

DACIC Minute of meeting Tuesday 24 April 2018

Present: Joan Bishop (Chair) **JB**, Neil Hampton **NH**, Jim McGillivray **JM**, Gordon Sutherland **GS**, Alison MacWilliam **AM**, Lynne Mahoney **LM**, James Dillon **JD**, Yvonne Ross **YR**

Apologies: Paddy Murray (**PM**)

1.	Minute of meeting of 27 March	Minutes were proposed by NH , seconded by LM .
2.	Matters arising not covered elsewhere	<p>a) VisitScotland FAM trip 12 April: two representatives came, did candle making workshop, saw whisky tasting experience, museum, cathedral, golf course, interpretative trails, Links House and the wide range of shops. They took a box of leaflets and are now promoting Dornoch from the visitor centre in Aviemore. Date to be arranged for staff in Drumnadrochit & Inverness.</p> <p>b) Last four event signs on A949 for 2018 have now been updated.</p> <p>c) John O’Groats trail – map and signage. NH and JB had meeting with Jay Wilson. They have developed a booklet for the trail which goes from Inverness to John O’Groats. Dornoch will have signage and will be at the end/start of a stage – see the JoG Trail Facebook page/website. They are looking for volunteers along the routes to look after their local stretch and it was suggested they contact Sutherland Walkers in the first instance.</p> <p>d) Additional Dornoch 2018 leaflets are now in stock.</p> <p>e) Lord Thurso will visit Historylinks on 3 May for their WorldHost presentation, also to include Balnapolaig and DACIC.</p>
3.	Membership and Stakeholder applications:	<p>a) IV25 residents – none this month</p> <p>b) Non IV25 residents (stakeholders) – none this month</p>
4.	2018 plan:	
	a) Visitor Centre	Now open 12.30-4.30pm as well as weekends from May onwards. Will also cover the May bank holiday. There are 79 days for cruise liners, with often 5 in a row; Lucy has asked for help. Eilidh Ross-Baker is a piper and would like to busk on the days the cruise ships are in. JB will ask her to help as Ambassador.
	b) Business Group	<p>i. new business sign-ups – Grace Café (taking over from Gordon House) – café/deli with some gifts.</p> <p>ii. New ‘Do More’ experiences: DPH Chauffeur Service & Tours; Go Wild Highlands</p> <p>iii. Dornoch Ambassador Course / 2018 Season Information Exchange 30 April (30 at one session, 25-26 at another – to include accommodation providers, shops, restaurants, caddies, cathedral volunteers, museum). The Dornoch Ambassador and Eilidh will participate, LM will talk about the museum, Christine Callingham will help JB run the day.</p> <p>iv. As of 23 April, 72 businesses had joined or renewed for 2018-19 at £19.5k (same at this stage last year which led to £25k total for 2017-18)</p> <p>v. Maps: awaiting confirmation of adverts, one potential change of ownership. Will add in JoG trail. JB is still waiting for some adverts to be confirmed.</p>

	c) Cruise liner market	<p>JB and NH attended cruise line stakeholder meeting on 11 April. NH felt it was very Invergordon-centred. Nevertheless, the photo shoot in Dornoch went well for the new business club and the press release was good. Dornoch now has a two page spread in the Port of Cromarty Firth leaflet. Tour Guides were invited to Dornoch, along with ground-handlers for FAM visits. Dornoch leaflets left in Invergordon. Their next meeting is in July.</p>
	d) Month by month plan	<ul style="list-style-type: none"> i. Marketing plan – JB presented the plan for 2018 and this was approved. JB has been boosting the Discover Dornoch day trip video and suggested we need to do more videos over the summer. She mentioned that it would be good to share practice and experiences with other community groups within Dornoch, such as the caddies (up to 80), Cathedral volunteers (around 60) since they are in direct contact with visitors; it would also be good to encourage Fam trips by VS and other bodies, as well as get the HOSTA tour guides on board. It was important to be promoting events and late availability. ii. JB also mentioned that the mobile app was having issues and some areas need updating – she would to speak to Purple Frog about this since there is some information we can't update. iii. JB reported that the St Gilbert festival went well but needed to be promoted earlier and more widely, which is something DACIC can help with if it runs again. iv. A Planning application needs to go in for additional footpath signage to encourage walkers to go on a path from Grange road to Elizabeth Crescent and avoid crossing the golf course. v. Pictish Trail – LM has spoken to Anne and will report back. It was decided to drop the Rosamunde Pilcher trail for the time being. vi. Events in May include the Beltane Festival, community market, Rotary Car tour and the start of the pipe band. vii. LM reported that the Fishtales exhibition at Historylinks was now open and she feels it will be popular, particularly once the schools are on holiday. It includes a labyrinth, booklet and exhibition. viii. GDPR membership email needs to go out to members.
	e) Dornoch Caravan Site	CONFIDENTIAL
	f) Project Curlew	<ul style="list-style-type: none"> i. Community Consultation ii. Pre-planning iii. Consultants' Briefs (Architect, Feasibility Study & Business Plan) iv. Scottish Land Fund Stage 1 Application by 18 May <p>GS gave an update on the project, tenders were due in by 27th April. He mentioned that details of the project had been reported in the press, earlier than he had wished, but now the public were aware of the plans. The pre-planning report was very favourably received; a contamination report and flood risk report will have to be submitted as part of the planning process.</p>
	g) Dornoch Police Station	<ul style="list-style-type: none"> i. Community Consultation ii. Consultants' Briefs (Feasibility Study & Business Plan) iii. Scottish Land Fund Stage 1 Application by 18 May <p>JM mentioned that he had corresponded with Police Scotland. GS has submitted an official asset transfer request and will get a response by the end of this week. Should the police require office space, this could be rented back to them. GS gave an update on the project, indicating that not everyone had tendered, but nevertheless there were sufficient to give a</p>

