

# **DORNOCH & DISTRICT COMMUNITY ASSOCIATION**

Registered Company Number SC375856  
Registered Charity Number SC013716  
Registered Address Social Club, School Hill, Dornoch, IV25 3PF

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# INTRODUCTION

## 1. Useful Information

This document is designed to give new directors an insight into the organisation and working of DADCA as well as the duties and responsibilities that directors have.

Organisation name : **Dornoch & District Community Association**  
Legal Form: **Charitable Company Limited by Guarantee**  
Company Number: **375856 (Scotland)**  
Charity Number: **SC013716**  
Website [www.dadca.org.uk](http://www.dadca.org.uk)

Please check the annual accounts for Registered Office and Company Directors:

DADCA sub-committees **Cinema**  
**Art & Craft Guild**  
**Flowers & Fairs**  
**Festival Week**  
**Fibre Fest**  
**Glebe Field**  
**SKAS (Sewing and Knitting and Social)**  
**Hogmanay Street Party**  
**Dornoch Youth Café**  
**Dornoch Gallery**

Main Asset **Dornoch Social Club**  
School Hill  
Dornoch  
IV25 3PF

## **2. Common Acronyms**

<b>DADCA</b>	Dornoch & District Community Association	<i>Our charity</i>
<b>HC</b>	Highland Council	<i>Licensing body for PEL (see below) and other licences (e.g. Serving alcohol)</i>
<b>HMRC</b>	Her Majesty's Revenue and Customs	<i>The taxman!</i>
<b>OSCR</b>	Office of the Scottish Charity Regulator	<i>Body which oversees all Scottish charities</i>
<b>PEL</b>	Public Entertainments Licence	<i>Licence from Highland Council required for running events in the Social Club</i>
<b>SCVO</b>	Scottish Council for Voluntary Organisations	<i>National organisation supporting voluntary groups and providing useful information</i>
<b>VGES</b>	Voluntary Groups East Sutherland	<i>Similar to SCVO but local organisation based in Golspie</i>

# **OPERATING FRAMEWORK**

## **1. Articles of Association**

Dornoch and District Community Association (DADCA) is a company limited by guarantee which is governed by Articles of Association which were established when the charity changed its legal form in 2011. The master copy of the Articles of Association are located in the Keystone folder, but electronic copies are available on-line on the DADCA website at :

<http://www.dadca.org.uk/documents/Constitution/DADCA%20Articles.pdf>

## **2. Mission Statement**

The DADCA mission statement is :-

*Our twin aims are to establish and maintain a community building in Dornoch, and to help promote and encourage voluntary groups and individuals active within the Dornoch area.*

## **3. Office of the Scottish Charity Regulator (OSCR)**

DADCA is a registered Scottish Charity (SC013716) and an annual return must be made to OSCR along with the submission of our audited accounts.

Company directors are considered as Charity Trustees by OSCR.

Duties of Charity Trustees

- To always act in the best interest of the charity
- To ensure that charity operates in a manner consistent with its objects
- To always act with care and diligence
- To ensure that the charity complies with all relevant legislation

## **4. Companies House**

DADCA is a charitable company limited by guarantee (Scotland No. 375856) and as such is registered with Companies House like any other company.

As a director of a limited company you must, by law :-

- Try to make the company a success, using your skills, experience and judgement
- Follow the company's rules, shown in its articles of association
- Make decisions for the benefit of the company, not yourself
- Tell other directors if you might personally benefit from a transaction the company makes
- Keep company records and report changes to Companies House and HMRC
- Make sure the company's accounts are a 'true and fair view' of the business' finances

## **5. Keystone**

Keystone is a quality assurance programme run by SCVO specifically for Village Hall management organisations. DADCA are currently working towards this award by means of a sub-committee.

# **STANDARDS FOR OPERATION**

## **1. Public Entertainments Licence**

A Public Entertainment Licence (PEL) is required for land or premises used as a place of public entertainment where members of the public are admitted, or may use the facilities or take part in the entertainment or recreation, on payment of money or money's worth (Money's worth means donations are asked for).

