starting in September.</p> <p>Transmission use of system charges error JB - EDF accept they have a number of organisations on the wrong tariff and will correct & credit. We anticipate a refund of £848.</p>
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6	Dornoch South	<p>MUGA Update JB & LW visited Tain Tennis Club in July, very different setup but useful in terms of understanding Tennis side of the MUGA and TLA involvement. JB has found a MUGA operating in another area which is similar to what our MUGA will be and is arranging a video call to ask additional questions.</p> <p>Land cleared to 'red post' of our boundary. 25% deposit paid to DOE. Grants received from Common Good and Pot 170, first claim in to Sport Scotland for £13k. Site meeting with DOE sports on 29 August. Work due to start early September.</p> <p>Email sent out to 46 MUGA Supporter group by JB on 16/08/23, with update and new survey for usage, also asking for more involvement in DACIC.</p> <p>Ambassador/Greeter Update. Coach data 1/04/23 – 13/08/23: 9237 passengers in 317 coaches with 1.62 hours average stop (175 drink vouchers). Trialing different Rota times to reflect the experience so far. SM asked about the gathering of visitor experience, where they went and how much spent which would be good insight and potentially support the argument around coaches. LW to produce simple survey to gather this information.</p> <p>Proposed Solutions to Dornoch Burn Flooding in Caravan Site (Dornoch Common Good Land)</p> <p>The community council considered this paper on Wednesday.</p> <p>https://www.dornochareacommunitycouncil.com/documents/meetings/2023/august-16th/dornoch_report_v4.pdf</p> <p>Option D has implications for the SUDs basin at Dornoch South and for the Distillery plans and the Golf Course.</p> <p>All parties will be writing to Phil Tomalin (Ward Manager) to be included in the consultation and any decision. Mark Wills from Fairhust who designed the SUDs basin has expressed the view that the writers of the report do not understand drainage issues.</p> <p>JB will note our concerns to Phil Tomalin</p>
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7	Visit Dornoch	<p>Visit Dornoch report circulated to directors on 16th August</p> <p>Ambassador/Greeter Update: Coach data 1/4/23 -13/8/23: 9237 passengers in 317 coaches with 1.62 hours average stop (175 tea/coffee vouchers issued). Now trialing different rota times to reflect experience so far.</p> <p>Visitor Centre Update: Jan- July 1570 visitors to the centre open 11-2 (cf. 1018 in 2022 for same period open 10-2)</p>
8	Business Development and Future Planning	<p>LW advised we will focus on the development of existing elements of the Dornoch Hub and Dornoch South. From April 2024, we want to make more use of our assets including our entrance foyer and outdoor space. A draft business plan will be created by end October.</p> <p>GM to be added as a banking signatory</p> <p>Emily Teagle to attend next board meeting</p> <p>Upcoming Events</p> <p>Community Markets 23rd August, 13th & 27th September</p> <p>Signed accounts to go to all funders by 30th September</p>

9	Community Group Updates	<p>Dornoch Community Council JM provided a brief update on key themes including Sutherland Transport Consultation, Potential of £40,000pa community benefit from wind farm, Bid for tender for lease of airfield, Voluntary liaison with Pinehurst, Bid for consultant to assist with place plan and Community Council elections in early November.</p> <p>DADCA JM reported on progress with housing plots Plots 1 & 2 - issue resolved Plots 3 & 4 to be used by Council Plot 6 about to complete for sale</p> <p>Embo Trust JM advised they are still seeking a tenant for the café and other options being pursued</p> <p>UHI SM confirmed the new entity was formally vested and the first board of the management committee held on 1st August</p> <p>Historylinks - still waiting to go to tender for extension</p> <p>RDGC - Tender returns on 25th August and then members to vote on price at SGM on 21st September.</p> <p>General business is very busy and all areas ahead of budget. Bookings for next year already very strong. Staff team all seems settled at the moment</p>
10	Financial Statements	June accounts available
11	AOCB	Nothing tabled
12	DONM	Thursday 21st September at 7pm in The Hub