

# **DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)**

## **MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, HELD ON 6<sup>TH</sup> DECEMBER 2018**

**PRESENT** ~ Jerry Bishop (Chair), Tony Rundle (Secretary/Treasurer), Alison Davies and Brian Munro. In attendance: Peter Wild.

**APOLOGIES** ~ Elizabeth Oakes and Andrew Senior

### **1. MINUTES OF MEETINGS HELD ON 20<sup>TH</sup> SEPTEMBER & 11<sup>TH</sup> OCTOBER 2018**

The minutes of the meetings of the Board held on 20<sup>th</sup> September and 11<sup>th</sup> October 2018 were confirmed as correct records.

### **2. TRUSTEE MEMBERSHIP AND POSITIONS**

It was **agreed** that the following offices be filled, as indicated ~

- a) Chair: Jerry Bishop
- b) Secretary: Tony Rundle
- c) Treasurer: Tony Rundle
- d) Co-opted Members: Peter Wild was asked if he would consider co-option. It was noted that, at this stage, he was prepared to attend relevant Board meetings in an advisory capacity, but did not wish to become a Trustee.

### **3. FINANCE**

a) Financial Up-date: Members noted Income & Expenditure summaries for the Museum and Heritage Society. JB referred to the healthy financial position of the SCIO overall, whilst taking into account payments which would have to be made during the remainder of the financial year.

b) Rathbones Investment Fund ~ application: The Chair stated that he had substantially completed the application paper-work, and reiterated that this should be viewed as a long-term investment for the SCIO. It was **agreed** that the Chair be authorised to finalise the application to Rathbones, and also to make an application to the United Trust Bank or other suitable investment provider; a sum of £10,000 being invested in each.

### **4. SUB-COMMITTEE REPORTS**

a) Historylinks Museum: AD stated that there were two matters discussed on 4th December to which she wished to draw particular attention. A useful meeting had been held with Gordon Lawson to discuss ways in which the SCIO might benefit from legacies. Trustees discussed the most effective way of progressing this with the SCIO membership and others. She also referred to comments which had been made by HLF regarding the Museum's funding application for the Longhouse Project, whereby HL had been advised to reduce the costs of archaeology, with a reciprocal increase in the amount related to participation by "new audiences" and volunteer training. The Curator had that day discussed such a revision with HLF, which suggestion had been favourably received. Members observed that the amended project could well provide a "springboard" to generate public interest in an archaeological dig. AD also mentioned that it was possible that the Heritage Lottery Fund was now viewing HMF/M&HH as a filter for grant applications made by its members.

b) Dornoch Heritage Society: The Board considered a report from EO, detailing the Society's current and planned activities.

**5. HIGHLAND MUSEUMS FORUM (HMF) ~ Re-organisation:** AD advised members that she was seeking a meeting with the HMF/M&HH's Steering Group to discuss the current difficulties being experienced with HLF (see above). She referred to proposals contained in the Forum's business plan regarding bulk-buying of retail goods, and stressed the importance of the Museum retaining its individuality.

**6. MUSEUM ACCREDITATION PROCESS:** The Chair reminded members that this process had to be completed by August 2021. It was apparent that, in reviewing the process, MGS had taken comments into consideration. It had been felt that, in the past, the preparation of detailed policy documents had been a major task, and he asked whether the Museum had appropriate policies in place, such as Health & Safety, security, working with vulnerable people etc. AD stated that LM had recently received a PVG certificate, and the Museum was looking to adopt the Highland Council's Child Protection & Well-being Policy as well as applying for PVG certificates for all sessional workers, staff and volunteers involved with the Young Curator's Club and other outreach projects involving young people. TR undertook to provide JB with a file of HL's current policies.

**7. EXTENSION PROJECT ~ SLF FUNDING APPLICATION:** JB reported that he was finalising the Stage One application to the Scottish Land Fund for funding, which had to be submitted by 7<sup>th</sup> January 2019. The bid would include consultants' fees for preparing the Community Asset Transfer documentation and he tabled a relevant draft Invitation to Tender document. The extent to which consultants would be involved depended on the amount of Stage One funding available from SLF.

**8. SHERIFF MCCULLOCH:** AD referred to the grant which had been received from MGS, and stated that work on the memorial had to be started by 7<sup>th</sup> January 2019. Four students would be involved over an eight-week period, together with a sessional worker. It would be necessary, therefore, for the sessional worker's post to be advertised as a matter of urgency. Members discussed the most effective way of achieving this.

**DATE OF NEXT MEETING: 7<sup>th</sup> February 2019 AT 2 P.M.**