

**DRAFT MINUTE  
8 MAY 2017**

**Draft minute of meeting of Dornoch & District Community Association (DADCA) held on Monday, 8 May 2017 at The Carnegie Courthouse Tearoom, Dornoch at 7.30pm**

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**Present** Carol Mackay (co-chair), Jimmy Melville, Patrick Murray, Dave Gibson (co-chair), Donald Goskirk, Jim McGillivray, Kim Tewnion, Viki Mackenzie, Linda Robichaud (minutes secretary), Peter Rowland (volunteer), Jane Rowland (volunteer)

**APOLOGIES** Jill Barnes

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ITEM		ACTION
1.0	<b>WELCOME, APOLOGIES AND INTRODUCTION TO VOLUNTEERS</b>	
	Carol Mackay welcomed everyone to the meeting and introduced Jane and Peter Rowland to the Board. Jane and Peter kindly offered to assist on Friday nights prior to the car boot sales and at the markets. CM thanked them for their generous offer which was much appreciated and pointed out that DADCA was only responsible for the manual setting up of the markets. Jane and Peter stated that they would ask their son if he would like to get involved with the Book Fair. CM then invited Jane and Peter to remain for the rest of the meeting.	
2.0	<b>MINUTES</b>	
	CM asked for any comments regarding the minute of the Board meeting of 10 April 2017. As no comments were forthcoming the minute was then approved as an accurate record of fact having been proposed by APM and seconded by CM.	
3.0	<b>MATTERS ARISING</b>	
3.1	<b>Banking forms (Item 4.1 on Minute of 10 April 2017 meeting)</b> CM informed the Board that the banking forms were in hand for the addition of DG and VM.	
3.2	<b>Terms and Conditions of Hire and Use of Social Club (Item 4.3 on Minute of 10 April 2017)</b>	

	<p>It was decided that the new charge structure would be implemented from the 1 May 2017.</p> <p>KT suggested lowering the discount offered to affiliated groups. The current discount is 25%.</p> <p>CM pointed out that there had been no price rises for five years.</p> <p>It was decided that that the discount for affiliated groups would decrease from 25% to 15% as from the 1 April 2018. Notification is to be given to the groups during January 2018.</p>	
3.3	<p><b>Dornoch BRIG</b> JMcG stated that the minute entry regarding the agreement of DADCA to provide a letter of support for Dornoch Brig would be sufficient.</p>	
3.4	<p><b>Challenge 25 poster</b> APM is to put up poster at the hatch.</p>	APM
4.0	<p><b>FINANCE UPDATE</b></p>	
4.1	<p>Comprehensive information regarding the accounts had been provided by APM and circulated prior to the meeting.</p> <p>APM gave a summary of the situation. The main points included:</p> <ul style="list-style-type: none"> <li>• DADCA has a closing cash position as at 30 April 2017 of £72,200.</li> <li>• James Cameron and Frances were negotiating with Gary Cameron and the Highland Council regarding the Glebe Field grant position.</li> <li>• Although the Youth Café had lost its funding from the Highland Council it would continue to operate in September 2017 under its “own steam”.</li> <li>• There is an understanding that the Golf Club will build new a new tennis court as the current court will be turned into a car parking area by the Golf Club.</li> </ul> <p>New auditors - APM confirmed that he had spoken to the new practice owners of Mackays and now awaits a quote for their accountancy services.</p>	
4.2	<p><b>Approval of year end accounts</b> APM pointed out that the year end accounts would not be ready for the next meeting and subsequently suggested to defer approval until September 2017. This was agreed with the AGM and Board meeting for September both to take place on the 11 September 2017.</p> <p>For clarification it was agreed that:</p> <ol style="list-style-type: none"> <li>1. there would be no Board meeting in June 2017</li> </ol>	

