

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

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON
21st NOVEMBER 2023**

PRESENT: Alison Davies (AD) (Chair), Jerry Bishop (JB) (Treasurer), Andrew Senior (AS) (Minutes) and Fiona McKinlay (FM). Peter Wild (PW) in attendance.

1. Apologies:

Richard Hickson (RH), Lynne Mahoney (LM), Fiona Hampton (FH)

2. There were no declarations of competing interest.

3. Minutes:

The minutes of the meeting of the Board held on 31 August 2023 and 29th September 2023 were confirmed as a correct record.

4. Matters arising:

Dornoch BID: Historylinks voted against the proposal. Vote closed on 16 November and on a turnout of 58%, BID proposal was successful by 63 votes to 45. This means that HL voluntary contribution of £102 per annum will rise to mandatory charge of £450 with little perceived benefit to museum. Consideration to be given to whether the trustees wish to be represented on the new BID board.

5. Financial Reports:

a) Financial Position: JB presented information to show that the financial position should be okay until March. (Updated cash position circulated post meeting and attached with these minutes – *appendix 1*)

b) £250 received from Royal Dornoch Golf Club to be put towards the extended golf exhibition in the museum.

6. SCIO Policies:

Equality and Diversity – policy circulated for discussion. Amendments suggested and revised policy will be circulated with the minutes.

Overview/update – It was agreed that FM would report regularly to the board.

7. Staff Remuneration – 2024/5:

The level of remuneration for the Museum Curator, Assistant Curator and Outreach Worker was discussed and it was agreed to find out what other similar sized museums in the Highlands are paying staff. AD will approach Museums Heritage Highland to see if they have any information. Further full discussion can take place along with budget discussions in February/ March with consideration for the increased workload over the past 5 years.

8. Proposed Governance Review

RH had circulated a copy of Wanlockhead Museum Trust Delegation of Authority which was broadly discussed but felt to be more appropriate to larger institutions.

The Board considered the existing Trustee Role Description and draft brief for a consultant-led review, the latter prepared for the Heritage Lottery bid. These were agreed as appropriate and there will be further discussion on the focus and scope of a review when we have secured the required 5k funding and identified potential consultants. Likely timescale will be from April 2024.

9. Heritage Hub

a) Funding Update – AD reported.

- Waiting to hear from MGS about grant for community curation to include cabinetry.
- Answer from Community Regeneration Fund expected in February (for engagement officer)
- Budget for SSE application to be confirmed – JB will check on costs of fitting out equipment etc. – nearer the time.

b) Construction Update

- JB provided project update as separate document – *see appendix 2*
- Project currently running about 2.5 weeks late due to Archaeology brief. Report awaited.
- Drainage channels have been dug out and site has been stripped.
- Civic / golf room awaiting skirting boards and new lighting system. Flooring discussed.
- Reception area flooring – agreed that Amtico flooring should continue through reception area and civic/golf room.
- Second phase of Airsource heating system underway and due for completion on 1/12/23. Project costs met by grants and interest free loan - (JB will circulate details of loan repayments later)

10. Pinehurst and Tufts Archive Visit

AD is visiting in December and will visit Mayor of Pinehurst and Tufts Archive and will present to them a museum quach (engraved in Tain) together with the signed agreements.

11. Members Newsletter – Winter edition

JB is collating submitted reports and will finalise newsletter.

Date of next meeting - 10.30am, 30th January 2024 at Whinhill

Appendix 1

HISTORYLINKS - COUNTER INCOME (Nov 2023)				
	2019	2022	2023	YoY
VISITORS	5526	5144	4947	-3.8%
ADMISSIONS	£ 14,311.50	£ 15,823.40	£ 15,971.47	0.9%
BOOKS	£ 1,664.55	£ 2,286.17	£ 2,490.08	8.9%
GIFTS	£ 3,277.68	£ 3,929.19	£ 3,848.94	-2.0%
DONATIONS	£ 35.96	£ 1,215.39	£ 2,232.48	83.7%
GIFT AID	£ 379.62	£ 1,098.46	£ 1,083.46	-1.4%
	£ 19,669.31	£ 24,352.61	£ 25,626.43	5.2%
SPEND/HEAD	£ 0.89	£ 1.21	£ 1.28	6.1%

Bank Accounts			At
Museum	BoS		£ 10,175.00 11-Nov
	Free		£ 6,914.85
	Pending		£ 805.20
	Ring-fenced		£ 2,454.95
Museum	Virgin Money		£ 134,189.00 13-Nov
DHS	Clydesdale		£ 9,678.74 08-Nov
			£ 164,217.74
Investment Accounts			Matures
Cambridge & Counties	<i>Heritage Hub</i>		£ 10,818.00 19-Dec
Hampshire Trust 2	<i>Emergencies</i>		£ 10,681.00 10-Aug
			£ 21,499.00

Appendix 2

HISTORYLINKS PROJECTS UPDATE

HERITAGE HUB CONSTRUCTION

Currently running c. 2½ weeks late owing to the Archaeology watching brief. Some of this delay could have been avoided by better planning by the Architect, but unless we started digging before we closed at the end of October then some delays would have been inevitable. Latest update from this morning is that HAS aim to be finished today to allow the main contractor free access to the site from tomorrow.

I have requested an estimate of the cost implications of the delay from the Contract Manager (Duncan Macdonald – Blueprint).

CIVIC / GOLF ROOM REFURBISHMENT

The joinery work is now complete apart from skirting boards and a dado rail which will be better added after the room has been painted.

New lighting has been ordered and is expected to arrive by the end of this week. Jimmy Anderson (electrician) is due on site a week on Thursday (30/11/23) to complete the electrical work.

A decision is required on who will paint the room, what colour and when.

A decision on the flooring for the refurbished room is required (what, who, when?).

Estimated cost to complete (excluding flooring) = £2,500

Estimated cost of Amtico flooring (18.5 m²) = £925

RECEPTION AREA REFURBISHMENT

We have an agreed plan to replace the existing desk to create more space around reception. The first step will be to remove the existing counter tops and block work. Once complete a wooden frame is required, followed by new cabinets (final colour to be decided by Curator), then electrical installation followed by new countertops (made from two oak worktops donated by Alison & Gordon) and finally new flooring to replace the worn-out carpet.

A decision on the flooring is required (what, who, when?).

Estimated cost to complete (excluding flooring) = £2,750

Estimated cost of Amtico flooring (25.5 m²) = £1,275

REPLACEMENT HEATING SYSTEM

Airsource 1 are due on site today to install the second phase of the renewable heating system. Their work is due to be completed by Friday 1/12/23.

Richard McKenzie will start on additional loft insulation and raised flooring in the loft on Monday 4/12/23 –to be completed by 15/12/23.

Total project cost = £19,164 to be met by grants of £12,745 – interest free loan of £5,800 and £619 from our own funds.