

DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON 19th March 2021

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: The minutes of the meeting of the Board held on 12th January 2021 were confirmed as a correct record.

2. SUCCESSION PLANNING: BM reported that he had contacted JC (minute 2b of 12/3/21), who had indicated that he might be able to assist the Board towards the end of 2021. It was **agreed** that the Chair contact JC in due course to further discuss the matter.

3. GOVERNANCE:

a) Staff & Volunteer Vaccination Policy: Members discussed whether the SCIO should have a definitive view on the Covid-19 vaccination of its staff and volunteers. It was **agreed** that letters be sent to staff, volunteers and parents of YCC members, stating that it is the SCIO's policy to encourage all staff, volunteers and visitors to be vaccinated against Covid-19.

b) Historylinks Policy Register 2021: Consideration was given to up-dating the Policy Register (see appendix for up-dated document). It was noted that many of the collections-related policies would be dealt with as part of the Accreditation Process (minute 6 of Museum Committee minutes 10.2.21).

i) Communications Policy: It was **agreed** that, subject to some minor amendments, the Communications Policy be adopted.

ii) Social Media Policy: It was **agreed** that, subject to some minor amendments, the Communications Policy be adopted.

c) Protection of Vulnerable Groups: AD reported that she had been contacted by VGS regarding the up-dating, by the Scottish Criminal Records Office (now Criminal Justice Information Services) of various policies and guidance relating to the protection of vulnerable groups. CR of VGS had suggested that an on-line course be organised to assist affected organisations, and AD had, accordingly, registered her interest. Noted.

d) Enterprising Boards ~ Trustee Recruitment: With regard to the recruitment of new Trustees, it was suggested that appropriate advertising be considered, and that this matter be included in the next SCIO newsletter.

The Chair asked members whether it was timely for another meeting to be held under the aegis of Enterprising Boards, and it was the general feeling that this could be deferred until such time as face-to-face meetings were again possible.

4. FINANCE:

a) Finance Up-date: Members considered summaries of the Museum and Heritage Society's income and expenditure, together with an overview of current projects. An amended version of the Projects Overview was tabled for members' information.

b) Cash-flow Forecast to June 2021: The Board considered a cash-flow forecast produced by the Chair, which was based on the assumption that the Museum would not re-open for business before the end of June. He undertook to amend this in the light of changes to restricted funds and potential re-opening dates.

c) Covid-19 Strategic Framework Business Fund: Further to minute 3b(ii) of 12th January, the Chair suggested that an application should be made for assistance from this source. **Agreed.**

d) Tesco 'Bags of Help' ~ Terms and Conditions: It was noted that members of the Board had read and understood the terms and conditions of this grant.

e) Membership Applications: TR reported that there not been any applications for membership since the January meeting of the Board.

5. COMMITTEE REPORTS:

a) Historylinks Museum: AD referred members to the minutes of the 10th February 2021 meeting of the Museum Committee. She commented that KB was now acting as a mentor, and would, herself, be receiving imminent mentor training from MGS. AD also advised members that work was in hand drafting an application to the Beatrice Partnership Fund for a grant towards the capital costs of building the Museum extension.

i) Potential Re-opening Dates: AD stated that the provisional date being advised by the Scottish Government was Monday 26th April 2021. It was noted that this was possibly subject to amendment, but was being regarded as a target date by Museum staff. It was recognised that volunteers would need to be contacted, and that some re-training would be necessary. JB suggested that a DL-sized publicity slip be produced when the date had been confirmed, for distribution to local hotels and hospitality businesses.

ii) Additional Re-opening Requirements: Although it was noted that the various Covid-19 precautions were still in place from the previous season, it was **agreed** that the Curator be asked to draw up a to-do list of tasks to be completed prior to re-opening.

b) Dornoch Heritage Society ~ Newsletter: It was **agreed** that a Spring news-letter be published during April.

6. EXTENSION PROJECT UP-DATE: The Chair reported that an amended planning application had now been submitted to Highland Council, and a decision was awaited. He reported on the requirement for a qualified archaeologist to undertake monitoring of the site's excavation work. In this connection, PW commented that nothing of archaeological interest had been found when the Museum was under construction.

7. DORNOCH FREE CHURCH: Further to minute 5b of the Board's 12th January meeting, it was reported that a constructive meeting had been held by interested parties, with the outcome that the Free Church had withdrawn its application for funding.

8. DRIP TRAY: The Chair reported that he had donated a drip tray for use in connection with the Museum's reception area hand sanitizer.

9. WEB-SITE: It was **agreed** that the Chair progress discussions regarding a possible re-design of the SCIO's web-site.

10. DATE OF NEXT MEETING: 22nd April 2021 at 10.30 a.m.