

**DRAFT MINUTE
13 MARCH 2017**

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

Present Carol Mackay (co-chair), Jill Barnes, Jimmy Melville, Kim Tewnion
Dave Gibson (co-chair), Viki Mackenzie, Donald Goskirk Jim
McGillivray, Linda Robichaud (minutes secretary)

APOLOGIES Patrick Murray

ITEM		ACTION
1.0	WELCOME, APOLOGIES AND INTRODUCTION	
	Carol Mackay welcomed everyone to the meeting. Apologies had been received from Patrick Murray.	
2.0	MINUTES	
	CM asked for any comments regarding the minute of the Board meeting of 13 February 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 Kim Tewnion.	
3.0	MATTERS ARISING	
3.1	Request for purchase of Hudl or similar. Jill Barnes confirmed that she had purchased a Kindle for DADCA use and that it was now up and running.	
	<i>Other items under "matters arising" were dealt with under the main agenda.</i>	
4.0	FUNDING APPLICATIONS	
4.1	LEADER	
	This was dealt with under agenda item 6 – Current Building.	
4.2	Discretionary Fund	
	DG would run the form for the dish washer past Cllr McGillivray this week.	DG

5.0	MEMBERSHIP APPLICATIONS	
5.1	Membership applications (including affiliated group applications)	
	<p>There were no membership applications received. KT is to contact the membership secretary to find out if there are any paper applications or affiliated group applications.</p> <p>KT informed the Board that a new mobile phone and SIM card had been purchased. The phone would be dedicated to bookings and would cost £5 a month to run.</p> <p>KT also let the Board know that the website updates were currently being undertaken.</p> <p>KT, DG and CM had met and agreed that a laminated sign should be put on the postbox stating that it would be checked once a week.</p> <p>KT is to obtain a quote from the web developer to present to the Board. This relates to changes to make systems more automated. KT will provide a spec.</p> <p>CM and APM are currently signatories. JB pointed out that following Fibre Fest the tutors will require to be paid by BACS. APM is to be contacted re BACS payments. DG and VM are to become signatories.</p>	<p>KT</p> <p>KT</p> <p>CM/APM</p>
6.0	CURRENT BUILDING	
6.1	<p>DG and CM had visited the former police station. DG stated that it is an impressive building which could be utilised as a charity business.</p> <p>JMc is to obtain running costs.</p> <p>It was pointed out that this was not a replacement for a new build.</p> <p>CM thought that it could accommodate the overspill from the Social Club and that it had a lot of potential. CM stated that DADCA would have to look into the liability of the property – for example, would it be covered under current insurances? Also, what income could be generated from its use? DG thought it could make money in two to three years.</p> <p>JM asked if DADCA was a charitable business. KT consulted the constitution and did not see anything to prohibit DADCA moving forward with the property.</p>	<p>JMC</p> <p>DG/CM/JMC</p>

	<p>JM asked how much it would cost. JMc stated that it was valued by district valuers at £70,000. 90% of this could be obtained from the HIE Land Fund.</p> <p>CM summarised by saying that the property could provide income and extra space with ancillary community uses. CM then asked the Board if they were happy to pursue the property. The Board supported the proposal.</p>	DG/CM/ JMC
6.2	Disabled access	
	<p>CM pointed out that as the new build was not imminent the focus should now be on the current clients and maintenance. The three main areas of immediate concern are parking, toilets and accessibility. We are currently not compliant.</p> <p>CM reminded the Board that LEADER had said that any application must address a "need" and not a "want".</p> <p>Richard Mackenzie had visited the social club. This was not for design advice. It was noted that the toilets were in a poor state and not compliant. The lifts, hoists etc were also not compliant.</p> <p>DG pointed out a designer was required with Catriona Hill from Bonar Bridge being suitable. However, would there be a conflict of interest with Raymond Angus?</p> <p>CM stated that she had met with Raymond Angus for an update meeting. RA is checking to see when the planning permission for the new build expires and if imminent, he would like to renew it.</p> <p>DG pointed out that the Meadows Trustees were not willing to give away anything at the moment as the project was not moving forward. However, there were some tools available to remove them from the land.</p> <p>CM stated that RA was happy for someone local to look at designs but emphasized that he was there if required.</p> <p>JM mentioned that local tradesmen should not be overlooked in the process.</p> <p>CM suggested using a contractor for project management support.</p> <p>CM is to approach Catriona Hill and will provide feedback for the next Board meeting.</p> <p>The LEADER application is based on disabled access improvement with a new toilet under the stairs.</p>	CM

