

## AGENDA

### Dornoch BID Board Meeting

7 pm, Tuesday, 12<sup>th</sup> March at the Dornoch Hub

	<b>Subject</b>	<b>Responsible</b>	<b>Comments/Minutes</b>
1	Agree Minute-taking methodology, going forward - NB: Minutes will need to be published on the BID website	GAF	Proposed an “ <i>en vivo</i> ” record of taking minutes – and these minutes reflect that concept – although the method of projecting the minutes for all to see and agree there and then did not meet with agreement.
2	Minutes/Actions from last meeting / matters arising - New Director progress - Quick wins: Careers Fair, Lockers	GD SDV	a. GAF to report levy % b. No new directors c. Fair - SDV working – Easter – venue – date not decided d. Lockers – in-post company – retail park / car park possibly best
3	Money /Budget Situation - Bank Account - Carry-over from SC - VAT clarification	GD GAF GAF	a. Bank account set-up b. VAT – GAF to chase accountant c. Neil H assist to transfer SC funds to BID
4	Short-term resourcing recommendation	GK	a. Agreed that Claire is a good short-term solution to getting administration and other company tasks achieved at reasonable cost without a long-term commitment. b. GAF commented that it could be a long-term arrangement.
5	Report back on “Developing a plan for 2024” brainstorming	GD/GF/GK	a. GAF to talk to Oban BID b. PAT testing a good idea c. Utilities enquiries good idea – water first d. On track training courses information awaited e. Register of cleaners to be set-up on web-site f. Networking SDV to report on Inverness BID breakfast g. Flowers – look for funding – provide ££s if not found h. Signage to be reviewed i. Light show discussed – to be followed up by Kyle

6	BID Milestones discussion Plus – thoughts on how to allocate Director responsibilities?	GK/All	<ul style="list-style-type: none"> <li>a. GK presented an Excel Based BID Milestones – actions against time</li> <li>b. Funds:- Common Good (Phil) – Golf Club – Regeneration Fund – need to talk to Paddy about maintenance projects</li> </ul>
7	Outline Website brief – feedback?	All	<ul style="list-style-type: none"> <li>a. Agreement that high standard web site is a must.</li> <li>b. Can be funded as capital project. Phil to explain.</li> <li>c. Budget of £8,000 agreed – work to complete 31st May 2024 – project out for tender (31st March 2024 deadline)</li> </ul>
8	Governance issues	GAF	<ul style="list-style-type: none"> <li>a. At the end of the meeting GAF presented some ideas for Governance – decision making - and how to progress project evaluation in order to put together the Dornoch BID Limited budget. These ideas went down like lead balloons.</li> <li>b. Kyle suggested that as projects are discussed at each Board Meeting – Directors will volunteer to evaluate and discuss at following Board Meeting. There was general agreement that this Modus Operandi should be followed.</li> </ul>
9	Any Other Business	All	<ul style="list-style-type: none"> <li>a. It was agreed to appoint Marcus Mackay &amp; Co as the BIDs accountant</li> <li>b. Membership of Scotland Town’s Partnership was discussed – without conclusion.</li> </ul>
10	Date of next meeting: 7pm, 26 <sup>th</sup> March in the Hub – or virtually?		The Board was in favour of meetings held in the Hub – at £50 per meeting. Another Budget input.