

**DRAFT MINUTE
14 August 2017**

Draft minute of meeting of Dornoch & District Community Association (DADCA) held on Monday, 14 August 2017 at The Carnegie Courthouse Tearoom, Dornoch at 7.30pm

Present Carol Mackay (co-chair), Jimmy Melville, Patrick Murray, Dave Gibson (co-chair), Jim McGillivray, Linda Robichaud (minutes secretary), Peter Rowland (volunteer), Jaen Rowland.

APOLOGIES Vicki Mackenzie, Kim Tewnion, Donald Goskirk

ITEM		ACTION
1.0	WELCOME AND APOLOGIES	
	Carol Mackay welcomed everyone to the meeting. Apologies were noted from Vicki Mackenzie, Kim Tewnion and Donald Goskirk.	
2.0	MINUTES	
	CM asked for any comments regarding the minute of the Board meeting of 10 July 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	MATTERS ARISING	
3.1	The projection room door (Item 3.5 on minute of 10 July 2017) It was decided that a combination lock be put on the door.	DG
3.2	Current building maintenance update (item 3.7 on minute of 10 July 2017) It was noted that everything had been done on Jimmy Anderson's to do list.	
3.3	Car boot sales (Item 3.9 on minute of 10 July 2017) The banners had been ordered and received.	
3.4	Dishwasher purchase (Item 5.2 on minute of 10 July 2017) A new dishwasher has been purchased and would be arriving shortly. CM pointed out that the one finally selected is more resilient than the model originally chosen. It has a four minute cycle and is to be installed by a plumber.	

	JM asked if instructions on the use of the dishwasher would be put up. The instructions were to go out on Mailchimp. DG is to see KT regarding this being carried out.	DG/KT
	<i>Other matters arising were considered under the main agenda items.</i>	
4.0	KEYSTONE AND RELATED MATTERS All updated policies had been circulated prior to the meeting.	
4.1	Internet policy APM stated that he had added the terms and conditions received from CM to the policy document. This meant that it was ready to be implemented. A link to the document would now go out with the booking forms and users would be asked if they had read the terms and conditions.	KT
4.2	Keyholders policy The access policy had been simplified. This related to the various rooms and cupboards which were controlled by code number locks. These codes would be made available on a need-to-know basis and changed whenever the committee deems necessary. It was agreed that this policy be implemented.	
4.3	SHEF (for outside events policy) The last time the policy had been updated for Festival Week was 2016. CM had now rewritten it for the 2017 Festival Week. Three items were to be added to SHEF by CM. CM is to speak to Sarah about the community markets. CM now has a simplified document. CM will update the web. CM will get access from KT and APM will show CM how to update. The changes were unanimously agreed. CM will send out the Festival Week template to everyone.	CM CM/KT/APM CM
5.0	FUNDING APPLICATIONS	
5.1	LEADER JMcG, DG and CM had met with Catriona Hill to look at ways to improve the current building with regard to e.g toilet facilities and heating. It became apparent at the meeting that there were some negative points regarding the project. These were highlighted by DG: <ul style="list-style-type: none"> Although the social club is not a listed building it is within a conservation area and would attract scrutiny. The issue is the access to the Struie room and disabled toilet. A glass fronted corridor may have been a solution but Catriona did not think it 	

	<p>would work in view of the conservation status. The solution would be to change the layout to get traffic flow through the social club and without, for example, changing the front edge of Social Club in anyway.</p> <p>CM distributed a handout received from CH which contained initial ideas and drawings for the Social Club.</p> <p>Having looked at the plans – CM concluded that it might be a better idea if the hall was moved back. This would still provide all access to e.g storage etc. Following further discussion APM summarised the situation by saying the suggestion of CM would allow for a bigger hall and access to tables, storage etc. It also meant that the Ben Bhraggie room would be available for rent as another generic room. It was agreed that this plan worked better than the initial drawing.</p> <p>Therefore CM and DG are to go back to CH with this suggestion. It would, however, mean that a cubicle would be lost out of the ladies toilet.</p> <p>CM pointed out that the funding for these works would come from DADCA, the LEADER application, Awards for All as well as the discretionary fund.</p> <p>JM asked about the possibility of funding from the Big Lottery Fund. CH had met with the Big Lottery and they had suggested that the project may “tick the boxes” for the “improving community assets” award.</p> <p>CM pointed out that included in the plans would be the upgrading of the car park, redecoration etc.</p> <p>CH had sent a note of the fees which was % based.</p> <p>APM stated that a structural survey was required. DG said this would cost around £800. DADCA could fund it or it could go out to three consultants for LEADER. DG proposed that DADCA engage a surveyor for £800. A separate application could be made for £800 to the discretionary fund. This was agreed.</p> <p>JMcG stated that there was £550K in the Sutherland LEADER fund.</p> <p>DG is to contact CH stating that we are going to get funding and to ask for an updated sketch.</p> <p>JMcG is to email CM with questions for the LEADER form.</p>	<p>CM/DG</p> <p>DG</p> <p>JMcG/CM</p>
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	<p>CM is to email out the sketch we currently have.</p> <p>JMcG is to contact Paula Betts to inform her that a project is forming and will indicate the progress so far. JMcG will also ask about the current format of the application.</p> <p>JMcG and CM are to meet intermittently.</p> <p>JMcG pointed out that there existed a “project sweep” which was a community ambition for a curling rink. In reality it was probably more of an aspiration than an ambition.</p> <p>“Project Sweep” is to keep DADCA informed of the project. CM is to meet with “Project Sweep”.</p>	<p>CM</p> <p>JMcG</p> <p>JMcG/CM</p> <p>CM</p>
5.2	<p>Update on purchase of dishwasher See item 3.4 on minute</p>	
6.0	<p>AGM</p>	
6.1	<p>First annual change of main door code In view of the approved changes made to the Keyholder’s policy there was no longer a requirement to have an annual change of the door code.</p>	
6.2	<p>Fire Drill Jimmy Melville kindly volunteered to organize the fire drill.</p>	JM
7.0	<p>KIM’S EMAIL KT had sent CM an email covering the following topics.</p>	
7.1	<p>Signage KT had pointed out that the hall signs needed to be updated. KT is happy to take on this task. CM has laminator which can be used as part of the process,</p>	CM/KT
7.2	<p>Hygiene Certificates If the Board agreed, then KT would be happy to obtain a hygiene certificate. The Board gave their approval.</p> <p>It was noted that CM already has this level of certification.</p>	KT
7.3	<p>Booking Software KT had not yet found suitable booking software but would continue to look.</p>	KT
7.4	<p>Book Fair KT now has another volunteer for this event. This addition now allowed a Book Fair to be put in place. CM to organise.</p>	CM

