



BAILIES OF BENNACHIE TRUSTEES MEETING (Draft)

Date: 10th January 2022

Attendees: Jackie Cumberbirch (JC) (chair), Ann Baillie (AB), Margaret Garden (MG), Willie Linklater (WL), Peter Stock (PS), Andrew Wainwright (AW), Alan Henderson (AH), Lorna Bell (LB), Dave Peter (DP), Alex Doig (AD), Donna Taylor (DT), Dan Montgomery (DM), Estee Farrar (EF) P/T, Neil Taylor (NT) P/T

Apologies: Angela Groat (AG)

Item	Comment	Action	Responsible/ target date
			covered in new minutes
2. Chair	Agreed AGM will be held 7.30pm, Thursday 24 th Feb 2022 at Garioch Heritage Centre with remote access where required for members. Speaker Gordon Noble organised for AGM. Agreed go ahead with date rather than delay until summer.	Monitor covid guidelines as could move to zoom. Ensure Gordon aware of this.	Closed, was held 24-02
	Annual report requires to be issued early Feb. Require to coordinate all the inputs for the report and ensure they are available by a suitable date	Ongoing	Closed, issued
	Uploading chair information to sharespace	Ongoing, set up folders	SG/DT
	List of Jackie's contacts required	Produce and distribute	JC
	AGM practice run will be held Monday 21 st February via zoom	Office bearers to prep and attend	Closed, held
3. Treasurer	Run PayPal for a couple of months, see how progresses and if required look at alternative options.	Update to trustees at end of trial	AH 31-01-22
	Accounts audit is due in January by accountants, annual update ongoing with some change in format	Progress with update and then submit to accountants	Closed, completed
4. Outreach Officer	Interface with Pittodrie House and Aberdeenshire council on Rowantree path drainage issues. 15-11-21: Colin Miller has had recent communication with Pittodrie	On hold due to Storm Arwen	TBC
5. Website/FB	Further confirmation on implementation of 3rd layer downloadable map and any licence costs. Hold map 3 final option decision until later in year. At present proposal is to use Hyperlink to access Walkhighlands maps. GW update on progress with all maps required	Expedite GW response and DT ongoing with updates that we can progress	DT/WL 28-02-21



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7. Wildlife	Costs for recycling of broken/faulty cameras was approved. This will be minimal and correct approach from an environmental perspective.	Ongoing	LB
8. Fun and learning	Funding Geography/ Landscape material updated quote from GW is £800 + VAT. There is also cost for films TBC. There would be possible external partial funding of £500. Was agreed this cost would be acceptable. 15-11-21: Agreed an additional £100 would be included for transport of pupils	On hold Storm Arwen	MG
	Hold on web enabling the material we have until public have access to Bennachie	Advise GW to progress at appropriate time	MG
9. Control framework/governance of Bailies	Ongoing with treasurer role, along with BLP and wildlife groups coordinators.	Completion of role descriptions where possible.	Closed
10. Rubbish on Bennachie	Estee progressing materials for bin shelters. 15-11-21: men's shed available to support this. AD interfacing with men's shed working on producing litter hubs x 2	Bin shelters on hold Storm Arwen Litter hubs ongoing	AD/ET
12. Storm Arwen	Pittodrie had a meeting last week with their loss adjuster. At present they are not sure when starting on hill.	Remain in contact for updates	Closed
	Bailies volunteering support	FLS to contact Estee if required.	Closed NT/EF will discuss
	Trails open map to be developed for website & FB	Update as trails opened	WI/EF
	Warning signage required between opened and junction to trails that remain closed down below to stop walkers heading down these trails		Closed FLS did not agree required
	It is hard for people having to go down multiple layers on FLS website to find forest closed info. Could this be highlighted with quick link, so public are more easily aware of status and do not travel to sites		Closed FLS been informed of issue
	Current trails and car parks status on the hill is: Donview open with slight detour BVC local trails start clearance this week. Contractor starting BVC car park next week to remove some but not all trees. Car parks may have to initially close if high winds. Back Of Bennachie will follow later	FLS to continue to update bailies of progress to allow updating social media and trails status map	Closed NT updating EF
	To help ease frustration seen by people on FB. When work schedule to open parts of hill more firmed up put update on bailies FB page	FLS press release this week/	Closed FLS providing updates
	Drone footage uploaded on sharespace, add similar stills on website update	Update website with latest FLS press release	Closed



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13. Bailies for 2022 and beyond			Covered in new minutes
14. Bennachie integrated visitor management plan	Next steering group meeting w/c 17 th Jan with Chris York	Estee organising date (post mtg: 19-01-22)	Done closed
	Estee to send invite to Neil Taylor	Send invite	NT attended, closed
	Produce brief for Chris's scope. Then we require quote for bringing Chris onboard for completion of pulling everything together	Quote to be approved by trustees	JC Alex?
	Agree at steering group meeting who takes lead from Jackie	Discuss SG mtg	. Closed, AD will lead
15. AOB			
Scotland Stories by Visit Scotland	A local group are keen to have Bennachie as a focal point and have various ideas of events along with the BVC and Bailies	Agreed we should progress with AB as Bailies representative working with Jan BVC warden ongoing	Closed
Risk assessments	A common risk assessment procedure to be produced for use by all groups along with risk tolerance matrix and new risk assessment templates		Closed, being done under governance
Administration work support	Job description for role requires to be produced and find a suitable person	Distribute the job description for review	Closed SG doing admin
Insurance	Quote due 11-01-21 and will be issued to trustees for review. Renewal due 17-01-22	Review and return comments to DT ASAP	Closed, have renewal
16. Planned meetings	Next trustee meeting: 7pm Monday 4th April 2022, location GHC		