



DORNOCH & DISTRICT COMMUNITY ASSOCIATION

11 JUNE 2018

**Draft minute of meeting of Dornoch & District Community Association (DADCA)
held on Monday, 11 June 2018 at The Carnegie Courthouse Tearoom, Dornoch at
7.30pm**

PRESENT

Carol Mackay (co-chair), Kim Tewnion, Peter Rowland (volunteer),
Jaen Rowland, Vicki Mackenzie, Patrick Murray, Donald Goskirk,
Tracey Pauley, Linda Robichaud (minutes secretary)

APOLOGIES

Dave Gibson (co-chair), Jim McGillivray, Jimmy Melville

ITEM		ACTION
1.0	APOLOGIES	
	Apologies had been received from DG, Jim McG and JM.	
2.0	MINUTES	
	CM asked for any comments regarding the minute of the Board meeting of 14 May 2018. As no further 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	Induction Hearing Loop (Item 3.1 on minute of 14 May 2018) This had now been installed.	
3.2	Car Boot Sales (Item 3.2 on minute of 14 May 2018) The car boot sale is to be held on the 28 July 2018. VM will assist.	VM
3.3	AGM As the AGM is to take place on 10 September 2018 an advert is required to be placed in the Northern Times six weeks prior to the event. VM is to schedule an advert at the end of July. The AGM will commence at 7.30pm in the Carnegie Courthouse Tearoom.	VM
3.4	Community Markets (Item 3.3 on minute of 14 May 2018) It was noted that PR would kindly help out at the community market.	
3.5	Lock (Item 10.1 on minute of 14 May 2018) DGos would fit the lock over the coming weeks. It was noted that the back door lock was "okay".	DGos
3.6	Electrical work (Item 10.3 on minute of 14 May 2018) Jimmy Anderson, the electrician, is to be "chased up" for the electrical work he is due to carry out. CM is to get in touch with him now that he has returned from holiday.	CM
3.7	Glebe subcommittee (Item 14.1 on minute of 14 May 2018) Sandy, chair of the Glebe sub-committee, had raised concern about the risk of the irrigation water being used as drinking water. Following the last meeting CM and VM had visited the site to assess the position re signage. It was apparent that more robust signage was required. CM is to organize new signage which would involve a stake in the ground.	CM

3.8	<p>Book Fair (Item 15.1 on minute of 14 May 2018) CM reported that James, Madeleine and Jane are very excited and enthusiastic about the event. Set up is on Thursday, 12 July 2018. CM is to confirm timing of setup with the committee.</p> <p>CM asked for volunteers to help out at the event and duly noted those able to assist. CM is to discuss timings with the committee and generate a schedule and a date for taking books back.</p> <p>It was decided that History Links would be asked if they would like to provide the café.</p> <p>Transactions would only be conducted by cash.</p> <p>Marion could assist with pricing.</p>	<p>CM</p> <p>CM</p>
4.0	<p>UPDATE FROM TRACEY PAULEY RE: FESTIVAL WEEK</p>	
4.1	<p>CM welcomed TP, from Festival Week, to the meeting and introduced her to the members.</p> <p>TP began by tabling a draft schedule of events.</p> <p>TP pointed out that although a lot had been kept from previous years new activities had been added.</p> <p>In order to kick start the week there is to be a 5k Festival Week Fun Run. TP is getting help with the route as the aim is to keep it off the road. There will be a piper etc at the start.</p> <p>The Dornoch Prince and Princess roles had been replaced with “allstars” which would involve two girls and two boys. A letter would be sent to the school to ask for pupils willing to be put up for selection. Names put forward would be drawn from a hat. They would be provided with strips and would all be the week’s mascots.</p> <p>There was to be the Great Dornoch Bake Off with Curlew running the coffee morning.</p> <p>Other events included:</p> <ul style="list-style-type: none"> • A junior football night. • A walking theatre which would be performing Treasure Island. Allsorts are to attend this event. • A sandcastle competition. • A pram race. • Children’s sports. • An 80s disco in the Eagle. 	