7.5	Recommendations following survey by Chubb	
	KT requested approval for the implementation of the recommendations made by Chubb. This amounted to a cost of £398 and included e.g. replacement fire extinguishers and updated signage. The request was approved unanimously by the Board.	KT
7.6	Car Boot Sales KT reported that £322 had been made at the last car boot sale.	
8.0	MEMBERSHIP	
8.1	Membership applications There had been no membership applications.	
8.2	Affiliated Group Applications There had been one addition – a jazz dance class.	
9.0	DIRECTOR VACANCIES	
9.1	There had been no applications.	
10.0	CURRENT BUILDING	
10.1	This agenda item had been covered earlier in the meeting, See sections 3.0 and 5.0 on minute.	
11.0	FORMER POLICE STATION There was no further update at present.	
12.0	FINANCE	
12.1	Management accounts APM had provided the customary detailed management accounts prior to the meeting. APM asked if there were any questions. Financial matters, this month, were routine. It was noted, however, that the Crafts and Guilds were down. This was due to £2k being paid to the Community Council – this had been a provision in the accounts last year. CM and DG are to go over the immediate funds.	DG/CM
12.2	Donation to owners of tables used at community markets CM was of the opinion that they were owned by DADCA and therefore no donation was required.	
13.0	CAR BOOT SALES This agenda item had been dealt with earlier in the meeting. See agenda items 3.3 and 7.6 on agenda.	

14.0	BOOKINGS/EVENTS	
14.1	This agenda item had been dealt with earlier in the meeting. See agenda items 7.3 and 7.4 on agenda	APM
15.0	SUB COMMITTEES	
15.1	<p>Markets</p> <p>It was noted that two markets were to be held this month.</p> <p>APM and the Board made the following comments regarding the markets:</p> <ul style="list-style-type: none"> • Easter 2018 is too early for the markets to restart • October is too late to hold a market • There should be no limit to the number of markets held in July and August • The cost of participation should be raised to £15 <p>APM is to contact Sarah, as appropriate, about these matters.</p>	APM
16.0	FESTIVAL WEEK	
16.1	<p>CM had contacted Louise and Marlene following the last Board meeting on the 10 July 2017. CM had encouraged them to organize the event for one final time. Marlene and Louise with generous assistance from other members of the community were able to produce a most successful and enjoyable Festival Week. Following the event Louise and Marlene stepped down from their involvement. After 15 years of organising the event Marlene and Louise would go out on a high note and were to be thanked and commended for all their hard work over the years.</p> <p>CM had ideas for the recruitment of new committee members.</p>	CM CM
17.0	AOCB	
17.1	Guy Fawkes	
	APM asked about the progress of the preparations for the Firework Display. CM stated that all the preparations were in place.	
17.2	Rental of Field	
	JM said that he had been approached by local residents Lorna and Donald Macleod. Lorna and Donald are accomplished in animal husbandry and keep ponies as well as a wide variety of sheep. They had asked JM to find out the feasibility of renting the field when it is not being used by Sally. The area in question is 2.7 hectares less the allotments. As part of this process it may be necessary for	



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	Duncan Allan to be consulted. It was decided that if DADCA could help then they would assist. CM is to look at the rental times. APM stated then when he rents out land it is auctioned at the Dingwall Mart.	CM
	There being no further business the Chair thanked everyone for attending and the meeting closed at 9.00 pm.	