

DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, HELD ON 8TH AUGUST 2017

PRESENT ~ Jerry Bishop (Chair), Tony Rundle (Secretary/Treasurer), John Barnes, Alison Davies and Elizabeth Oakes.

1. MINUTES OF MEETING HELD ON 2ND JUNE 2017

The minutes of the meeting of the Board held on 2nd June 2017 were confirmed as a correct record.

2. OSCR REPORT

The Chair reported that the SCIO's examined accounts had been approved by OSCR on 4th July, and were now accessible on the SCIO's website.

3. FIT PAYMENTS

Members were advised that, following repayment of the MGS loan, the Museum was now eligible for Feed-in Tariff (FIT) payments. A back-payment of £5,298.86 had now been made to HL, and it was anticipated that future FIT payments would be between £1,000 and £1,500 p.a.

4. SEASONAL ASSISTANT

It was reported that Elsa Cunningham had been appointed to this post, the cost of which would be covered by the agreed DHS grant to HL. In this connection, JBi paid tribute to the enthusiasm and commitment of the Museum's volunteers.

5. FINANCE

a) Update and Review: Members considered summaries of HL and DHS Income & Expenditure, and it was noted that a very healthy financial position was being maintained. It was **agreed** that the Museum Curator continue to be paid full salary during any appropriate absences until such time as the matter is reviewed.

b) Gift Aid: Following HMRC registration, the Museum was now able to seek gift-aided donations in lieu of admission charges, and it was intended to apply gift aid also to appropriate donations. The Board discussed how gift aid might be applied to DHS subscription payments, and it was **agreed** that, possibly with some prior notice/information in the DHS newsletter, arrangements be made to contact members by letter with a view to relevant members signing up to gift aid. TR to progress.

c) Charity Checkout: AD referred to previous discussion on this matter, and advised members that she had asked Brian Munro to obtain more detailed information. TR emphasised that the scheme would have to be cost effective in the long run.

6. SUB-COMMITTEE UPDATES

a) Historylinks Museum

i) Visit Scotland Report: JBi reported that the annual Visit Scotland inspection had taken place, and adverse comments had been made about the external appearance of the Museum. It was vital to address these issues if the Museum's 5* grading was to be maintained, and the HL s/c had agreed to price the work required, prior to a decision being made on seeking grant-aid.

- ii) Curator: Further to 5a above, it was noted that LM was continuing to have to take family-related absences. Museum volunteers were ensuring that the Museum continued to operate fully, and the Curator's work-load was being kept up-to-date.
- iii) Treasurer: JBi reported that, unfortunately, Brian Munro had indicated that he was unable to take up the position of Museum Treasurer. In the interests of continuity, TR had stated that he would continue in post until a replacement could be found, but had asked that the post be shadowed, as a matter of urgency.
- iv) Projects: The Fish Tales project was on schedule, with the ground works having been recently completed. Preliminary work was being undertaken on the WW1 1918/2018 Homecoming project, and also on an application to the HLF in connection with out-reach assistance. In this latter connection, AD commented that, to date, it had not been possible to arrange a meeting with the local school.
- v) Archiving: JB referred to the presentation at the most recent HL committee meeting, and it was noted that the necessary work to the store would be funded from the Gordon Bequest.
- vi) PC Upgrade: It was reported that the grant application had been approved by MGS, and the equipment was being purchased following this meeting. JB asked if the current broadband contract could be varied, to provide a faster speed, and it was **agreed** that the situation be monitored once the new computers were operational.

b) Dornoch Heritage Society

- i) Membership Update: It was understood that the current membership stood at 195.
- ii) Newsletters: JBi undertook to follow this matter up with GM/PW.
- iii) Winter Programme: EO stated that the DHS' winter programme had been published in the minutes of the most recent meeting of the sub-committee. Unfortunately, it had been ascertained that Natasha Ferguson was not available.

7. ANNUAL GENERAL MEETING

- a) Venue & Time: It was **agreed** that, subject to availability, the SCIO's AGM be held at the Golf Club, commencing at 7.30 p.m.
- b) Trustees' Annual Report: JBi reminded members that he had produced a version of the Annual Report which, subject to some minor amendments, would be circulated at the AGM. It was **agreed** that this be professionally printed, at an estimated cost of £40. It was also suggested that, in company with other relevant documents, the Report be included in the new multi-purpose document folders.
- c) Trustee Recruitment and Office Bearers: Members were asked to indicate whether they were willing to stand for re-election. The constitution required that one Trustee stood down each year, and it was noted that JB would not be standing for re-election, either as a Trustee or as a member of the Museum sub-committee. The overall position would be clarified at the next meeting of the two sub-committees.

8. EXPANSION PROJECT & CHANGES TO CONSTITUTION

JBi reported on the most recent feed-back from the Scottish Land Fund (SLF) regarding that body's requirements for constitutional changes. This concerned the identification of a "defined community", and concomitant effects on general membership and, consequently, on membership of sub-committees and the Board. Members appreciated that, if the "community" were defined as the IV25 post-code area, this would exclude a number of existing members from full membership. Conversely, if the area were to be widened, this would raise problems should the organisation be wound up. JBi commented on the possible

classes of membership ~ full members within the defined community, associate members living outside the community, and honorary members. It was recognised that there was merit in maintaining a majority of local people in the SCIO's membership, and in its governance.

Reference was made to possible assistance from the Development Trusts Association Scotland (DTAS) and, in view of the constitutional changes being requested by SLF, whether it would be prudent to seek an alternative and informal valuation of the Museum site. It was **agreed** that JBi be authorised to arrange for an informal valuation.

9. DATE OF NEXT MEETING

26th September 2017 at 2 p.m. meeting at HL.