

**DRAFT MINUTE
10 APRIL 2017**

Draft minute of meeting of Dornoch & District Community Association (DADCA) held on Monday, 10 April 2017 at The Carnegie Courthouse Tearoom, Dornoch at 7.30pm

Present Carol Mackay (co-chair), Jill Barnes, Jimmy Melville, Patrick Murray, Dave Gibson (co-chair), Donald Goskirk Jim McGillivray, Linda Robichaud (minutes secretary), Kate Grant (part) Dornoch BRIG, Isla Fullerton-Smith (part) Dornoch BRIG

APOLOGIES

ITEM		ACTION
1.0	WELCOME, APOLOGIES AND INTRODUCTION TO DORNOCH BRIG	
	Carol Mackay welcomed everyone to the meeting and introduced the attending members of Dornoch Brig to the Board.	
1.1	Discussion with Dornoch Beach Regeneration Improvement Group (Dornoch BRIG)	
	<p>Kate Grant and Isla Fullerton-Smith representing Dornoch Brig opened the meeting. Isla began by stating the current situation. For the last two years Dornoch Brig have been raising money to improve the area around the car park and the creation of a new play park at the Dornoch beach. To date £25k has been raised out of a required £55k.</p> <p>Extensive research into establishing suitable suppliers of the new play park had taken place. A number of companies were unable to quote due either to the distance north or the sandy surface of the proposed location. Dornoch BRIG wanted something to blend into the landscape. The solution seemed to be Timber Play. The Highland Council had agreed to take out the existing play park and ivy. They also agreed to pay £12k for a tower. However, the Highland Council do not want to use Timber Play as they are not on their list of suppliers. Jim McGillivray pointed out that if contact with the council was escalated from officer level to director level then this would allow discretion to be exercised by the council.</p>	

	<p>It was then suggested that the play park could be taken out of the remit of the Highland Council and into the community.</p> <p>Neil from the Golf Club had informed Dornoch Brig that he would mention to the Golf Club insurers, during their meeting in May 2017, about the possibility of adding the play park insurance to that of the Golf Club. The cost would be £500.</p> <p>Isla stated that the equipment would be covered by an initial ten year guarantee but if a maintenance contract was taken out then the park could be looked at once a year. The cost would be £250.</p> <p>Kate stated that the choice was either the community take the project over or nothing moves forward.</p> <p>It was hoped that the Golf Club would agree to the maintenance of the park as it was on common good land.</p> <p>JM asked about the possibility of using local tradesmen in the project. DG replied that there were too many regulations with which to comply.</p> <p>Isla had been contacting local companies regarding possible sponsorship. They had not yet contacted the community council.</p> <p>Kate pointed out that £5k had come from the Common Good Fund with another £5k coming this year.</p> <p>Dornoch Brig, then asked if DADCA would be willing to provide a letter of support for their project. The Board replied they would be happy to do so. The letter would be signed by CM.</p> <p>Kate and Isla left the meeting at 8.00pm.</p>	CM
2.0	MINUTES	
	<p>CM asked for any comments regarding the minute of the Board meeting of 13 March 2017. As no comments were forthcoming the minute was then approved as an accurate record of fact having been proposed by Dave Gibson and seconded by Jill Barnes.</p>	
3.0	MATTERS ARISING	
3.1	<p>Banking forms</p> <p>CM informed the Board that the banking forms were in for the addition of DG and VM.</p>	
4.0	KEYSTONE AND RELATED MATTERS	
4.1	Risk assessment	

