

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

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 OF MEETING HELD ON 15TH JUNE 2020

The minutes of the meeting of the Board held on 15th June 2020 were confirmed as a correct record.

2. COMMITTEE REPORTS:

a) Historylinks Museum:

i) Covid-19 Risk Assessment: AD reported on the production of this document which, in the absence of MGS advice, had been based on an HSE template. It was, of necessity, a 'work-in-progress', and faced further amendment following a second walk-through inspection of the Museum. JB remarked that the document had formed the basis of HL's grant application to the MGS Adaptation Fund, and also to Visit Scotland. HL had now been advised that it had 'Good to Go' status as a result of the latter. It was suggested that staff might prefer wearing visors rather than face-masks (LM to progress). TR mentioned the occasional mis-use of the emergency exits by visitors, which was confirmed by BM.

It was **agreed** a) that the following matters be added to the Risk Assessment: kitchen hygiene, and signage regarding the use of alarmed exits and the mandatory wearing of face covering, and b) that staff be authorised to close the Museum should circumstances indicate, in their opinion, that health and safety is compromised.

ii) Reopening Plans: It was **agreed** that the Museum re-open on Saturday 18th July, operating seven days per week from 10.30 a.m. to 4.00 p.m., until further notice. It was noted that, currently, five volunteers were available to supplement paid staff.

The Chair enlarged on his previous suggestion regarding exclusive after-hours family or group visits to the Museum for which, he suggested, a fee of £30 might be charged. There were a number of permutations whereby these visits could be covered by staff and volunteers, but it was suggested that it might be preferable to have paid staff on duty.

iii) Social Media: AD reported that HL was among a small number of museums re-opening in the Highlands. It was recognised that it was essential to use social media to let the public know that the Museum was re-opening, and it was **agreed** a) that the Risk Assessment be made publicly available, and b) that PW be asked to produce a short video, outlining what visitors to the Museum might expect by way of Covid-19 precautions.

Members commented on the excellent quality of the Longhouse Project model and, in this connection, it was reported that LM/CS were now planning a winding-up of the project by way of videos, rather than the postponed conference. It was also planned to run the final workshop and produce the Longhouse book. It was intended to use display boards to block off the children's room, and these could be utilised to provide YCC information.

b) Dornoch Heritage Society: EO reported that there had not been any meetings of the Society's committee since the June meeting of the Board.

i) Newsletter: There was consensus that it would be essential to produce a newsletter as a matter of urgency, to include full information about the Museum's re-opening.

ii) Membership Applications: Members considered applications from 14 people for full membership of the SCIO. The Chair commented that the recruitment drive had been cost-effective, and it would be useful if non-responders could be followed up. It was **agreed** that these applications be approved.

TR reported that total membership now stood at 233.

3. FINANCE UP-DATES:

a) Income & Expenditure Summaries: Members noted summaries of the Museum's Income and Expenditure to date, together with a financial over-view of current projects. JB asked members to

consider a list of items which were relevant to the Museum's re-opening (for which a grant application had been made) and, in particular, proposed expenditure connected with an internet pre-booking system for the Museum. It was **agreed** that expenditure in the sum of £798.00 be approved for the provision of an on-line admissions and booking system.

The Board considered a number of ways in which the possible clash of casual visitors and pre-bookings might be regulated.

b) Wages and Job Retention Scheme: JB reported that, as a consequence of the Museum's re-opening, staff were now being taken off furlough. It was **agreed** that CS' remuneration continue to include a provision for YCC activities.

4. EXTENSION PROJECT: The Chair stated that the HC's County Committee had now approved the SCIO's application for a grant from the Common Good Fund. This recommendation had to be ratified by the Council at its next meeting in September. It was **agreed** to look for a site meeting as soon as possible after 10th September, once the funding had been finalised.

5. GOVERNANCE:

a) SCVO Good Governance ~ Action Plan: AS submitted a document summarising previous decisions made by the Board regarding action to be taken to improve the SCIO's governance. Following discussion, it was **agreed** that the Action Plan, as set out in the attached appendix, be approved.

b) Succession Planning: The Board considered a paper submitted by TR regarding the desirability of shadowing his financial roles within the SCIO. JB reminded members that he had been working with TR for some time, and was developing a good working knowledge of the HL's financial systems. He stated that TR was due to stand down as a Trustee in approximately two years' time, and he (JB) was prepared to take on the Treasurer's role in due course, subject to an appropriate member becoming the SCIO Chair.

Members discussed the desirability of attracting suitably qualified new members of the Board, and it was **agreed** a) that this be mentioned in the up-coming newsletter, and b) that members give some thought to the recruitment of new Board members. In this connection, PW stated that he would similarly welcome new members on the DHS committee.

6. EXTERNAL DISPLAYS: PW stated that he was now completing these displays, and he asked that some signage be provided to discourage members of the public from interfering with them.

7. DATE OF NEXT MEETING: 10th August 2020 at 2.00 p.m.

SCVO Good Governance				
	Action areas	Person responsible	Complete Y/N	Target
Section 1: Organisations Purpose				
1	Regular review of Constitution	JB/ALL	Y	
Section 2: Leadership				
1	SCIO Communications Strategy to be developed		N	Winter
Section 3: Board Behaviour				
1	Equal Opportunities policy and action plan	BM	Y/N	August
2	Diversity Training plan	AD	N	Winter
3	Fund Raising strategy (<i>policy document</i>)	AD	Y	
4	Role description for trustees	AD	Y	
5	Register of Interests and standing agenda item re Declarations of Interest	JB/AR	Y	
6	Training and Induction of new trustees	AD	N	Sept
Section 4: Control				
1	Risk management policy	AS	N	Post Covid
2	Review of contracts	JB/AR	Ongoing	
3	Ethical fund raising policy	AD	Y	
4	Volunteer job descriptions	AD / LM	N	Oct
Section 5: Effectiveness				
1	Production of Succession Plan	JB/ALL	N	Aug
2	Governance Calendar	JB	N	Post Covid