

DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, HELD ON 20TH APRIL 2020

PRESENT (BY VIDEO CONFERENCING) ~ Jerry Bishop (Chair), Tony Rundle (Secretary/Treasurer), Alison Davies, Brian Munro, Elizabeth Oakes and Andrew Senior. Peter Wild (in attendance).

1. MINUTES OF MEETING HELD ON 13TH MARCH 2020

The minutes of the meeting of the Board held on 13th March 2020 were confirmed as a correct record.

2. MATTERS ARISING: DHS Cheque Signatories: The Chair was advised that the meeting of the DHS committee scheduled for 27th March did not take place.

3. FINANCE UP-DATES:

a) Approval of 2019/20 Accounts: Members considered the following documents: - Receipts & Payments accounts for the Museum and Heritage Society, the amalgamated SCIO accounts, and the Statement of Balances. TR stated that it would depend on the pandemic circumstances as to when the accounts might be examined by VGS, as the Examiner needed the ability to check relevant paperwork, but the closing date for submission to OSCR was not until December 2020. It was **agreed** that the above accounts be approved for subsequent examination.

b) Income & Expenditure Summaries: Members considered financial summaries for the Museum. It was noted that the only activity on the DHS current account was the payment of a £10 subscription on 6th April. The balances on the respective accounts were ~ HL: £11,653.78 and DHS: £17,408.61. The first half of the HC revenue grant was imminent, and AD stated that approximately £1,000 was also anticipated from Tesco.

c) Revised Budget 2020/21: The Board considered a budget which had been revised in the light of the Museum being closed during the Covid-19 lock-down period. The importance of retaining staff was emphasised. It was **agreed** to formally adopt this budget as an operational basis for the current financial year.

d) Covid-19 Business Support: JBi reported that he had submitted an application to the HC for a Small Business Support Grant of £10,000, the outcome of which was awaited. He had ascertained that the SCIO/HL was not eligible for a Distress Grant. AD stated that she was monitoring MGS for any similar type of financial assistance. The question of furloughing staff would be kept under review as a possible course of action at a later date.

4. COMMITTEE REPORTS:

a) Historylinks Museum:

i) Staff Up-date: AD stated that CS was continuing to work on the YCC project, asking members to research family history, and also to keep a Covid-19 diary. LM had negotiated a revised loan agreement for the Catherine Grey dress, which was now in environmentally-controlled storage. Unfortunately, an application to MGS for a grant to provide a display cabinet for the dress had been refused, but this was to be re-submitted. She had negotiated the final tranche of funding and an extension to the Longhouse Project, in the hope that the final workshop and Conference could go ahead at the appropriate time. She was also researching local families' links with WW2. A comprehensive list of retail stock had been drawn up, which would assist in the possible promotion of on-line sales.

ii) Projects Up-date: It was reported that work on the SLP model would continue, so that the completed display would be available when the Museum re-opened. PW stated that he had completed a film on the project which could, if appropriate, be made available through the SCIO's website.

iii) Digital Initiatives:

- The Chair stated that there were now a number of videos available through the website, and he thanked PW for the work which he had undertaken to make this possible. This was particularly important while the Museum remained closed to the public.

- He reported that he had seen work carried out by Plexus Digital Media to an image library similar to HL's, which provided for a much-improved search facility, and went some way towards getting all the SCIO's on-line information 'under one banner'. This would be worthwhile pursuing if appropriate grant funding were available.

b) Dornoch Heritage Society: NTR.

5. EXTENSION PROJECT:

a) Stage 2 ~ Application to Common Good Fund: The Chair reminded the Board that the Dornoch Community Council had, at its meeting on 15th April 2020, unanimously supported the SCIO's application for a grant from the Common Good Fund, amounting to £27,000. The application remained to receive approval by the Sutherland County Committee (HC) at a meeting scheduled for 28th May.

b) Stage 3 ~ Capital Funding Applications - Update:

i) SSE Beatrice Partnership Fund: The closing date for applications to this fund would be 22nd April, and JBi stated that he was minded to apply for a £50,000 grant towards the extension's building costs.

ii) Capital Funding Landscape: The alternative to the above, which allowed for a £100,000 maximum, was the SSE Sustainable Development Fund, but applications to this fund were now closed. Reference was also made to HLF resources, but members were advised that its funds were currently being devoted to supporting the on-going viability of heritage organisations during the current pandemic. It was **agreed** that the Chair be authorised to make an application to the SSE Beatrice Partnership Fund, in the first instance.

6. GOVERNANCE:

a) Lone Worker Policy: Consideration was given to this draft policy, which had been drawn up by JBi. He explained that the outstanding revision of certain other policies was not now so urgent, as the MGS' Accreditation Process had been postponed for one year.

It was **agreed** that the policy be adopted, subject to staff consultation, and the personal and HL insurance implications being investigated.

b) SCVO Good Governance ~ Board Behaviour: Members were asked to review this section of the Good Governance document. It was noted that it would be necessary to remove the existing Equal Opportunities policy document from the SCIO web-site.

It was **agreed** that the following matters required attention: Diversity training, a fund-raising strategy, a role description for Trustees (AD), a standing agenda item regarding Declarations of Interest, and the production of a Register of Interests.

Training and induction of Trustees was mentioned, and it was **agreed** that this could be developed in due course from the above role descriptions.

7. NEW EXTERNAL DISPLAY SHED: PW was congratulated on the progress that had been made with this project, and also on his recent article in the NT.

8. DATE OF NEXT MEETING: 18th May 2020 at 2.00 p.m.