	<p>DG asked APM to provide the document in its original format rather than a PDF so that changes could be made.</p> <p>DG pointed out that an electrical check and PAT testing were required for the risk assessment.</p>	APM/DG																					
4.2	Events Organisation – Best Practice Policy																						
	APM stated that the document Event Organisation – Best Practice Policy had now been incorporated into the Terms and Conditions of Hire and Use of Social Club document.																						
4.3	Terms and Conditions of Hire and Use of Social Club																						
	<p>Under item 2 regarding questions/concerns, the contact names are to be updated to KT, CM and DG.</p> <p>APM is to put up a “Challenge 25” poster which can be printed from the internet. This does not require any changes to the Terms and Conditions of Hire and Use of Social Club document.</p> <p>Under item 8 – Smoking, Chewing Gum and Drugs – the second sentence now becomes (the change is highlighted in bold):</p> <p>“Any use of any illegal substance will be immediately reported to the Police and the offender banned from the premises for a period no less than one year.”</p> <p>Under item 19 regarding Current Charges the following cost increases were made:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Current Charges</th> <th>New Charges</th> </tr> </thead> <tbody> <tr> <td>Coffee Room</td> <td>£5.00 per hour</td> <td>£6.00 per hour</td> </tr> <tr> <td>Main Hall</td> <td>£10.00 per hour</td> <td>£11.00 per hour</td> </tr> <tr> <td>Coffee Lounge and Hall</td> <td>£12.00 per hour</td> <td>£13.00 per hour</td> </tr> <tr> <td>Struie Room</td> <td>£6.00 per hour</td> <td>£7.00 per hour</td> </tr> <tr> <td>Children’s Parties</td> <td>£25.00 plus deposit of £25.00</td> <td>£27.50 plus deposit of £27.50</td> </tr> <tr> <td>Audio Visual system</td> <td>£5.00</td> <td>£6.00</td> </tr> </tbody> </table> <p>It was noted that the PRS (music charge) was included in the above changes and therefore would not appear as a chargeable item in its own right.</p> <p>There was no change to the charge for dances, discos etc and functions organized by an affiliated organisation would continue to benefit from preferential rates.</p> <p>It was decided that the charges should be reviewed every year.</p>	Item	Current Charges	New Charges	Coffee Room	£5.00 per hour	£6.00 per hour	Main Hall	£10.00 per hour	£11.00 per hour	Coffee Lounge and Hall	£12.00 per hour	£13.00 per hour	Struie Room	£6.00 per hour	£7.00 per hour	Children’s Parties	£25.00 plus deposit of £25.00	£27.50 plus deposit of £27.50	Audio Visual system	£5.00	£6.00	<p>APM</p> <p>APM</p> <p>APM</p>
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4.4	Fire Safety Policy	
	It was noted that the caretaker tests the alarm every week and that a fire drill would be carried out at the AGM.	
4.5	Gaelic	
	The first bullet point now becomes (the change is highlighted in bold): <ul style="list-style-type: none"> • Produce bilingual versions of interpretative material, such as posters and signs, if requested. <p>JMc pointed out that the Highland Council would provide any required translation along with the funding for the translation.</p>	
5.0	FUNDING APPLICATIONS	
5.1	LEADER	
	CM reported that Paula, DADCA's contact at LEADER, was on holiday until the 18 April. CM will speak to Paula on her return.	CM
	In the meantime DG and CM would formulate a draft.	CM/DG
	DG had emailed Catriona Hill who was delighted to be able to meet with DADCA. CM and DG are meeting Catriona Hill next Friday (21 st)	CM/DG
5.2	Discretionary Fund	
	DADCA was now waiting for funding for the new dish washer. It was decided that when in situ a sign should be put up stating that there was a three minute cycle available.	
6.0	MEMBERSHIP APPLICATIONS	
	CM is to email KT for an update on the membership situation.	CM/KT
7.0	DIRECTOR VACANCIES	
	The director vacancies had been advertised on Facebook with one reply being received from Roy Harrison. CM is to meet with Roy and depending on the outcome of the meeting would invite him to the next Board meeting.	CM
	CM is to advertise the vacancies again on Facebook.	CM
8.0	CURRENT BUILDING	
8.1	Maintenance update	
	CM sent a text to Richard Mackenzie regarding the front door.	
	It was reported that the Struie Room floor was a bit "dusty" with the cleaning not being as effective as when Darren had responsibility.	
	JB stated that she was going to paint the walls before the gallery goes up in the Struie Room. Marks are appearing where tables are butting up against the wall.	

	<p>APM asked if we could get a quote for painting, for the future.</p> <p>It was suggested that all work should be co-ordinated with other future work but on this occasion JB would do the painting.</p> <p>DG is to contact Alan Ross, painter, for a quote. It was noted that the Board would have to convene at some point to go over requirements.</p> <p>When the electrical checks are being carried out the electronic sensor would also have to be looked at.</p> <p>CM is to get labels.</p>	<p>DG</p> <p>CM</p>
9.0	FORMER POLICE STATION	
	<p>CM reported that JMc had provided estimates of running costs as well as floor plans for the former Police Station.</p> <p>CM had been in touch with Peter Allen to obtain more information on the building. CM's details were given to the Estates Manager who will get in touch with CM.</p> <p>It was decided to continue to pursue the former Police Station as a project until its natural conclusion.</p>	
10.0	FINANCE UPDATE	
	Accounts update	
	<p>APM stated that the final accounts had been received.</p> <p>APM highlighted the following points:</p> <ul style="list-style-type: none"> • DADCA has £70k of cash. Included in this figure are: £16k for the new build; £19k in the John Gordon Trust which can be used for the current building and a £10k balance for the cinema of which £7k would go to the new build if it went ahead. • The current balance of Flowers and Fairs had gone down to £2.5k as baskets had been purchased. • The Festival Week balance was down due to an investment in a stage. • Last year our accounts made us look very different as £160k was in land. APM suggested writing this down to nil. • DADCA itself has £5k in cash which means it more than covered its costs in the last year. • The Glebe Field looks after itself and had received a grant of £2,500. • The money made by the gallery goes to DADCA as does the money made by Fibre Fest. 	<p>APM</p>

