



DORNOCH & DISTRICT COMMUNITY ASSOCIATION

DRAFT MINUTE

13 NOVEMBER 2017

**Draft minute of meeting of Dornoch & District Community Association (DADCA)
held on Monday, 13 November 2017 at The Carnegie Courthouse, Dornoch at
7.30pm**

PRESENT	Carol Mackay (co-chair), Patrick Murray, Dave Gibson (co-chair), Jim McGillivray, Kim Tewnion, Linda Robichaud (minutes secretary), Donald Goskirk, Jimmy Melville, Jaen Rowland, Peter Rowland, Gwen Harrison, Barbara Morrison (part), Marlene Mackay (part), Louise Irving (part)
APOLOGIES	Vicki Mackenzie

ITEM	<i>Please note that the sequence of the agenda items was rearranged but all items were covered.</i>	ACTION
1.0	FLOWERS AND FAIRS	
1.1	<p>CM welcomed Barbara Morrison of Flowers and Fairs to the meeting. Barbara started the discussion by stating that Flowers and Fairs needed someone to organize and run the group. They have a good group of volunteers who assist and would continue to assist by “dead heading” etc but would like “fresh blood”. The events which the group run include a coffee morning and St Andrews Fayre with the catering and raffle making a profit. The St Andrews Fayre is the key event for which they would like someone to take responsibility.</p> <p>CM suggested a social media presence.</p> <p>KT stated that she would be happy to take on one side of the group’s organisation and pointed out that Allsorts raise a lot of funds from the St Andrews Fayre.</p> <p>BM pointed out that everything was in place for this year.</p> <p>KT offered to take responsibility for the bookings. KT and BM are to meet separately and do a handover. CM will advertise bookings and CM, KT and BM will jointly meet in the New Year.</p> <p>BM left the meeting.</p>	<p>KT/CM /BM</p>
2.0	FESTIVAL WEEK	
2.1	<p>Marlene and Louise have been successfully running Festival Week for a considerable number of years. It had been decided that now would be an appropriate time to bring in “new blood”.</p>	
2.2	<p>Update on this year’s Festival Week</p> <p>On the day people came forward to assist. The programme had been scrutinized and some events were cut from the programme. Overall everything worked well. There were the same number of events i.e. two to three a day with the usual turnout. The Teddy Bear Picnic had a good response. Cash had been used for all the prizes and food.</p> <p>Stacey and Emma could not commit to the Festival Week but CM will approach them.</p> <p>Louise and Marlene then formally stepped down from Festival Week.</p> <p>CM asked Marlene and Louise to get in touch if they knew of anyone who would like to become involved with Festival Week.</p> <p>CM and DG will approach people to ask if they will assist.</p>	<p>CM/DG</p>

	<p>A handover will take place with at least some new recruits.</p> <p>The printer and laptop used by Festival week will be handed back by Louise.</p> <p>The cupboard in the Social Club will be looked at by CM, Marlene and Louise.</p> <p>CM is to be an administrator for the Festival Week Facebook page.</p> <p>A thank you of appreciation was given by the Board to Marlene and Louise for all their hard work over the years.</p> <p>Marlene and Louise left the meeting.</p>	<p>CM/LI/ MM</p> <p>CM</p>
3.0	APOLOGIES	
	<p>Apologies were noted from Vicki Mackenzie.</p> <p>CM welcomed Gwen Harrison to the meeting. Gwen had been invited by KT.</p>	
4.0	MINUTES	
	<p>CM asked for any comments regarding the minute of the Board meeting of 11 September 2017. As no comments were forthcoming the minute was then approved as an accurate record of fact having been proposed by DG and seconded by KT.</p>	
5.0	MATTERS ARISING	
5.1	<p>Fire Drill</p> <p>It was decided that a fire drill would be carried out in the Summer of 2018.</p>	
5.2	<p>Street Party (Item 17.4 on the 11 September 2017 minute)</p> <p>DADCA is now the umbrella body for the Street Party in terms of policies etc</p>	
6.0	KEYSTONE	
6.1	<p>The Volunteer Policy, Protection of Vulnerable Groups Policy and Website Privacy Statement were considered.</p> <p>All policies were approved subject to small alterations put through by APM.</p> <p>It was decided that the Protection Officer is the Secretary i.e. KT. The Protection of Vulnerable Groups Policy is therefore delegated to KT.</p>	

<i>Agenda items 6 and 9 were jointly considered.</i>		
7.0	FUNDING	
7.1	<p>Jim McG began the discussion by stating that DADCA now had a business number.</p> <p>Jim McG then made the following points:</p> <ul style="list-style-type: none"> • The next LEADER meeting is to take place in February 2018 with a maximum of £75k available. • The SSE development fund could be good for £25k for the car park. It was noted that they pay in advance. • The Heritage Lottery is not interested in the proposed work. • There is £26k “leftover” in the Highland Council Strategic Development Fund. Most bids to this fund are six figure sums with awards relating to commercial sustainability. DG suggested applying for the resurfacing of the car park. • The Common Good Fund was also an option for funding. <p>Jim McG then stated that he would indicate to the Finance Officer that a bid was coming to the Highland Council Strategic Development Fund.</p> <p>He would also provide an expression of interest to LEADER by the end of the month.</p> <p>Jim McG then pointed out that a plan/costings were urgently required.</p> <p>It was reported that a bid had been put into the Discretionary Ward Fund for £3,500. This bid had been submitted via standard mail two weeks previously. DG is to resend the bid.</p> <p>DG then pointed out that we need to pay Catriona for the survey. Jim McG asked if she could “hold over”. Gary can be understanding if something delayed. Jim is to contact Gary informally.</p> <p>DG stated that there was £4k worth of proposals to take to planning. £800 was outstanding. This will be dealt with by the end of the week.</p> <p>DG also reported that the Police Station was to be reused by Police Scotland (Traffic).</p> <p>KT mentioned about the possibility of an outside storage container. It was decided to put a hold on this idea. CM pointed out that there were a lot of items in storage at the Social Club which could be looked through with a view to disposal where appropriate.</p> <p>DG proposed that the drawing should be distributed for approval after the meeting. It would be considered to be the final proposal.</p>	<p>McG</p> <p>McG</p> <p>DG</p> <p>DG</p>