DADCA is required to maintain a PEL for the Dornoch Social Club. The licence is issued by Highland Council and is renewed on a 3 yearly basis (2008, 2011, 2014, 2017, etc.). The PEL stipulates amongst other things what types of event we can hold, the number of people we can admit and the hours that we can operate.

The master copy of the PEL is held in the Keystone folder.

## **2. Occasional Liquor Licence**

Events requiring the sale of alcohol require an Occasional Liquor Licence which is issued by Highland Council, and a minimum of 6 weeks notice is required prior to the event taking place.

*n.b. DADCA may only apply for an Occasional Licence for those events which it organises – third parties hosting events in the Social Club must apply for a Liquor Licence on their own behalf or arrange for a Personal Liquor Licence holder to act for them.*

## **3. DADCA Policies**

DADCA have a number of policies and documents which outline best practice and recommended procedures.

Master copies of the policies can be found in the Keystone folder and duplicates in electronic form in the Library of our website.

# **DIRECTORS ROLES & RESPONSIBILITIES**

## **1. Annual Declaration of Eligibility**

It is a legal requirement that all Company Directors complete an annual statement confirming their eligibility to stand as a Director. New Directors should complete a statement on appointment and should return the form to the Company Secretary.

Copies of the requisite form and policy can be found in the Keystone folder and in the Library of our website.

## **2. Annual Declaration of Conflicts of Interest**

It is a legal requirement that all Directors act in the best interests of the Company. The responsibilities of Directors are laid down in the Company Articles of Association clauses 61-66.

To help safeguard the interests of the Directors and the Company each director is required to complete an annual statement noting all interests in companies and other organisation which may be relevant in their role as a Director of DADCA. New Directors should complete a statement on appointment and should return the form to the Company Secretary.

Copies of the requisite form and policy can be found in the Keystone folder and in the Library of our website.

## **3. Code of conduct**

Directors are required to act in the best interests of the Company at all times, as per Clause 77 of the Articles of Association.

## **4. Office Bearers**

A Board of Directors is elected at each AGM. The Board then elect a Chair, Vice-Chair, Treasurer and Secretary from within their number.

The individual roles and responsibilities of the office bearers are laid down in Job Descriptions copies of which can be found in the Keystone folder and in the Library of our website.

## **5. Health & Safety**

All Directors have a responsibility for Health & Safety within the Company.

Copies of the DADCA Health & Safety policy and policy on the Booking Terms and Conditions can be found in the Keystone folder and in the Library of our website. With particular reference to the sale of alcohol see the Booking Terms and Conditions.

## **6. Policies**

All Directors have a responsibility for ensuring that the DADCA policies are both implemented and reviewed at least annually.

Master copies of the policies can be found in the Keystone folder and duplicates in electronic form in the Library of our website.

## INDUCTION OF A NEW DIRECTOR

All new Directors will be inducted by an existing member using the following 'tick-list' of key points.

Item	Description	Done
<b>Entry</b>	Outside door keyholders & lock/unlock process	
	Bar door key	
	Projection Cupboard door key	
	Struie Room & Upstairs door codes	
<b>Fire</b>	Evacuation Procedures	
	Assembly Points	
	Fire Alarm points	
	Fire Doors	
<b>Lighting</b>	Internal light switches	
	Outside light switch	
<b>Heating</b>	Main Hall master switch & thermostats	
	Kitchen master switch & thermostats	
	Struie Room heaters	
	Coffee Lounge heaters	
	Frost protection heaters	
<b>Kitchen</b>	Ovens & Hob master switches	
	Fridge	
	Dishwasher	
	Water heater	
	Urn(s)	
	Kettle(s)	
<b>Cleaning</b>	Contract specifications	
	Cleaning cupboard	
<b>Toilets</b>	Janitorial Supplies	
<b>Keystone</b>	Keystone Document folder	

	Name	Signed	Date
<b>New Director</b>			
<b>Inducted By</b>			