



DORNOCH & DISTRICT COMMUNITY ASSOCIATION

MINUTE 12 MARCH 2018

**Minute of meeting of Dornoch & District Community Association (DADCA)
held on Monday, 12 March 2018 at The Carnegie Courthouse Tearoom, Dornoch at
7.30pm**

PRESENT	Carol Mackay (co-chair), Jim McGillivray, Kim Tewnion, Linda Robichaud (minutes secretary), Peter Rowland (volunteer), Jaen Rowland, Vicki Mackenzie Patrick Murray Ernie Millard (part), Sarah Whelan (part)
APOLOGIES	Jimmy Melville, Donald Goskirk, Dave Gibson (co-chair),

ITEM		ACTION
1.0	CINEMA CLUB AND CURRENT BUILDING (Items 1 and 9 on agenda)	
	<p>CM welcomed Ernie Millard to the meeting. CM provided a background to the situation regarding the cinema - DADCA had asked the Cinema Club for a contribution towards the plans for the Social Club. The cinema board had then discussed the matter at their last meeting and would now like to propose specific alterations to the building to benefit the cinema club and others.</p> <p>EM stated that, in principle, they would be willing to make a contribution.</p> <p>EM then continued with the cinema club requirements:</p> <ol style="list-style-type: none"> 1. An induction hearing loop. EM had applied for a mobile loop system through the British Film Institute but this was not ideal. He had been in touch with an AV company in Arbroath and had been informed that there were options of a low level loop and a high level loop. The high level loop costs just under £1,900. EM has applied for £500 from the Golf Club towards the loop system. 2. Cinema Cupboard The cinema club were keen to extend the cinema cupboard as it was proving difficult to access items stored at the back of it. They would therefore like to have it extended to the outer wall. CM is to email the proposals from the architect to EM. <p>CM stated that the “tech department” will be written into the plan and this would be something that Catriona Hill would be considering. At present it was being determined as to how to cost the project.</p> <p>CM and JMcG are to meet with Paula Betts from LEADER.</p> <p>CM pointed out that there were a lot of “small pot” applications that could be made and that the Kyle if Sutherland Trust have been approached regarding this matter. JMcG had emailed Valerie who said she would get back to him. At present we just have drawings but will be consulting with the main users of the hall to make sure the project works for everyone.</p>	<p>CM</p> <p>CM/JMcG</p>

	<p>EM requested, as an interim measure, that a perimeter loop could be installed when the engineers are up on the 27 March 2018. It could then be indicated to those with a hearing aid to sit in a specific area to benefit from the facility. EM is to ask for the loop to go between the door and the screen with priority seating arranged for those requiring it.</p> <p>EM requested approval for the bill to be sent. This was unanimously approved by the Board. This would be for around £1,900 with a possible £500 coming from the Golf Club.</p> <p>EM is to get in touch with Screentech. EM stated that the Cinema Group would be happy to contribute to the overall Social Club project.</p> <p>CM pointed out that the Festival Week Group had been asking about a film during Festival Week and perhaps other fundraisers. CM is to copy the email to EM and will email Polly and Ms Gruber. The Community Market will also be emailed.</p> <p>EM commented that fundraisers in the past had not really worked.</p>	CM
2.0	COMMUNITY MARKETS	
	<p>SW began by stating that the markets begin in May 2018 and run through to September 2018. This year there are two markets in June, July and August. SW has been out to traders who have previously booked and now all 28 pitches have been taken.</p> <p>She needed to know if DADCA have gazebos to hire out. SW is, however, trying to get traders to bring their own.</p> <p>The money will be passed to APM. APM is to get a new list of traders – although most traders wished to return. The aim of the market is to have a good mix of crafts and food produce.</p> <p>SW has been approached by the Cathedral for a community market during Festival Week. SW suggested doing the market as a Festival Week market and not as a community market. SW is to give list to DADCA – the Food Hall will be at the West Church Hall.</p> <p>KT is looking at the St Andrews Fair. The indoor community fair is on the same day as the St Andrews Fair.</p> <p>KT pointed out that there is no charge for the West Church Hall.</p> <p>CM is to contact the “cheese trader” re; licence and pitch.</p> <p>SW is to email dates for the community markets.</p>	<p>SW</p> <p>SW</p> <p>CM</p> <p>SW</p>