	<ul style="list-style-type: none"> • A gin event. <p>The Golf Club was unable to help with Festival Week on this occasion as they had their own events.</p> <p>TP pointed out that the float parade was open to any type of transport.</p> <p>KT suggested asking the social dancers to get involved in a tea dance. KT is to contact the social dancers regarding this matter.</p> <p>CM asked TP what she would like from DADCA. TP replied that she needed a PA system. KT said she would sort this out for TP as DADCA had a system.</p> <p>TP queried if an alcohol licence was required for a BYOB. KT pointed out that a licence was not required and was only required if alcohol was being sold.</p> <p>It was pointed out to TP that Russell helps with the bunting and to see Frankie Gunn. The bunting is put up a week before Festival Week begins.</p> <p>CM asked TP if she had spoken to the Games Day group regarding the tent. TP is to go through Willie Hook.</p> <p>Gerry used to do programmes on word. There also used to be a colouring competition which was advertised in the Co-op. It was asked if there were any pro-formas from previous years.</p> <p>TP is to send a programme to Capaldi's so they can attend events.</p> <p>TP is to see Yvonne Ross about Youth Development involvement.</p> <p>DADCA can supply tables.</p> <p>TP has designed a letterhead for Festival Week which is now being put in place. TP is applying to the Golf Club and the Edinburgh Sutherland Association for funding.</p> <p>The Mickey and Minnie Mouse costumes are trying to be located.</p> <p>The pipe band is to play on the Saturday night and TP is to check that they are available.</p> <p>The Fire Engine and the Police are also to be involved.</p> <p>CM is to do health and safety reports.</p>	<p>KT</p> <p>KT</p>
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	The 5k run would take place over the beach and the dunes and could be called a Family Beach Fun Run. Marshalls are needed for the event.	
5.0	KEYSTONE	
5.1	Directors' Annual Declaration of Eligibility Final approval was given for the Directors' Annual Declaration of Eligibility following changes made by APM. The address was now to become, Social Club, Schoolhill.	
5.2	Training opportunities It was decided that this item would be deleted from the documentation.	
5.3	Elementary Food Hygiene Certificate CM stated that she had a certificate which could be put up on the wall. CM is to find out about Food Hygiene courses being run. APM is to change the name on the document to that of CM. CM would also find out about First Aid courses – it was suggested that Susan Messum may be able to assist regarding this matter.	CM APM CM
5.4	Volunteer Induction Pack It was decided that the Directors' pack would be deleted and that the Volunteer Pack would be updated to cover both directors and volunteers. KT offered to carry this out.	KT
6.0	AGM See item 3.3 above.	
7.0	FUNDING APPLICATIONS There was no update to report.	
8.0	MEMBERSHIP	
8.1	Membership applications No applications had been received.	
8.2	Affiliated Group applications Membership was approved for an application received from Jude's Artwork Shops. KT stated that the annual email should go out with the DPA statement as well as information on the AGM. The policy is to be edited.	

	The privacy policy is to be an agenda item for the next meeting.	
9.0	DIRECTOR VACANCIES	
	No applications had been received.	
10.0	CURRENT BUILDING	
10.1	Damage to toilet An unfortunate incident had taken place with someone becoming trapped in the toilet. In an effort to get out some damage had occurred. CM is to organize a repair and try and find out more about the incident. CM is to speak to Brian. APM suggested that if someone was coming out to do the repair then could they carry out any other outstanding work at the same time.	CM
10.2	Lightbulbs It was pointed out that if lightbulbs were available then they would be in the store.	
11.0	FINANCE	
11.1	Update - Management accounts APM had provided the customary detailed management accounts prior to the meeting and stated that everyone was “doing well”. APM highlighted that £81,598 was spread across a number of charities. APM also pointed out that the money for the bonfire came out of the same “pot” as Festival Week. TP is approaching the Co-op fund and as such requires bank details etc. TP is to email APM to request the relevant information.	TP/APM
12.0	DATA PROTECTION	
	The Data Protection situation had been brought up-to-date.	
13.0	FIRE DRILL	
13.1	It was decided that the fire drill would take place on Thursday, 12 July 2018, the night of the Book Fair setup.	
14.0	CAR BOOT SALES Following Marion’s advice the car boot sales would continue as currently arranged.	
15.0	BOOKINGS/EVENTS	

	<p>KT reported that the wedding had brought in £250.</p> <p>Bookings are coming in e.g. Jude. KT has also had to turn people away due to the current level of bookings.</p> <p>KT asked if it was possible to offer free use to the Youth Club. VM pointed out that one reason there was no youth club was due to cuts in finance. DGos asked that if free use was given would it allow them to pay workers as required. APM said that there was £2k "in the pot". It was decided to go ahead on a trial basis. KT is to approach Yvonne.</p>	KT
16.0	SUB COMMITTEES	
16.1	This had been dealt with under 3.7, 3.8 and 4.0 above.	
17.0	AOCB	
17.1	<p>Wi-fi</p> <p>KT has been persevering with the issue of wi-fi provision in the Social Club. A recent contract had been taken out with Plusnet but they were not able to provide the service required. KT is to get a quote from BT and speak to Plusnet again. KT will provide an update on the situation at the next meeting.</p>	KT
17.2	<p>AmazonSmile</p> <p>AmazonSmile is a website operated by Amazon. When you shop on AmazonSmile, Amazon will make a donation based on your eligible AmazonSmile purchases.</p> <p>CM is to register DADCA with AmazonSmile.</p>	CM
17.3	<p>Bonfire</p> <p>CM stated that a concern regarding the bonfire situation had been raised by Peter Wild. This related to the fact that there were two bonfire stacks. The situation was now being remedied and Frankie Gunn would now go down to neaten up the area. It was noted that Frankie checks the bonfire "all the time" and CM checks it weekly.</p> <p>It was also noted that there was not a sign relating to fly tipping.</p>	
17.4	<p>Post Festival Week Party</p> <p>This item is to be put on the agenda for the next meeting with a view to inviting those who had helped DADCA.</p>	
17.5	<p>Online sponsor forms</p> <p>CM pointed out that the September 2018 run which is in aid of all Dornoch groups has an online sponsor form – a Just Giving page.</p>	

	<p>The date of the next meeting is to be confirmed.</p> <p>There being no further business the Chair thanked everyone for attending and the meeting closed at 8.50pm.</p>	
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