

Minute of the meeting of **DACIC** board 18<sup>th</sup> March 2021

Present: Joan Bishop **JB** (Chair), Paddy Murray **PM**, Neil Hampton **NH**, Lynne Mahoney **LM**, Gordon Sutherland **GS**, Shona MacDougall **SM**, Catherine Moodie **CM**, Lesley Strang **LM**, Jayne Pagan **JP**

Apologies: Jim McGillivray **JM**

1.	Minute of meeting of 18 <sup>th</sup> February 2021	The minutes of the meeting were proposed by <b>GS</b> and seconded by <b>PM</b> .  <b>JB</b> introduced Lesley Strang (Assets Manager)
2.	Matters Arising not covered elsewhere	There were no matters arising.
3.	Dornoch Hub	<p><b>a.</b> OBC/Architect six and seventh (new electric connection to the gym) invoices received, grant claims made and approved by HIE (to date £434k out of £462k – 6k contingency, 22k retention).</p> <p><b>b.</b> Projected final account –contingency allocated including blinds and Velux windows. Macleod’s Roofing inspected the Velux windows and confirmed that they needed to be replaced. Further quotes will be sought to do the remaining Velux windows. The money has all been spent now so we will need to go into reserves for extras.</p> <p><b>c.</b> RM Mackenzie –The Gym has been completed on budget with only an extra £1.1k spent for electrical connection. £50k from Beatrice has been spent leaving only the new sign to come from reserves. Silverback visited and were delighted with the progress. They aim to open on 1st May. The rest of the building is also coming toward the end of works.</p> <p><b>d.</b> Site meetings 13th and 15th March for initial snagging list and valuation. HIE final reclaim is to be lodged by 19th March.</p> <p><b>e.</b> Preparation of leases for tenants. <b>GS</b> sent Heads of Terms to the Lawyer who has already come back with recommendations. <b>LS</b> is looking at HMO Tenancy Agreement and reported that it is straight forward. Links House manager has shown Interest in the hostel from May. <b>LS</b> has also shown people around.</p> <p><b>f.</b> <b>LS</b> is making good progress on policies and procedures for the Hub.</p> <p><b>g.</b> Signage – Main sign to go at right angles to the building, visible from the Square. Silverback would like to be included. <b>JB</b> shared the proposed design. <b>GS</b> felt it encouraged people to come to the front door for the Gym which is not ideal. There will be other signage at the carpark and on the building itself for the gym. The Board agreed that Silverback need not be on the main sign.</p> <p><b>h.</b> Display of Tenants Names. There is a plan for a digital notice board that can list tenants and can be changed accordingly. <b>NH</b> suggested something like the sign coming into Dornoch with</p>

		removable strips. <b>GS</b> suggested a sign with tenants on but not on the main sign. <b>JP</b> asked how people would access the building to get to internal offices. <b>JB</b> said there will be an intercom system at front and back doors. <b>JB</b> pointed out that everyone will have their names next to the intercom point. Final signage decision deferred.
4.	Project Curlew	<p><b>a.</b> Offer to Purchase must be agreed ANM by 22nd March for completion by 31st March. SLF has signed off the purchase and money will be in next Friday (26<sup>th</sup>).</p> <p><b>b.</b> Planning application – report due this week. Flood Management Team require SUDs basin to be moved.</p> <p><b>c.</b> Highland Coastal Communities –application outcome will be known by 1st April.</p> <p><b>d.</b> Waiting to hear about RTIF and it is possible that our application may be promoted from the wait list by the end of the month.</p> <p><b>e.</b> <b>CM</b> has been working on bid to Robert Barr’s Charitable Trust. We should have a decision when their Board meets in May. <b>CM</b> is at the letter of interest stage with Airbnb bid.</p> <p><b>f.</b> Tender returns for works were opened 15th March (there were 8 bids). W M Donald was the clear winner with a tender of £436k and work completed in 49.5 days. They could potentially start on 29th March and finish on 4th June if we had the funds in place. TCF must be committed by 31st March. <b>JB</b> to see if we can start with the SUDS basin and then extend the contract as funding is released. There is a possibility of getting Fairhurst to develop plan B and just go for a carpark for cars and motorhomes with the funding we get. <b>GS</b> commented that grass down at Dornoch south needs to be cut before the birds start nesting and confirmed that RDGC have kindly agreed to cut grass. Thanks went to <b>NH</b> for organising.</p> <p><b>g.</b> Budget for removal of the limited asbestos from VDLF agreed but must completed by 31st March 21. This will take place next week so that the site will be clear.</p>
5.	C Moodie report	<b>CM’s</b> report was circulated. Hoping to apply to Beatrice for match funding for BID seed corn grant (£20k each). Adapt and thrive application has been drafted to cover new visitor service ideas. <b>JB</b> to finalise. There has been an extension to deadline until June. <b>JB</b> will address these applications in April.
6.	Coronavirus	<p><b>a.</b> Visitor management plan – CC have taken the lead on implementation <b>PM</b> reported that a sub-committee had been setup. Phase 1 actions were approved for 2021 but phase 2 &amp; 3 items need to go for community consultation, both electronic and physical. The Dornoch Caravan site have declined to manage the proposed motorhome overspill site at airfield.</p> <p><b>b.</b> <b>NH</b> reported that it would be ideal to make the road across the golf course one way in the direction of the beach carpark as there is a safety issue on entering the golf course from the beach direction. <b>PM</b> agreed to add this into the plan.</p>

