

Minute of the meeting of **DACIC** board 20<sup>th</sup> May 2021

Present: Joan Bishop **JB** (Chair), Paddy Murray **PM**, Lynne Mahoney **LM**, Gordon Sutherland **GS**, Shona MacDougall **SM**, Jim McGillivray **JM**

Apologies: Catherine Moodie **CM**, Lesley Strang **LM**, Neil Hampton **NH**

1.	Minute of meeting of 15 <sup>th</sup> April 2021	The minutes for all meetings were proposed by <b>GS</b> and seconded by <b>JM</b> .
2.	Matters Arising not covered elsewhere	<ul style="list-style-type: none"> <li>a. Luke Watson was accepted as a member.</li> <li>b. Enough signed up for broadband in Embo Street so no need for DACIC input</li> </ul>
3.	Director's resignation	Jayne Pagan has moved back to Australia and therefore has resigned as a director.
4.	Dornoch Hub	<ul style="list-style-type: none"> <li><b>a.</b> Building Control extras: <ul style="list-style-type: none"> <li>i.OBC £2,298 (Fireproof hatches, external window beading, F10 window guards)</li> <li>ii.R Mackenzie £3,129 (Ramp now fitted &amp; colostomy shelf Gym).</li> <li>iii.This expenditure is offset by £4,844 balance of Scottish Land Fund grant which has been released back to us [Total building refurbishment expenditure beyond grant funding £6,347 of which £5855 already included in last year's accounts]. Good outcome for the building and other expenditure is a good investment for the future.</li> </ul> </li> <li><b>b.</b> Gym opened on 1st May – 55 pre-opening sign ups and 22 on opening day. In addition to the gym they are offering indoor &amp; outdoor classes to attract a range of people.</li> <li><b>c.</b> Leases agreed – <b>LS</b> is now issuing these to tenants for signing.</li> <li><b>d.</b> Fire Fighting Equipment has been installed. The Fire Safety system has been signed off and training has been given.</li> <li><b>e.</b> Heating system – remote control <b>LS</b> and <b>JB</b> trained. The heating can be controlled via an app. <b>JB</b> reported that the heating oil tank had been filled as the contractors had used a lot when drying out the building. LED lights have been fitted throughout the building. It is hoped this will have an impact on costs.</li> <li><b>f.</b> Kerri Stevens is providing a cleaning service on an initial 3-month trial.</li> <li><b>g.</b> Furniture for F1, G12 and the hostel have now been ordered, with fixtures &amp; fittings &amp; equipment for WCs &amp; kitchens. Photos will then be taken for promotion purposes.</li> <li><b>h.</b> All offices are let or under offer other than F8. Since last meeting the following have confirmed <ul style="list-style-type: none"> <li>i.Lisa Valentine-physio G16.</li> <li>ii.CASWA-Gift Project cell G25.</li> <li>iii.Tracey Campbell-beauty treatments F7.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>iv. Michel Cook-pastor F17.</li> <li>v. Still on offer are G17/G18 to Highland Council who are yet to decide.</li> <li>vi. G1/G3 being considered by Lesley Graham-Pandora's Emporium Brora to establish a pop up shop</li> <li>vii. [Projected Rental income £3k per month before service charge if all go ahead] <ul style="list-style-type: none"> <li>a. Links House are now taking 4 rooms for staff in the hostel. <b>LS</b> is projecting £13,000 profit before rental of community spaces and gallery space.</li> <li>b. Signage ordered from Acorn and due for delivery in May, has been delayed. <b>LS</b> in touch to try to hurry things along.</li> <li>c. The Hostel has been signed off by Building Control (required for HMO), but some items pending for the ground floor, but we may be able to get a temporary occupation certificate hopefully by 31 May. Upstairs is not signed off yet, because the rear fire door is not due until 14 June.</li> <li>d. <b>LS</b> report – It was remarked that <b>LS</b> is doing a good job. She is very well organised and keen to take over finances from <b>JB</b>.</li> </ul> </li> </ul>
5.	Project Curlew	<ul style="list-style-type: none"> <li>a. Highland Coastal Communities –£80k offered letter received 17 May- dependent on match funding.</li> <li>b. Bid to Better Places Fund for £75k was submitted on 9th April - rejected but resubmitted 14th May to emphasise support for natural and culture heritage 'pinch points' (for 7 June start date).</li> <li>c. Contractor reviewed plan C with no cars at north end which would reduce total by £110k.</li> <li>d. The Highland Council are considering £120k investment against future income. It was felt that we may need to push to get a decision from THC but <b>JM</b> reported that things were moving and a decision was imminent.</li> <li>e. £419k secured against costs of £585k – decision needed by 31 May.</li> </ul>
6.	C Moodie report	<b>CM's</b> report was circulated.
7.	Coronavirus	<ul style="list-style-type: none"> <li>a. Visitor management plan – Parking Map added to website &amp; app. <b>JB</b> commented that she was disappointed with THC lack of support e.g. on signage. <b>JM</b> reported that speed signs will go up at each entrance to the Burgh. It was thought that the retail park may allow parking for motorhomes, however, Meadows Park and Overflow car park are the preferred places for parking. <b>JM</b> will meet with THC to discuss the issue.</li> <li>b. Visit Dornoch website update – complete. Up and running.</li> <li>c. App update – complete. Up and running.</li> <li>d. Visitor Centre – There will be a staff rota to share the task of the planned 10am-2pm opening daily. The Visitor Centre staff have visited the Hub for a look around. <b>LS</b> will cover the Visitor Centre on a Monday and Tuesday while <b>CM</b> will cover on</li> </ul>

