

P971 Caithness Arts

RECORDS' IDENTITY STATEMENT

Reference number: GB1741/P971

Alternative reference number:

Title: Caithness Arts

Dates of creation: 1997-2012

Level of description: Fonds

Extent: 4 boxes

Format: Paper, CD-ROM

RECORDS' CONTEXT

Name of creators: Caithness Arts

Administrative history: Caithness Arts was created in 2002 by a study group who first met in 1996 with the object of providing improved community and arts facilities in Caithness. They had two main objectives: the establishment of suitable venues in Thurso and Wick, and the promotion of Caithness Arts Week which was first held in 2005. This expanded to a 37 week event in September 2006, and a major Festival as part of the Highland 2007 Year of Culture celebrations.

They were also actively involved in other projects including The Viewfirth Redevelopment Steering Group and the Caithness Arts Forum.

Custodial history: Deposited by Jenny Bruce

RECORDS' CONTENT

Description: Records of Caithness Arts

Appraisal: -

Accruals: None expected

RECORDS' CONDITION OF ACCESS AND USE

Access: Some restrictions

Closed until:	100 year closure period applied to select archives due to Data Protection legislation
Access conditions:	Available within the archive searchroom
Copying:	Copying permitted within standard Copyright Act parameters
Finding aids:	Available in the archive searchroom and online

ALLIED MATERIALS

Related material:	P1026 – Caithness Cultural Trust
Publication:	-
Notes:	-
Date of catalogue:	2023

Ref.	Description	Dates
P971	Caithness Arts	1997-2012
P971/1	Founding of Caithness Arts	2002-2011
P971/1/1	Information on running a business, including articles of association and certificate of incorporation of a Private Limited Company (1 file)	2002-2007
P971/1/2	Board of Directors, job descriptions, CV's, resignations from the board and list of Board Members (1 file) (closed for 100 years)	2007-2011
P971/1/3	Membership Application forms and lists of members (1 file) (closed for 100 years)	2004-2010
P971/1/4	Logos and branding for Caithness Arts (1 file)	n.d.
P971/1/5	Viewfirth Working Group (1 file)	2004-2007
P971/1/6	Caithness Arts Forum (1 file)	2007-2010
P971/1/7	Photographs, presumably from Caithness Arts events (1 file)	n.d.
P971/2	Policies, Strategies and Proposals	2005-2009
P971/2/1	Policies, Strategies and Proposals for Caithness Arts (1 file)	2005-2009

P971/3	Minutes	2002-2011
P971/3/1	Agendas for AGM, Annual General Meeting of Caithness Arts (5 items)	2006-2011
P971/3/2	Agendas for Caithness Arts Board Meetings (1 file)	2003-2011
P971/3/3	Minutes for Annual General Meeting (AGM) of Caithness Arts (1 file)	2004-2010
P971/3/4	Minutes for Board Meetings for Caithness Arts (1 file)	2002-2003
P971/3/5	Minutes for Board Meetings for Caithness Arts (1 file)	2004-2005
P971/3/6	Minutes for Board Meetings for Caithness Arts (1 file)	2006-2007
P971/3/7	Minutes for Board Meetings for Caithness Arts (1 file)	2008-2011
P971/4	Reports	2004-2010
P971/4/1	Custom Summary Reports (3 items)	1 Apr 2008-Mar 2009
P971/4/2	Report of the Trustees and Unaudited Financial Statements for Caithness Arts (1 item)	31 Mar 2009
P971/4/3	Report of the Trustees and Unaudited Financial Statements for Caithness Arts (1 item)	31 Mar 2010
P971/4/4	Trustee's Reports (3 items)	2007-2010
P971/4/5	Caithness Arts Convener's Reports (4 items)	2007-2010
P971/4/6	Caithness Arts Limited Report and Accounts (2 items)	2004-2006
P971/4/7	Community Planning Partnership Group Report by Area Education, Culture & Sport Manager – Caithness (1 item)	31 Jan 2005
P971/4/8	Report for Caithness Arts Association (1 item)	7 Mar 2008
P971/4/9	Commentary on the model Trustee's Annual Report and accounts for Westbeach Youth Club (1 item)	2009
P971/4/10	Voluntary Arts Sctoland's 2 nd National Conference Report (1 item)	2009
P971/5	Studies	1997-2007
P971/5/1	Caithness Community and Arts Venue Feasibility Study for Caithness and Sutherland Enterprise and Thurso College (1 item)	Jun 1997
P971/5/2	Community, Cultural, Leisure and Sports Facilities in	Nov 2007

	Caithness Feasibility Study and Final Report (1 item)	
P971/5/3	Cultural Commission Voluntary Sector Input Study, page 1 (1 item)	1 Nov 2004
P971/6	Companies House	2002-2012
P971/6/1	Appointment of Officers of the Company (1 file) (closed for 100 years)	2002-2011
P971/6/2	Correspondence with Companies House and Annual Return Forms (1 file)	2003-2012
P971/7	Revealing the Vision of Caithness	2004-2006
P971/7/1	Draft reports, Action Plan and Final Report by Ian Brown Consultancy and Roger Tomlinson (1 file) (closed for 100 years)	2004-2006
P971/8	Financial Records	2002-2012
P971/8/1	Bank of Scotland accounts and information (1 file) (closed for 100 years)	2010-2012
P971/8/2	Receipts and Invoices to Caithness Arts (1 file)	2003-2012
P971/8/3	Finance and Budgets (1 file)	2002-2009
P971/8/4	Unfilled Expenses and Time Sheet on CD-ROM (1 item)	2006
P971/8/5	Hi-Arts thebooth CD-ROM (1 item)	n.d.
P971/8/6	Claim declaration forms for Caithness Arts (1 file) (closed for 100 years)	2006-2007
P971/8/7	Applications for funding for events (1 file)	2003-2006
P971/8/8	Applications for funding for events (1 file)	2007-2008
P971/8/9	Applications for funding for events (1 file)	2009-2012
P971/9	Correspondence	2002-2012
P971/9/1	Correspondence to and from various people and companies (1 file)	2002-2012
P971/10	Events	2003-2010
P971/10/1	Event planning (1 file)	2006-2009
P971/10/2	Event questionnaires (1 file)	2006-2009
P971/10/3	Caithness Arts News and Caithness Arts Newsletter	2003-2010

	(1 file)	
P971/10/4	Caithness Arts Newsletter and What's On Oct/Nov on CD-ROM (1 item)	2006
P971/10/5	'What's On in Caithness?' (1 file)	2005-2008
P971/10/6	Caithness Arts Directory (1 item)	2005
P971/11	Flyers and Advertising	2003-2012
P971/11/1	Flyers for various cultural institutions around the UK (1 file)	2007-2008
P971/11/2	Posters for Caithness Arts events (1 file)	2003-2008
P971/11/3	Newspaper articles and clippings (1 file)	2005-2012