

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

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON 31st
AUGUST 2023**

PRESENT ~ Alison Davies (AD) (Chair), Jerry Bishop (JB) (Treasurer), Andrew Senior (AS) (Minutes) and Richard Hickson (RH). Peter Wild (PW) and Lynne Mahoney (LM) (Curator) in attendance.

1. **APOLOGY:** Fiona McKinlay (FM)

There were no declarations of competing interest.

2. **MINUTES:** The minutes of the meeting of the Board held on 5th June 2023 were confirmed as a correct record.

3. **MATTERS ARISING:**

Laura Kasim has been in post as Outreach Worker for the past month on a 12 month contract fully funded by MGS. She will be working 15 hours per week initially with YCC until Christmas and then with wider community groups.

A new loan agreement for the Provost's Chain and Robes has been signed by the current Provost.

4. **GOVERNANCE:**

a) Transition Arrangements: A positive meeting was held in the museum between JB, AS, AD and FM and roles and responsibilities of the co-chairs and the finance arrangements were clarified.

b) Annual Report: Has been submitted by JB and Tony Rundle.

c) OSCR Report: New legislation going through Holyrood to update information held about trustees in each charity.

d) Policy reviews: The entire basket of policy reviews has been circulated to the trustees for information. RH has offered to circulate a copy of the Argyll and Sutherland Highlanders Museum Incident Plan to be compared against Historylinks Emergency Plan (HLEP). The floorplan in HELP will need to be amended to include the Archive Store (JB). It was agreed that siting of a defibrillator on site may be a useful addition to the plan and AS will investigate whether this could be provided through another charitable organisation.

e) The Fair Work statement previously circulated was accepted unanimously.

f) A policies section on the Historylinks web page has been added by JB.

g) FM has agreed to review HR policies and the board agreed to reinstate a cyclical review of all of the other policies.

h) **AGM date:** see later.

i) Proposed AGM resolution regarding numbers of co-optees: AS had raised issue in view of recent loss of 3 trustees. Clause 43 only allows adoption of 2 co-optees in one calendar year but on review of constitution, Clause 44 allows for additional ability

to fill any casual vacancy arising from retiral. Therefore, agreed that no change to constitution required at this stage.

5. FINANCE:

- a) Financial Position: JB presented information regarding the museum's current income over the past operating period. Foot-fall down by 5% this year and Gift Aid significantly reduced. Suggestion of a headline price including donation to be considered for next year,
- b) Current reserve funds of about £7800 which should be sufficient to meet cashflow obligations until wages in March. Transfer of income from DHS account agreed to mitigate this.

6. HERITAGE HUB UPDATE:

- a) Construction sub-group: JB reported that funding currently 40k short. We are awaiting results of applications from Green Grant Fund for 25k (decision awaited) and Schroder Foundation for 15k (decision expected on 19/9/23).
- b) Closing date for construction tenders is 22/9/23. The trustees agreed that we should meet again on 29/9/23 to discuss the outcome of the tenders. Provisional date for signing contracts to remain within time schedule is 13/10/23 with a proposed date of end October to begin the work.
- c) Crowdfunding: Proposal to crowdfund for 20k over a three-week period to be underwritten by benefactor. JB will create a newsletter to be circulated to members and will also produce an online spreadsheet to which names of potential individual donors and local business could be added to be invited to donate. AD will produce a newsletter for the Golf Club. Discussion took place with respect to possible offers in return for donations e.g. Commemoration Board in extension, or individual tours and access to otherwise unseen areas of museum.

7. AGM

In view of timings for Heritage Hub extension and to present proposals to members, it was agreed to hold AGM on 12 October 2023 with DHS talk to follow. Venue to be confirmed (possibly Station Hotel).

8. COMMITTEE REPORTS:

- a) Museum Committee: nil to report
- b) Heritage Society Committee: No recent meetings held but PW discussed program of talks and events for forthcoming winter season. Additional suggestions for talks submitted including the possibility of ticketed events to raise funds for extension hub.
- c) Membership applications: since last trustees' meeting the following applications received:
Alison Brown, Dornoch
Elizabeth Sweetman, Brora
Martha K Smith, Florida
Additionally, 2 member applications in May not brought to previous meeting:
Hazel Jane Syme, Glenrothes
Louise Lesley, Dornoch
Total members 258

9. SPECIAL PROJECTS

- a) The Nancy: Commemoration will take place on the 17th September in Dornoch Beach Car Park with wreath laid by Deputy Lord Lieutenant via ESRA lifeboat. A

temporary interpretation board to be sited at the car park pending planning application (JB via Community Council).

- b) Spirit of the Highlands: LM is contributing to this project being run from Inverness as part of the wider *Inverness Castle Experience* development project.
- c) Pinehurst and Dornoch: The Mayor of Pinehurst is visiting Dornoch on 20 September 2023.

10. AOCB

Nil

11. NEXT MEETING

It was agreed to hold an extraordinary meeting at 11am on 29 September 2023 at Whinhill dedicated to discussing the results of the tender process for the Heritage Hub.