		Wednesday and Lucy Williams a Thursday. Lou Rollason and Maggie Seatter will share the other three days.
8.		<ul style="list-style-type: none"> <li>a. BID/SID -meeting to be held with THC – Phil Tomalin will be our BID contact (but Colin Simpson who has led on previous BIDs to be present at the meeting on 1<sup>st</sup> June). Colin said a ballot would cost over £7000k and there would be a charge of £4000k a year to deliver the £40,000k funding.</li> <li>b. JB commented that there was a lot to discuss and negotiate and stressed that it was important we understand fully. It was thought that the Scotland’s Town Partnership who control BID applications for seedcorn grant should turn it round quickly and we might have a decision in July. <b>JB</b> has asked and been supported by representation from some of the main business members.</li> <li>c. A match funding application has been made to Beatrice Windfarm – outcome known at the end of June.</li> <li>d. Visit Dornoch Marketing &amp; Visitor Services – Adapt &amp; Thrive Bid outstanding (21 June). The application is to address new services for example, the digital sign outside the hub and a possible post for a local ranger to engage with visitors and help with parking and litter. This would complement the THC Ranger covering Helmsdale to Dornoch recently appointed. JM and PM said there have been no complaints so far.</li> <li>e. UKCRF submitted for Covid Recovery plan. Waiting for a decision on this.</li> </ul>
9.	Community Updates	<ul style="list-style-type: none"> <li>a. <u>Dornoch Community Council</u>: <b>PM</b> reported on the Visitor Management Plan. There are 2 problems at the moment, finance and regulatory. Some finance may be available, about £20k and there might be some progress on regulations. Overall, the picture is looking better. The refurbishment of the toilets has been delayed, but they are open to the public. The hope is that they will not be closed in July and that the work will be deferred to a quieter time.</li> <li>b. <u>DADCA</u>: <b>PM</b> said that the Social Club is now open although they have no cleaner yet. <b>GS</b> to ask if Kerri Stevens has any availability. The Community Markets have started for the year. The annual car tour is going ahead with 60 cars but the event is not being publicised to avoid a crowd gathering.</li> <li>c. <u>Embo Trust</u>: JM reported that there has been some interest in the Café. 3 groups have been interviewed so far. Rona Grigg has taken over the accounts. The bills from SSE continue to be high and the Trust is still trying to sort this out. <b>JB</b> advised about the Framework Grant and will send <b>JM</b> information about it. The Trust may apply to Beatrice for money to install a single-phase system in the hope of reducing the amount of electricity used.</li> <li>d. <u>UHI</u>: <b>SM</b> reported there were 18 applicants and 4 interviews for the Principle’s role at the Campus. Final interviews were face to</li> </ul>

		<p>face and an internal candidate, Debbie Murray, was appointed. HR are doing regular reports on Covid. There has been an overhaul of the IT system after the cyber incident. Audit and Risk are looking at outstanding incidents. New strategic planning will get underway in terms of Board development at the beginning of June. An external review has been undertaken with everyone participating, the results are due at the end of May. New board members will be appointed at the next meeting.</p> <p>e. <u>Historylinks</u>: <b>LM</b> reported that it has been a slow start to the season in terms of visitor numbers. With planning permission granted for the museum extension, one funding application has gone into Beatrice and they are working on another to Heritage Lottery Fund. Young Curators are up and running again.</p> <p>f. <u>RDGC</u>: No report as <b>NH</b> absent.</p>
10.	Financial Statement	To follow
11.	AOCB	<p>a. David Whiteford, Highland Coast Hotels – A new hotel group has been established including Kylesku Hotel, Newton Lodge, Royal Marine and The Royal Golf hotel in Dornoch. They plan to operate this season and then shut and refurbish The Marine and the Royal Golf, adding extra rooms in both hotels. Possibly 6 at the Royal Golf and 14 at Royal Marine. Aim for 4-star standard depending on Coul Links going ahead. Otherwise, they will aim for 3-star. They have funding from private equity.</p>
12.	DOMN	Thursday 17 <sup>th</sup> June 7pm in the HUB