	<p>2. the next Board meeting would take place on 10 July 2017 followed by a normal August 2017 meeting</p> <p>3. the September Board meeting and the AGM are to take place on 11 September 2017. The AGM will take place in the Social Club.</p>	
5.0	<b>KEYSTONE AND RELATED MATTERS</b>	
5.1	<b>Keyholders policy</b>	
	The main code will be changed annually with the first change to take place at the AGM in September 2017. It was decided that a code would be put on the projection room but only after APM had spoken to Ernie to see if this was acceptable. There was also a requirement to find out who would have access to the code.	APM
5.2	<b>Mission Statement</b>	
	The mission statement was approved.	
5.3	<b>Policy for Internet usage and Computer Assets</b>	
	<p>Apart from a couple of typos to be fixed it was agreed that KT and DG would be the Data Managers.</p> <p>Although the wifi is open there should be terms and conditions. CM is to send APM the t&amp;cs in place at the Carnegie Court House. CM is also to speak to the "techs" as to how the terms and conditions will "appear". When in place it was to be annotated in the policy that it had been done.</p>	CM/APM
5.4	<b>Employing Ex-Offenders</b>	
	<p>This item will be discussed at the next Board meeting which is to be held on the 10 July 2017. However, it was noted that recent publicity which appeared in the Northern Times had prompted queries to DADCA regarding any possible association the named person may have had with DADCA. Our current policy states PVG for youth clubs but not for Festival Week.</p> <p>APM pointed out that we need to think about how DADCA would react if a member was found guilty. This action needs to be included in the policy.</p> <p>KT stated that DADCA asks hirers if they have a child protection policy in place and to provide evidence of it.</p>	
6.0	<b>FUNDING APPLICATIONS</b>	
6.1	<b>LEADER</b>	
	<p>CM is to write draft expression of interest.</p> <p>CM stated that it had been difficult for herself and DG to co-ordinate to meet at mutually convenient times. CM reinforced that she was happy to take LEADER forward with DG but they also needed another Board member to assist. JMCG volunteered.</p>	<p>CM</p> <p>CM/DG/ JMCG</p>

6.2	<b>Discretionary Fund</b>	
	<p>An application had been submitted and acknowledged for the new dishwasher. Monday, 15 April 2017 represents the date of the first meeting of the Highland Council.</p> <p>It was noted that the wife of Donald Goskirk had received telephone calls regarding dirty dishes. These calls had been inappropriately made as they had been made on presumptions.</p>	
7.0	<b>REGULAR BOARD MEETINGS</b>	
	See item 4.2 above.	
8.0	<b>AGM</b>	
	See item 4.2 above.	
9.0	<b>MEMBERSHIP APPLICATIONS</b>	
	<p>A membership application had been received from Brian Munro which now required approval. The application was duly approved.</p> <p>No group applications had been received.</p> <p>It was noted that Jenny Miller had offered to help with the book fair.</p>	
10.0	<b>DIRECTOR VACANCIES</b>	
	KT reported that Neil Dalton had expressed an interest in being a Director. KT is to invite Neil to the July Board Meeting.	
11.0	<b>CURRENT BUILDING</b>	
11.1	<b>Maintenance update</b>	
	<p>It was noted that:</p> <ul style="list-style-type: none"> <li>• the front door needs to be fixed</li> <li>• Jimmy Anderson now has a list of things to do</li> <li>• DG had met with Alan Ross the painter. This would be a paint and repair job with two workers taking three hours. The Struie Room is to be assessed by DG/KT. The painter and decorator will be in next week.</li> <li>• The front door has been fixed but not the lock.</li> <li>• The door at the bar has deteriorated and needs attention.</li> </ul> <p>As there is no funding for a new centre the intention is to improve the current building. On Friday CM and DG are meeting with Catriona Hill.</p>	<p>DG/KT</p> <p>CM/DG</p>
12.0	<b>FORMER POLICE STATION</b>	
	CM is waiting for a call as Peter had given CM's details to the Estate Manager. CM will, however, try and push matters forward.	

13.0	<b>CAR BOOT SALES</b>	
	<p>It was pointed out that money was needed for raffle prizes.</p> <p>APM volunteered to help at the next car boot sale on the 24 June 2017.</p>	APM
14.0	<b>BOOKINGS/EVENTS</b>	
	<p>KT reported that takings of £1059 had been received for April 2017. She also stated that further bookings were coming in and that everything was running smoothly.</p>	
14.1	<b>Book Fair</b>	
	<p>It was reported that Mark Fraser would be happy to assist someone who would like to take on the role of organising the fair. APM stated that people do like the fair.</p> <p>CM is to contact James and Jenny. A decision as to whether or not to go ahead with the event would be taken by the end of the week.</p>	CM
16.0	<b>AOCB</b>	
16.1	<b>Markets</b>	
	<p>An issue had arisen regarding charities wishing to book a space at the markets - the Veteran's Group from Golspie had wished to book a table and Steve from Bumble Cottage had a bucket out for the Hospice.</p> <p>CM pointed out that we did not want to open the floodgates to charities and that the market was for stallholders and crafts. This was agreed.</p> <p>However, it was also agreed that Steve could have a bucket out for charity as he sells flowers and has paid for a stand.</p> <p>CM is to speak to Sarah and let her know the situation. Following this DGK is to speak to Steve.</p>	CM/DGK
16.2	<b>Agenda item for next Board meeting</b>	
	Keystone – ex offender policy.	
	There being no further business the Chair thanked everyone for attending and the meeting closed at 9.15 pm.	