	<p>VM is to advertise.</p> <p>SW asked if the Social Club would be closed due to work being carried out. This was especially relevant as Fibre Fest would be celebrating their 10th anniversary next year.</p> <p>CM clarified by stating that Catriona Hill can do everything in stages thus making the venue usable throughout the project. As yet there is no definitive timescale.</p> <p>CM and DG had agreed that a project manager would be put in place for the project. At present there is no intention to close the Social Club.</p> <p>CM is to thank Jill Barnes for Fibre Fest.</p>	<p>VM</p> <p>CM</p>
	SW and EM left the meeting at 8.06pm	
3.0	APOLOGIES	
	Apologies were noted from Jimmy Melville, Donald Goskirk and Dave Gibson (co-chair),	
4.0	MINUTES	
	CM asked for any comments regarding the minute of the Board meeting of 12 February 2018. As no further comments were forthcoming the minute was then approved as an accurate record of fact having been proposed by KT and seconded by VM.	
4.0	MATTERS ARISING	
4.1	Business Stream (Item 15.1 on minute of 12 February 2018) KT is to pay the bill and get the money back.	KT
4.2	Highland Council Insurance Form (Item 15.2 on minute of 12 February 2018) APM has emailed to CM.	
4.3	Book Fair (Item 15.3 on minute of 12 February 2018) Jenny has this in hand.	
4.4	Ordering of white mugs (Item 15.6 on minute of 12 February 2018) CM is ordering these from Nisbets.	
5.0	KEYSTONE	
5.1	Prior to the meeting each Board member had been emailed a copy of the "Director's Induction Pack". This is to be given to all Board	

	<p>members and duly signed. However, it was decided that certain alterations should be made to the document. These included:</p> <ul style="list-style-type: none"> • Deletion of pages two and three • A health and safety policy to be put in place for liquor <p>CM gave APM a copy of the document to APM which had been marked with the few alterations decided at the meeting.</p>	APM
6.0	FUNDING APPLICATIONS	
6.1	It was unanimously decided that someone was required to prepare and submit funding applications.	
7.0	MEMBERSHIP	
7.1	<p>Membership applications No applications had been received.</p>	
7.2	<p>Affiliated Group applications No applications had been received.</p>	
8.0	DIRECTOR VACANCIES	
	No applications had been received. It was decided that VG-ES should be approached to advertise DADCA director vacancies.	
9.0	CURRENT BUILDING	
9.1	<p>CM asked if there were any issues with the building.</p> <p>KT stated:</p> <ul style="list-style-type: none"> • that there was an issue with the heating in the Struie Room. DG has spoken to Jimmy Anderson who is going to give a quote. The system is “tripping”. • that there was an issue with access to the car park in bad weather. <p>Russell is to fit the new lock. Russell will also look at the fire exit which needs a new hinge.</p>	
10.0	FINANCE	
	<p>Management accounts APM had provided the customary detailed management accounts prior to the meeting and stated that all groups were making a surplus on income and cash.</p> <p>APM highlighted that:</p> <ul style="list-style-type: none"> • there were no financial problems • the Youth Café had not run since last Easter but funds were in the relevant account. CM is to contact Yvonne to let her know about the available funds and to find out what Yvonne sees as the way forward. 	CM

	<ul style="list-style-type: none"> • the projection room lock had been fixed • the chair store had been cleared 	
11.0	CAR BOOT SALES	
11.1	<p>VM is to swap with APM for 31/3/2018.</p> <p>The role of KT is that she buys the food, does the bookings and arranges the tables.</p> <p>APM is to do the tables.</p>	APM
12.0	BOOKINGS/EVENTS	
	<p>KT reported that Fibre Fest had been a great success.</p> <p>It was decided that a Bookings and Events Officer should be put in place. KT has a job description for this position. She has also seen Joan about the role. This position is on a self-employed basis amounting to around 10 hours a month at £10 per hour. KT is to promote this role on Facebook.</p> <p>APM suggested that the Board members consider a full-time fundraiser for Dornoch for one or two years. We need someone to get funding specifically for the Social Club i.e not for Dornoch as that is the domain of DACIC.</p> <p>It was suggested that the Kyle Development Trust may be able to assist with fundraising.</p> <p>JMcG suggested that we get a water board revaluation.</p>	KT
13.0	COMMUNITY MARKETS	
	This had been dealt with under item 2 above.	
14.0	HOGMANAY STREET PARTY	
	APM had requested feedback regarding the volume level at the Hogmanay Street Party. It was suggested that it should be louder.	
15.0	CHRISTMAS LIGHTS	
	It was decided that the Community Council should take over responsibility for the Christmas lights and not DADCA.	
16.0	SUB COMMITTEES	
	This item had been dealt with earlier in the meeting i.e Fibre Fest, Cinema Club.	

17.0	AOCB	
17.1	Agenda items Agenda items for April 2018 Board meeting which are to be prioritized are: <ul style="list-style-type: none">• Gordon Sutherland of DACIC who is to go over plans.• Festival week - committee members are to come to the meeting to introduce themselves.	
17.2	Bins KT stated that the bin collection was to be renewed. One recycling bin and one normal bin for refuse were supplied free from the council. Another normal refuse bin was now required.	
17.3	Letters of support Jaen and Peter asked if DADCA was willing to provide a letter of support for their forthcoming pottery project. CM stated that she would draft a letter. KT also volunteered to provide a letter of support from Allsorts.	CM/KT
	There being no further business the Chair thanked everyone for attending and the meeting closed at 8.47 pm.	