	<p>APM pointed out that DADCA owed the Community Council £2,164 – assuming the community council wished to receive it.</p> <p>CM is to ask Mackays for a quote for their accountancy services.</p> <p>APM reported that Yvonne had mentioned that there might be a problem with the youth café regarding Highland Council funding. They have £1,500 at present. Amy has finished and a replacement is now required. CM is to send Amy a card and a present.</p>	<p>CM</p> <p>CM</p>
11.0	CAR BOOT SALES	
	Car boot sales	
	The first car boot sale of the season is to take place on the 22 April 2017. The bookings are going well and KT has the situation in hand.	
12.0	BOOKINGS/EVENTS	
	CM is to ask KT to provide an update by email.	CM/KT
13.0	SUB COMMITTEES	
13.1	The Glebe Field	
	It has to be ascertained as to who took over the responsibility of the Glebe Field from Cliff.	
13.2	Flowers and Fairs	
	DG had met with the Golf Club, Embo Trust and DACIC. At the meeting it was mentioned how good the Golf Bag initiative had been. Flowers and Fairs were to be contacted to find out if they would support this event again.	
13.3	The Gallery	
	<p>JB reported that the gallery was going ahead in June as planned and that it would hopefully bring in money.</p> <p>JB referred to three boxes sitting on the Struie Room floor. It was not known who they belonged to but JB would put them upstairs.</p> <p>DG mentioned the possibility of the required painting of the Struie Room be done a week in advance of the Gallery by Alan Ross.</p>	<p>JB</p> <p>DG</p>
13.4	Book Fair	
	<p>Mark Fraser had intimated that he no longer wished to do the Book Fair this year which is normally held in June.</p> <p>CM is to make a Facebook post asking for volunteers to run it.</p> <p>APM provided DG with the key to the school container.</p>	CM
12.0	AOCB	
12.1	Markets	

	<p>APM and Donald Goskirk were meeting at 7.45am to set up the forthcoming market. Four had said they wanted gazebos which were being supplied for £10. There are currently 13 functioning gazebos. Jimmy is to help put up the pitches.</p> <p>It was noted that no youngsters were required to help.</p>	DGK/ APM/JM
12.2	Co-op Fund	
	<p>CM reported that from May 2017 one percent of membership spend would be donated to DADCA. All the marketing material would come from the Co-op and CM would experiment with the materials.</p>	CM
12.3	Closure of the Dornoch branch of the Bank of Scotland	
	<p>JM asked if there was anything DADCA could do in response to the planned closure of the Dornoch branch of the Bank of Scotland. It needed to be ascertained as to what DADCA could and could not do regarding this issue.</p>	
12.4	Dates of next Board meeting and AGM	
	<p>The next Board meeting will be held on Monday, 8 May 2017.</p> <p>It was decided that the date of the next AGM would be Monday, 26 June 2017 and that there would be no Board meeting in June.</p>	
12.5	Agenda items for next Board meeting	
	<p>CM requested that "regular board meetings" be added to the agenda for the 8th May 2017 Board meeting.</p>	LR
12.6	Common Good Fund	
	<p>JMc commented that three amounts had been allocated to the new build. Formal notification was now required stating that DADCA was not in a position to draw down the funds. An email would be sufficient for this purpose. DG and CM were to compose and send an email.</p>	CM/DG
12.7	Request from Rotary	
	<p>APM asked for authority to take tables and chairs to the rotary club for donations. They would be back in time for the AGM. The Board approved unanimously.</p>	APM
12.8	Approval of accounts prior to the AGM	
	<p>It would be convenient to approve the accounts at the next Board meeting.</p> <p>APM asked if he and CM could gain approval to change auditors. Approval was given.</p>	APM/CM
	<p>There being no further business the Chair thanked everyone for attending and the meeting closed at 9.00 pm.</p>	