**Dornoch Focus Group**

**GENERAL MEETING**

**Held at 5:45 pm on Tuesday 22ND January 2013**

**in Dornoch Council Chambers**

**MINUTES**

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| **Item** | **Report** |
| Apologies:  Present:  Minutes of meeting Oct 23rd and report on meeting Nov 20th  Matters arising  Nominations for Director  Chair’s Report  Notes on the discussion  **Signs Update** | P Murray, S Brown, J McGillivray,  L Bell, E Macleod, G Wright, B Fraser, K & M Bromage, P Wild.  Board: J Sutherland, Y Ross, J McMurray, I Walker, R Jack,  G Dixon. Members: T Robinson, J Melville, K Carr  These were accepted.  Proposed J Sutherland. Seconded: I Walker  None  Rachel Jack was nominated as a director  Proposed Y Ross? Seconded J Sutherland. Approved.  There was no meeting in December because it became evident that the meeting would be inquorate and it was decided to cancel rather than dent morale by having the second inquorate meeting since June. However this longer period between meetings has meant that there has been demonstrable progress in some of the areas we are pursuing. Principally the Town Map, Street Signage, Website development and the Community NOI on the Sheriff Court House and rather slower progress on the Retail Park maintenance These items will be covered later in the meeting.  During the past 6 months we have seen 5 additional directors bring their energy and experience to the Focus Group, sadly 1 of these has since stepped down owing to personal pressures. Finances have been static largely owing the inability of the BOS to process the change of signatories for 6 months but also because the current Visitdornoch website has been in stasis without maintenance or updating. However that is now being addressed by the commissioning of a new site which we hope will increase the annual revenue to Focus Group significantly.  At the AGM in July there were no nominations for the position of chair and rather than see the group struggle on without leadership Judi agreed to take on the role until the end of the year. The end of 2012 has been and gone and she am now stepping down from the role in the earnest hope that in the intervening 6 months the membership and Board will have managed to identify a more suitable candidate for this role. Someone with a background in business who can command the respect of the local business community, who we aim to support, and someone who will have the full and active support of the board. Judi will, of course, continue to support the Focus Group as a director. Judi then stepped down as Chair.  There were no nominations for Chair and none of those present were appointed to the chair. The meeting closed and was followed by an informal discussion when it was agreed to meet again on the 26th February at 5.45 in the Council Chambers.  **Finance report**: The Treasurer, Rachel Jack, issued statements of the latest financial situation. Although the current balance show £9031.75, funds are committed for  £2000 purchase of a community marquee,  £1000 community allotments  £1461 balance of website  £1500 Town Map  £160 2 advertising consents (Town Map and Retail Park sign)  **£2910 is uncommitted**  The Bank of Scotland continue to send statements to the former treasurer Mike Napper despite instructions to divert them to John McMurray. Another form will be completed and sent to BOS asking that all statements be sent to R Jack in future.  J McMurray was thanked for maintaining the accounts pending the appointment of the treasurer.  **Correspondence:** None  **Sheriff Court:** Last 4 questions 14-18 need input from Board. ALL TO DO and let Pat know. Pat has put together a Business case which should be sufficient for the purposes of the application.  Linda Wright from SCS Estate Management has sent details of the Boundary Map, heating costs are £6000 PA and anticipated maintenance cost are mainly redecoration.  Sight of title requested from SCS but not considered necessary at this point. They could also be sourced from the Registers Of Scotland for £20.00. This might help define the boundaries more clearly. The Court Building is not on the Land Register yet.  311 signatories out of 2071 are now verified against the electoral roll which represents over 14%, more than the required 10%.  Maps are now printed which meet the Scheduled criteria. Thanks to HCl Planning dept especially Matt Dent.  HIE advisor Liz Howard advised us to talk directly to Community Assets team in Edinburgh. Draft Application should go [stuart.hartil@scotland.gsi.gov.uk](mailto:stuart.hartil@scotland.gsi.gov.uk), B1 Spur, Saughton House, Broomehouse Drive, Edinburgh EH11 3XD who will revert with advice.  Judi/Pat.  Should the bid be followed through it would need to be developed in order to make a bid for funding to Scottish land Fund, Growing community assets or to HIE community assets.  **SIgns:** Letter sent to TECS requesting updated signs**.** Response came acknowledging letter and explaining that Gaelic will need to be included.  Request for further signage to Station Industrial Estate. No response  Meeting with S Young, Brian Fraser (TECs), J McGillivray to look at styles of signs. Brian keen to see electronic signage as well. Concern expressed in discussion that amalgamated signs too dominant and separated single panels preferable.  **Retail Park Sign:** Ewan Macleod has arbitrated with businesses to agree a sign style. Clarified that FG have licence to occupy triangle of land and will do the advertising consent at £80.00 once dimensions, materials and style are confirmed. Community Council agreed to put through the consent. Businesses to bear cost of sign.  **Maintenance:** Letter went to TECS in December ref maintaining the site, TECS believes the responsibility lies with Planning & Environment. Geoff Robson P&E believes the Car Park is TECs responsibility, the recycling bins will be moved and last plot has just be sold and hopefully will be tidied up.  **Town map:** Ian Westacott on schedule for Feb. Fin Macrae to digitise and print onto PVC and make the index. List of business and attractions required ALL TO DO  Highland Council’s Ann Hackett agreed they will pay for Case and for mounting it on bus shelter. Case to be ordered by HC once final dimensions come from printer. Donations from businesses to be pursued once details finalised. New quote requested for 1300mm x 900mm case. Advertising consent has been applied for at £80.00 + £14.00 for map.  METRO SIGNS £ 1300 x 850. Security allan key screw. High impact thermoplastic.  Carriage £130 on pallet from Bedford  Metro signs Manton lane, Manton Industrial Estate,Bedford MK41 7PB.  Re -EST TOTAL:  Map 1000  Planning 80  Digitising 100  Printing PVC 110  Design of index 90  Wall case 00.00 520HC  Carriage 00.00 130HC  Mounting 00.00 90 HC  £1380  **Web site:** Meeting took place with Plexus to look at content. Shortage of images showing events in area. ALL TO SOURCE PHOTOS and send to [colin@plexusmedia.co.uk](mailto:colin@plexusmedia.co.uk). J McMurray suggested a competition be run for best photos. J McG. Revenue from site should fund a PT administrator. Business names and phone numbers sent to Plexus but Email addresses needed KC and RJ TO DO. Website cttee to meet first week in Feb. JMS to organise.  VisitScotland Growth Fund cannot fund as outcomes etc too difficult to predict or verify. Application to CGF for £2000.00 made.  **Induction Pack:** Include A&M to all directors – Pat.  **Forthcoming Events:** Fibre Fest 16/17th March  **AOCB:**  J McM   * area of new website to welcome and inform newcomers to the area. * suggested that a retired member of the business community be sought for chair before the next meeting. |