

DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, HELD ON 9TH APRIL 2018

PRESENT ~ Jerry Bishop (Chair), Tony Rundle (Secretary/Treasurer), Alison Davies, Brian Munro and Elizabeth Oakes. JBi welcomed Andrew Senior to the meeting.

1. MINUTES OF MEETING HELD ON 14TH FEBRUARY 2018

The minutes of the meeting of the Board held on 14th February 2018 were confirmed as a correct record.

2. MATTERS ARISING

a) Adlib system up-grade JBi reported that the current cataloguing software was being upgraded. The necessary hardware was now in place, and was awaiting the resolution of some minor details before the new software was installed.

b) Insurance renewal TR reported that, in order to secure continuous cover from 1st April 2018, a premium of £2,277 had been paid to Zurich Insurance, as a successor to the Highland Council's brokerage arrangement. This sum was not out of line with previous payments. More details were awaited from HMF regarding the availability of alternative schemes.

c) Gift Aid ~ up-date Further to the February meeting of the Board, TR stated that a further £127.81 had been received from HMRC, in respect of the Small Donations Scheme. This applied to casual donations of less than £20, made through the Museum's counter box.

d) Highland Council revenue grant The grant for the current financial year had been confirmed recently as £6,273, which was slightly more than that allowed for in previous budget discussions.

e) GDPR statement The Chair circulated, for consideration, a first draft of a policy statement, which the SCIO was obliged to publish and circulate in order to comply with the provisions of the new regulations. Discussion ensued on ways in which the SCIO would need to amend other administrative procedures, including a revision of the Heritage Society's membership administration, before the introduction of the new regulations in May 2018. It was **agreed** that the DHS membership should be contacted regarding opting-in/opting-out of electronic communications, within the next four weeks.

f) JBi reported that a donation of £500 had been received from the Royal Dornoch Golf Club. Confirmation had also been received that, following recent training of staff and volunteers, the Museum now had World Host status.

3. FINANCE

a) 2017/18 Accounts Members considered the draft Receipts & Payments accounts for HL and the DHS. TR drew particular attention to ~

- The transfer of £16,000 from the Heritage Society to the Museum's account, in order to repay a MGS grant;
- His intention to rename the Museum's "Booklet Supply" account to incorporate other transactions for which HL issued invoices;
- Delays which had occurred with recent payments of FIT by SSE, due to missed appointments for meter reading;
- The impending completion of the Fish Tales project;
- Additional spending on the Museum Equipment, Repairs & Maintenance, and Fixed Assets accounts, as a result of the Board's and Museum sub-committee's decisions

to proceed with an ambitious Transformation Project, which was nearing completion (see below).

b) Rathbones Investment Account AD advised members that she had now received more details about the proposed investment of £20,000 of surplus SCIO funds, in particular the anticipated rate of interest. TR confirmed that he would be formally asking the DHS sub-committee, at its next meeting, for authority to transfer £10,000 to HL so that the investment could be made in the name of the SCIO. There followed some discussion regarding the efficacy of continuing to maintain two separate sets of accounts and bank accounts, and there was general agreement that merging these would be a desirable goal to achieve in due course.

4. SUB-COMMITTEE REPORTS

a) Historylinks Museum:

- Project funding applications AD reported on the present position regarding applications which were under preparation or actually submitted, for funding youth engagement projects. These were ~

SUBMITTED

CO-OP ~ For Young Curators Club – first stage accepted (6 months lead in time);
MAPLE TRUST ~ First Stage Enquiry submitted – Young Curators Club - awaiting outcome;

RIADA TRUST ~ For Young People's Mural Project – will go to Autumn Trustees meeting i.e. for a spring 2019 start if approved;

BANK OF SCOTLAND COMMUNITY FOUNDATION ~ For Mural Project, if approved, would fund for summer 2018.

UNDER PREPARATION

HERITAGE LOTTERY FUND ~ For Longhouse Archaeology Project – preparing for Project Enquiry Stage;

GORDON FRASER FOUNDATION ~ For Young Curators Club, deadline June.

ON THE HORIZON

TESCO Bags of Help ~ For Restoration of Sheriff McCulloch Memorial at Proney.

- Transformation Project JBi reported on the successful conclusion of this project, albeit with some minor jobs outstanding. Members agreed that the Museum was now looking at its best, with work being completed in time for the Easter re-opening.

b) Dornoch Heritage Society: EO reported on the most recent meeting of the Society, when a very well attended talk had been given regarding the history and industry of Brora. She stated that there were currently 212 members. A talk about Treasure Trove, and subsequent "finds" day had been rescheduled for 8th and 9th June. A fund-raising coffee morning would be held on 12th May, and there would be the usual Society/Museum presence at the Sutherland Show.

5. CO-OPTION OF BOARD MEMBER

Further to minute 6 of 14th February 2018, it was agreed that Andrew Senior be co-opted as a member of the SCIO Board.

DATE OF NEXT MEETING: Monday 25th June 2018 ~ 2 p.m. at Whinhill.