		<p><b>c.</b> Visit Dornoch website update – video clips from Discover Dornoch 2018 to be used. Val MacLennan would like feedback from board although there is still some tidying up to do. Peter Wild will contribute to the events film. As soon as the Board agrees on the final update the website can go live. <b>JB</b> would like any comments by the end of the weekend.</p> <p><b>d.</b> App update – new design circulated. Test can only be carried out on iPhone at present. <b>JB</b> showed a video of the App. <b>NH</b> agreed to look at it as he has an iPhone. <b>JB</b> will circulate an email including the App details for other Board members to comment.</p>
7.	2021 Plan	<p><b>a.</b> BID/SID – Bill Harvey@www.improvementdistricts.scot and Colin Simpson THC Principal Officer - Europe, Tourism and Film are fully supportive of the BID application from DACIC. Face to face consultation would be required for this so the aim is to start in the summer which will tie in with the Beatrice July outcome. <b>JB</b> has approached Hamish Little of Pat Munro for a letter of support. <b>GS</b> confirmed that Hayden Fenton of Bespoke hotels and Gary Gruber of Skibo Castle will also give letters of support. <b>SM</b> will ask Eric De Venny at The Eagle for a letter of support.</p> <p><b>b.</b> Assets Manager report – <b>LS</b> reported that she has been working on health and safety and cleaning maintenance template policies, also finance, HR packs and procedures. She will be looking at HMO and revenue streams this coming week. The focus will be on hot desks and conference space. 3 points of note were:</p> <ul style="list-style-type: none"> <li>• A meeting with a fire-fighting equipment company to come up with FFE proposal.</li> <li>• Once Logic Control have signed off &amp; demonstrated the fire system <b>LS</b> can work on an evacuation plan.</li> <li>• Waste tenders have gone out. Cleaner rates being reviewed. Look at freelance to start then taking on an employee once pattern established.</li> </ul> <p><b>c.</b> <b>LS</b> and <b>JB</b> to look at website domain names and social media to get ready to open. 'We Transfer' drafts of documents will be going out for finalisation.</p> <p><b>d.</b> Visit Dornoch Marketing &amp; Visitor Services – Adapt &amp; Thrive Bid. There is the possibility to employ a Ranger to pick up litter and give general advice if we can get funding for this.</p> <p><b>e.</b> New business group members are:</p> <ul style="list-style-type: none"> <li>• Katie Shepherd, Achavandra Riding Stables (Personal and Business).</li> <li>• 3 Argyle Place (self-catering)</li> </ul>
8.	Community Updates	<p><b>a.</b> Dornoch Community Council:</p> <ul style="list-style-type: none"> <li>• <b>PM</b> referred to the sub-committee as mentioned in 6 a.</li> <li>• <b>PM</b> reported that <b>JM</b> is trying to get an extension to Proncynain cemetery to the west and commented that there is land available to the north.</li> </ul>

		<ul style="list-style-type: none"> <li>• Scottish Water has repaired the road over the Struie.</li> <li>• The burn has been cleaned.</li> <li>• The CC have agreed to a tender for the renovation of the public toilets subject to other quotes and an amendment of the current quote.</li> <li>• Dornoch Trust will become a single tier SCIO</li> </ul> <p><b>b. DADCA PM</b> reported:</p> <ul style="list-style-type: none"> <li>• They are looking at provisions for opening the Social Club.</li> <li>• DADCA are working on transfer of house plots at Bishopfield from THC, the sale of which will be used as capital to develop a new community centre at Dornoch South. They have Heads of Terms from THC.</li> <li>• Car tour to go ahead</li> <li>• Markets confirmed</li> </ul> <p><b>c. Embo Trust: LS</b> reported change in the board with appointment of 7 new directors. They will be making sure that individuals in the village are given the opportunity to become Trust members.</p> <p><b>d. UHI: SM</b> reported that there had been a cyber-attack last week, but systems were up and running again.</p> <p><b>e. Historylinks: LM</b> reported that the museum hopes to open at the end of April. A new alarm system has been installed. There are new displays for the summer and a digital exhibition is launching on 1<sup>st</sup> April.</p> <p><b>f. RDGC: NH</b> reported that the club house will reopen on 26<sup>th</sup> April. There will be Open events from May onwards with the detail of regulations summarised and set out clearly to people before they arrive. It was hoped that the easing of regulations on May 17<sup>th</sup> meaning that alcohol could be served would encourage people back to the club house. The Pro-Am will be going ahead.</p>
9.	Financial Statement	An Asset reserve fund has been created from £50,000 received from a private donor who wishes to remain anonymous. This is a huge boost and DACIC will try to get match funding for this.
10.	AOCB	None
11.	DOMN	Thursday 15 <sup>th</sup> April 4.30pm via Zoom