	<p>It was agreed that no updating emails would be sent before the next meeting.</p> <p>DG did not think that the gable was moving but this would be verified.</p> <p>CM had highlighted the problem of the door handles to Richard Mackenzie as they were continually being replaced. Richard stated that the issue was that the hinges on the door were not big enough and that shaving some of the door would also help.</p>	DG																
7.0	FINANCE UPDATE																	
	Accounts update																	
	<p>Although APM had tendered his apologies for the meeting he had circulated his regular comprehensive breakdown of the financial situation prior to the meeting.</p> <p>It was commented that there had been no spend from the John Gordon Trust and that perhaps this money could be used for matched funding or “incidentals”.</p>																	
8.0	CAR BOOT SALES AND MARKETS																	
8.1	Car boot sales																	
	<p>The timetable and allocation of Board members were confirmed as follows for the forthcoming boot sales:</p> <table border="1" data-bbox="274 1272 1252 1581"> <thead> <tr> <th>Date (2017)</th> <th>Board member</th> </tr> </thead> <tbody> <tr> <td>22 April</td> <td>KT</td> </tr> <tr> <td>20 May</td> <td>VM</td> </tr> <tr> <td>24 June</td> <td>JB</td> </tr> <tr> <td>29 July</td> <td>APM</td> </tr> <tr> <td>26 August</td> <td>DG</td> </tr> <tr> <td>30 September</td> <td>VM</td> </tr> <tr> <td>28 October</td> <td>CM</td> </tr> </tbody> </table> <p>Jimmy Melville would be helping at each of these events.</p> <p>CM suggested that there should be two people in the kitchen, one of whom would deal with the raffle.</p> <p>CM would like those booking for the car boot sales to pay in advance through the same system used by KT for the booking of the hall. KT is to amend the terms and conditions of the car boot sales to reflect this change in procedure.</p>	Date (2017)	Board member	22 April	KT	20 May	VM	24 June	JB	29 July	APM	26 August	DG	30 September	VM	28 October	CM	KT
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8.2	Markets	
	<p>CM stated that the markets were being “hived off” and that Sarah had organized the markets with everything now in place. CM commended the marvelous job that Sarah had done.</p> <p>There is currently a waiting list of four. We are not setting up stands as we do not have the manpower and we are not providing gazebos. Sarah will say that there will be volunteers.</p> <p>CM stated that the trailer/gazebos needed to be located and that the gazebos can be hired.</p> <p>CM is to ascertain the condition of the gazebos.</p> <p>CM pointed out that DADCA always runs the tea and coffee in the morning. Sarah suggested sharing with another charity e.g. Marie Curie and that the proceeds could be split. The burners are upstairs in the Social Club.</p> <p>CM is to contact Joan regarding her help. CM will send an email once she has spoken with her.</p> <p>Gazebo and table check for next meeting.</p>	<p>CM</p> <p>CM</p> <p>CM</p>
9.0	BOOKINGS/EVENTS (Verbal report by KT)	
	<p>KT stated that February’s bookings were £1014.15 as compared with £1134 last February. There had been a ceilidh in mid February with another private ceilidh booked for this July. KT reported that things were mostly going alright although BT Internet is a problem.</p> <p>KT pointed out that the website states that the pricing has remained the same since 2011. CM and DG are to speak to APM about the running costs.</p> <p>KT had looked at the costs for the Bonar Bridge Hall and the Golspie Hall and discovered that Dornoch was similar and not really “out of step”.</p>	<p>CM/DG/ APM</p>
10.0	KEYSTONE AND RELATED MATTERS	
	<p>Although it was decided to defer this agenda item until the next meeting, CM acknowledged the importance and relevance of Keystone. CM requested that the Minutes Secretary place it high on the agenda for the next meeting.</p>	<p>LR</p>
11.0	SUB COMMITTEE REPORTS	
	Fibre Fest (Verbal report by JB)	

	<p>JB reported that two advertising banners were already in place. One on the West Church railings and the other on the main road off the A9. The raffle tickets were having a good response with 148 sold.</p> <p>The programme has more classes and learning techniques this year.</p> <p>One radiator will be left on overnight.</p> <p>JB pointed out that a lot of hard work goes into the event.</p> <p>There are eight stall holders at the West Church Hall and eight stall holders at the Social Club.</p> <p>JB reminded everyone that the proceeds from the event goes to DADCA.</p>	
12.0	AOCB	
12.1	Communication from the Seaboard Centre	
	<p>KT had received a request from the Seaboard Centre asking if DADCA could advertise their events and if so they would reciprocate. It was agreed that KT should reply saying that DADCA would be happy to assist. It was commented that DADCA could supply posters e.g for the cinema.</p>	KT
12.2	Advertising	
	<p>VM has taken on the responsibility for advertising for DADCA.</p> <p>JB pointed out that the Northern Times has billed DADCA for a back page entry. CM is to contact Louise at the Northern Times regarding the bill.</p> <p>CM pointed out that sometimes the entries in the “Dates to remember” section of the Northern Times can be wrong and that the Board must be aware of this.</p>	CM
12.3	Cleaner contract	
	<p>DG stated that the contract needs to be put out to tender and that a job description will be written.</p> <p>CM is to set up an account.</p>	DG CM
12.4	Director vacancies	
	<p>DG stated that the way forward to fill the vacancies on the Board would be to advertise on the DADCA website and through social media. It would also be prudent to put out a request to the membership first through the use of Mailchimp.</p>	
	<p>There being no further business the Chair thanked everyone for attending and the meeting closed at 9.00 pm.</p>	