The Dornoch Area Community Interest Company

Company Registered in Scotland: Registration No 327565

MINUTE OF DIRECTORS MEETING

Held on 11 April 2017

Present Joan Bishop (JB), Anne Coombs (AC), Jim McGillivray (JM), James Dillon (JD), Jacqui Hamblin (JH), Alison MacWilliam (AMcW), Lynne Mahoney (LM), Gordon Sutherland (GS)

Apologies: Neil Hampton (NH), Christine Callingham (CC)

|  | **Item** | **Point of Information/Discussion/Decision** | **Action** |
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|  | Presentation by BRIG | Two representatives of BRIG came to the meeting to explain they were raising money to improve the beach play area. Highland Council will fund £12k, total cost expected to be £55k. BRIG have raised half already. They want the equipment to blend in with the surroundings and for the material to be sustainable and have selected Timberplay as the supplier. However Timberplay are not approved by Highland Council and HC funding is restricted to the use of approved suppliers. JM suggested BRIG gather letters of support from all community groups and the RDGC and he would then take it to the Director to see if BRIG’s preferred supplier could be approved by the Council. DACIC would write a letter of support addressed to Director of Community Services.The representatives of BRIG mentioned that they would need a VAT registered company to buy the play equipment on their behalf and asked if DACIC would be willing to do so. JB responded that once BRIG had raised the funds and received approval to purchase the equipment from the preferred supplier, the Board would discuss further snd consult with our accountant. |  JB |
| 1 | Minute of meeting on 17 January 2017 | Proposed LM, seconded AMac. |  |
| 2 | Matters arising not covered elsewhere | a. BBC Adventure Show – link now received. Decision needs to be taken about where to host the video and whether to edit or not.b. Dog Fouling Campaign – the campaign has been stopped over the summer as it was felt it is largely locals who need to be targeted and the group do not want to put off visitors. RDGC have paid for bags and arranged collection of waste.c. Meeting with Rachel Skene, HIE (new account manager), 1 May at 2pm at Whinhill. JB would like help with managing the coach parties, video footage etc. HIE usually provide specialist help but we may approach them for off-season events. They will provide funding for the Whisky Festival.d. SSE grant application was not successful. JB has made a first draft of the cash flow without the grant. e. Service point – staff will man the front office in the mornings and back office in the afternoons. Any locals wishing to discuss a confidential matter may make an appointment for the afternoon.  |  |
| 3 | Membership & Stakeholder applications | Andrew Skinner, IV25Stephen Pagan (B&B at Balnapolig)Paul McGlynn (Stakeholder) – the Oyster ShedGemma Le Roux (Stakeholder) – Lily and Roux shop |  |
| 4 | Director’s Resignation | It was noted that Steven Mure has resigned from the Board. |  |
| 5 | 2017 Plan | 1. Whisky Festival – meeting on Monday with Dornoch Castle Hotel, Dornoch Distillery, Eagle, RDGC, Links House, and the Whisky Cellars who have now constituted a Group. An outline bid has been submitted to HIE for support over a three year period to the tune of £8,000 this year and £5,000 the following year with the aim of self-sufficiency by year 3. Local Distilleries have not come on board but the group has decided to go ahead without the distilleries and to have a whisky, gin and food festival. Michael Hanratty is meeting Dunrobin distillery, looking to have a tasting at the castle, and NH will approach Skibo about hosting a tasting there. There will also be non-drinking events – Aspen Spa, candle workshop etc. The Group now has to go back to HIE to see whether they will still fund the Festival under these changed circumstances. Lou will act as events coordinator.
2. Food & Drink – leaflet has been printed, costs fully covered by advertisers. The board thanked GS for his excellent work on this.
3. Visitor Centre – there is a new literature stand in the hall so when Centre is closed, visitors can help themselves to leaflets. There will be a problem with covering staffing costs in the winter, so JB has reduced the costs to 2 hours/day in the cash flow. CC may also be able to get some volunteers together to cover some hours. We are now an ‘iCentre’.
4. Business Group member ship from 2017/18 - £19.8k invoiced so far.
5. Developing cruise liner market – PR company which works with RDGC will come back with a proposal. They require videos (no more than a minute or so) and itineraries to send to the cruise companies. Looking now at the 2018/19 season. Intercruise is the handling agent for all the tours. AC to come up with a sample itinerary for the next meeting. DACIC will request HIE to help put together a professional package and to implement the plan that the PR company comes up with.
6. Pensions – None of the employees currently reach the £10k threshold for automatic enrolment in the NEST scheme and as we did not receive the SSE grant the board agreed to follow government guidelines. The MDO’s contract is based on 3% over the pension payment threshold, which is currently £5,824. A letter to DACIC employees will be drafted nearer the October deadline.
7. Month by month plan – the Food and Drink Festival currently under Autumn Events will be subsumed into the Whisky Festival. DADCA are running the Beltane Festival in early May – no details as yet. The first community market is on 12 April. Gordon will circulate the Food and Drink leaflets.
8. Donald Ross Leaflet – 90% complete but text needs revitalized. AC to liaise with LM as Historylinks has a lot of information on the subject.
9. Pictish Trail Leaflet – Highland Council and Ross & Cromarty Enterprise produced the original leaflet and have given permission to use it as a basis for a new leaflet. Highland Council offered to typeset it. It was decided to make a much less academic, more light-weight leaflet and Groam House and Thurso museum would be consulted. JH and LM to take forward. AM – name of Thurso museum contact.
10. Thomas Telford Leaflet – ARCH has already produced a leaflet so DACIC would not take this forward.
11. Dornoch Leaflet for Inverness and Loch Ness 2018 and Bedroom Folders for North Highlands 2018. This will be done in collaboration with local businesses as they will be asked to share costs by taking out an ad, and DADCA, Jail, Kincraig, Courthouse, Games, Show etc would be approached about this. JM suggested going to the Ward Discretionary Fund, the Common Good Fund and Beinn Tharsuinn for support.
12. Marketing Plan 2018– JB has produced a paper with aims, increasing awareness, heads on beds, encourage long stays, resources etc as well as a table of Google Analytics for 2016 & 2017
 |  ACGSAC/LMJH/LMAM |
| 6 | Financial Statement | JB presented the statement to end of February, showing nearly £20k as reserve.  |  |
| 7 | MDO Report | None was received as Lucy has been off sick. |  |
| 8 | AOCB | 1. Competition rules – AM raised the point that some people submit up to several hundred entries. It was decided to retain the rules as they are but to keep it under review.
2. Dornoch Ambassadors’ Course – Dornoch Academy, 17 May, 0900-1230 – Christine and Joan will run the half day course and will provide pupils with a certificate.
3. CPP Community Workshop, Dornoch 15 May in Social Club, 1100-1500.
4. Bank of Scotland closure – JB received an email from a member asking if DACIC could support a protest against the closure, citing a House of Commons document on consultation required on bank closure which does not see not have been carried out. JM/HC will be raising this to try and salvage something. The ATM puts out £500k a month during the tourist season. JM felt the best they would offer is to retain the ATM and put on a mobile bank. JB will contact business group to see how many will be affected by this closure.
5. Business Group Window Stickers – will be given to those when they’ve paid their subscriptions.
6. Date of next meeting: this had been agreed as Tuesday 9 May at 7pm.
 | JB |