	<p>CM asked what the next step would be. KT stated that we need to confirm the vision. DG pointed out that we need to get a contractor in “without prejudice” to give costings. This would allow us to go to funding - to put a tender together.</p> <p>JM asked about the roof space. DG would like to raise the ceiling. Kingspan could be fitted between the trusses.</p> <p>KT pointed out that curtains could improve the energy efficiency.</p> <p>In summary the following actions needed to be carried out:</p> <ol style="list-style-type: none"> 1. Payment to Catriona 2. Speak to Richard Mackenzie 3. Email the plan out 4. DG to see Pat Munro re smaller funding usage <p>Jim McG said that he would make an expression of interest to LEADER for £170k. (75% claim from LEADER).</p> <p>APM, in the context of the Common Good Fund, asked if would we want the £100,000 allocated to the new build to be allocated to the current project. This was approved unanimously and would be formally raised by APM and JM at the Wednesday meeting.</p> <p>JM asked about the loss of usage of the Social Club while the work was being done. DG responded by saying that there would toilets provided in the car park as a temporary provision. The aim is to cause as little disruption as possible to the Social Club users. The surfacing would take three days.</p> <p>APM asked if the DADCA website home page could be changed. CM/KT action.</p> <p>The clearing out of the Social Club was arranged for Saturday 16 November 2017 at 9am.</p>	<p>DG</p> <p>APM/JM</p> <p>CM/KT</p>
8.0	MEMBERSHIP	
8.1	Membership applications	
	There had been no applications.	
8.2	<p>Affiliated Group Applications</p> <p>Applications had been received from:</p> <ul style="list-style-type: none"> • East Sutherland CAB (universal credit) • Boogie bouts • Lairg Learning Centre (sewing) • Kettle Bells • Fat burn extreme 	

9.0	DIRECTOR VACANCIES															
9.1	There had been no applications.															
10.0	FINANCE															
10.1	<p>Accounts update APM had provided the customary detailed management accounts prior to the meeting. In summary everything was "on target". The Social Club was getting more hires. Everything was running at a surplus or making small deficits but there was nothing to be concerned about.</p> <p>Alan Ross is to be paid but there is no record of an invoice being received. DG is to check.</p> <p>Jimmy Anderson, electrician, is also to be paid.</p>	DG														
11.0	CAR BOOT SALES															
11.1	<p>It was decided that the car boot sales for 2018 will take place on the following dates:</p> <table border="1" data-bbox="274 992 1254 1261"> <thead> <tr> <th>Date of car boot sale</th> <th>Member(s) assisting</th> </tr> </thead> <tbody> <tr> <td>27 Jan 2018</td> <td>CM</td> </tr> <tr> <td>31 March 2018</td> <td>VM</td> </tr> <tr> <td>29 April 2018</td> <td>Jaen and Peter</td> </tr> <tr> <td>28 July 2018</td> <td>APM</td> </tr> <tr> <td>29 September 2018</td> <td>DG</td> </tr> <tr> <td>24 November 2018</td> <td>CM</td> </tr> </tbody> </table> <p>JM offered to man the kitchen for all of the car boot sales.</p> <p>KT will take bookings for the car boot sales and buy the food.</p> <p>Embo would have to be consulted to make sure there was no clash of dates.</p> <p>It was proposed that stallholders should now pay £7.50 per table or £5 plus a donation of a prize to the raffle.</p> <p>CM is to update the website with the dates.</p>	Date of car boot sale	Member(s) assisting	27 Jan 2018	CM	31 March 2018	VM	29 April 2018	Jaen and Peter	28 July 2018	APM	29 September 2018	DG	24 November 2018	CM	CM
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29 September 2018	DG															
24 November 2018	CM															
12.0	BOOKINGS/EVENTS															
12.1	<p>Review of pricing structure It was decided that from April 2018 the affiliate member discount would be reduced from the current 25% to 20%. It was also decided that in the following year the discount would be further reduced to 15%. The overall aim was not to increase the hire of the hall (£12 per hour) but to reduce the discount.</p>															

	It was noted that there was now a second pilates class and two weddings had been booked.	
13.0	SUB COMMITTEES	
	This item had been covered by earlier discussions relating to the Festival Week and Flowers and Fairs.	
14.0	AOCB	
14.1	John Macintosh and land appended to Social Club APM is to contact John Macintosh about the "dead space" appended to the Social Club re: its ownership.	APM
14.2	Kitchen JM requested that consideration should be given to the purchase of a hot water geyser which would provide instant hot water. It was estimated that this would cost about £750. Pricing is to be obtained.	
14.3	Heating in Struie Room DG suggested that the heaters should be removed from the Struie Room. A price us to be obtained for convection heaters. The heaters should be out on their own circuit.	DG
	There being no further business the Chair thanked everyone for attending and the meeting closed at 9.20pm.	