		choice.
	h) Strategic Review	<p>i. Business Development Manager role & outcomes: GS & JB had met with Rachael who was concerned about the timing of the appointment. She needed to know the outcomes for this role if the two main projects don't come off. JB suggested that perhaps the housing plots mentioned by YR would be another potential project for this role. It was agreed that the Board should wait until the outcome of stage 1 of the two projects was known before moving forward with the role. YR stated that the Community Council would support an application for £10k per year for three years to support the position. However she requested the title of the position be changed to Community Development Manager and this was agreed. JB mentioned that The Beatrice fund is open again for 'transformational' projects so it might be worthwhile applying to them. In the interim it might be possible to take a Scotgrad on to help set up procedures and systems.</p> <p>ii. JB indicated that other income streams / community assets would need to be investigated should the above projects not proceed.</p> <p>iii. HIE ten steps contains useful information and videos as well as worksheets for taking on community assets.</p>
5.	Financial Statement:	JB presented the income & expenditure for the year. The accruals need to be calculated before year end accounts can be prepared. The amount ring fenced for the Court House has been reduced with winter opening. There were free reserves of nearly £28k. Cash flow planning for 2018-19 is waiting for a few of the larger businesses to confirm their contribution.
6.	AOCB	<p>a) DONM: Tuesday 22 May at 7pm (Lynne to take minutes)</p> <p>b) PM has suggested that closer links (or a merger) should be investigated between DACIC and DADCA. However, JB reminded the Board that DACIC is registered for VAT which is essential for the trading & community asset developments, but would mean a 20% hike in rental charges for DADCA. DADCA are a charity and can get gift aid whereas DACIC is not charity, but pays Corporation Tax on profits. By working closer together we can use the appropriate legal structure on a project by project basis to mutual advantage. If we do wish to investigate further HIE would be willing to pay for an expert to advise. A decision was deferred to a future meeting.</p> <p>c) Public Toilets - the beach toilets will close on 31 August. There were often blockages in the drains and it was felt that this is likely due to motorhomes emptying their waste into the toilets. YR would make a representation to HC and asked DACIC to do so as well. YR was going to attend a meeting in Ardgay for region-wide public toilet issues. It was noted that the cleaner is paid for 2.5 hours' work per week. DACIC may be able to take this on. A 50p charge would be introduced in the toilets in the Square. JM indicated that he would write to MSPs about whose responsibility public toilets are, as they do not seem to be the Council's. The illegal parking of motorhomes on the beach car park was discussed. It was suggested to introduce a height or width barrier to prevent them from getting to the carpark. JM also suggested leaving a ticket on motorhome windscreens requesting a £10 payment to the community council, to be made at the Visitor Centre. There is a new Scottish Government Infrastructure scheme, although it seems Dornoch is not included. JB will speak to Colin Simpson to see if a solution to the motorhome issue would be eligible.</p>

		<p>d) Developer contribution from Kirkwood Homes was likely to be £28k, for community facilities in Dornoch. They would pay the first instalment in August and again at the end of the project. JM asked that it be used for the sports facility at the school. DACIC could ring fence the money in its account, rather than it go to Highland Council. It was necessary to follow up on the developer contributions from Pat Munro, Tulloch, Springfield.</p>
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