

DORNOCH HERITAGE SCOTTISH CHARITABLE INCORPORATED ORGANISATION (DHSCIO)
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES, HELD ON 13TH MARCH 2020

PRESENT ~ Jerry Bishop (Chair), Tony Rundle (Secretary/Treasurer), Alison Davies, Brian Munro Elizabeth Oakes and Andrew Senior.

1. MINUTES OF MEETING HELD ON 9TH DECEMBER 2019

The minutes of the meeting of the Board held on 9th December 2019 were confirmed as a correct record.

2. ACCOUNT SIGNATORIES: It was reported that the necessary changes had been made by the Bank of Scotland concerning the Museum's current account signatories. The question of the DHS' signatories (currently the Chair and Treasurer) would be discussed at its 27th March committee meeting.

3. FINANCE UP-DATES:

a) Income & Expenditure Summaries: Members considered financial summaries for the Museum and Heritage Society, together with an over-view of current projects.

b) Museum Budget 2020/21: The Treasurer submitted a draft budget for the FY 2020/21. It was noted that it was anticipated that the Museum would show a deficit both for the current financial year, and for 2020/21. Members also considered a number of financial scenarios which might result from a decrease in visitor numbers, due to the Covid-19 virus. The Board was advised that the question of staff remuneration for the up-coming FY had been discussed by the Chairs of the SCIO and HL, and the Treasurer. It was **agreed** that a) the budget be approved, and b) the recommendations concerning staff remuneration be noted and approved.

4. COMMITTEE REPORTS:

a) Historylinks Museum:

i) Longhouse Project: AD reported that the project, which was scheduled to close at the end of March, continued to be a great success. A number of well-attended workshops had been held, covering a wide variety of relevant skills and crafts, and thought was being given to making a charge for participation in similar future events. A model of the longhouse and site was being prepared for eventual display at HL. A further amount of grant was due to be paid from the Heritage Lottery Fund. It would be necessary to carry out an objective evaluation of the project in due course, and it was suggested that Karen Buchanan (Curatorial Adviser) be asked to undertake this.

ii) Katherine Grey Dress: It was reported that the dress had been delivered to HL that morning, and would be accommodated in a temporary display case, pending a decision by MGS on HL's grant application for a specialist case. The Museum would be opening over the week-end to coincide with Fibre Fest. It was hoped that it might be possible to arrange talks at HL by experts in historical costumes.

iii) Museum Opening 2020: The Museum would be opening for its main season on Saturday 4th April 2020. In this connection, reference was made to the current training of volunteers, and also to the large number of new artefacts which were due to be displayed. These included a vintage hand-pumped fire engine, concerning which discussions were taking place with the HC's Roads Department and, possibly, the loan of a Bronze Age beaker.

b) Dornoch Heritage Society: EO reported that the previous night's programme had been changed. due to problems with the speaker's travel arrangements, and she complimented PW, who had compiled an excellent replacement programme at very short notice. The next DHS talk would be held on 9th April, and a Coffee Morning on 23rd May.

5. EXTENSION PROJECT:

a) Stage 1 ~ Refusal of Offer to purchase Museum Land: The Chair reported on the circumstances surrounding the HC's refusal of the SCIO's offer to purchase the Museum site.

b) Stage 2 ~ Application to Common Good Fund: In view of the above, work was being undertaken by JBi and AD to finalise an application to the Common Good Fund for a grant, to enable the project to be taken to a 'shovel-ready' stage. An essential part of the application was the submission of costings

from three appropriate professional sources and, to date, only two had been received. These were considered by the Board. The Chair explained the circumstances whereby early submission of the application was essential.

It was **agreed** that a) if necessary, an alternative source be sought to provide the third costings; b) the Chair be authorised to submit the application to the CG Fund as soon as possible after all the costings are received and c) AD present the SCIO's application in person to the CC.

c) Stage 3 ~ Capital Funding Applications: It was **agreed** that an early application be made to the SSE Sustainable Development Fund, and also to the National Heritage Lottery Capital Projects Fund.

6. GOVERNANCE:

a) Recruitment & Selection Policy Review: BM submitted a draft review of this policy, and also of a proposed **Equality & Diversity Policy**, as it had been recommended that the two policies should be read in conjunction with one another. It was **agreed** that, subject to the amendment of the word 'guidebook' to 'guide' in the paragraph of the R&S Policy relating to the compilation of an Information Pack, the two policies be adopted. BM was thanked for the work undertaken in this particular review. It was also **agreed** that the next policy to be reviewed should be the Equal Opportunities Policy (BM), and that a Communications Policy/Strategy be formulated (AS) ~ see b) below.

b) SCVO Good Governance Toolkit: Board members considered the 'Organisational Purpose' and 'Leadership' sections of this document. It was **agreed** that an SCIO Communications Strategy was desirable.

7. JUST ENTERPRISE ~ ENTERPRISING BOARDS PROGRAMME: The Chair stated that he had contacted James Hilder, who would be liaising with the SCIO in this matter. He recommended that any further development of the relationship be delayed until such time as the Extension Project's funding situation had been clarified.

7. MEMBERSHIP APPLICATIONS: TR reported that, since the December meeting of the Board, five applications had been received for full membership of the SCIO. It was **agreed** that these applications be approved.

8. CATHEDRAL ANNIVERSARY: TR reminded members that 2024 marked the 800th anniversary of the founding of Dornoch Cathedral, and suggested that, in due course, some liaison be established with the Cathedral authorities regarding an appropriate way of marking this special event.

9. CASTLE HOTEL ~ CAR PARKING: JBi reminded members that HL was in discussion with the hotel regarding over-night use of the Museum's car parking by hotel guests. The Museum's insurers had agreed to add this use to the Public Liability policy at no extra premium.

10. DATE OF NEXT MEETING: Monday 18th May 2020 at 11 a.m.