



**Minutes of the meeting of Trustees of Bailies of Bennachie
held in person at the Garioch Heritage Centre, Inverurie on 28th February, 2022**

In Attendance, Trustees: Ann Baillie (AB), Lorna Bell (LB), Alex Doig (AD), Margaret Garden (MG), Alan Henderson (AH), Willie Linklater (WL), Dan Montgomery (DM), Dave Peter (DP), Peter Stock (PS), Donna Taylor (DT).

In Attendance, non-Trustee: Stella Gauld (SG) (Admin)

1. Apologies	Apologies received from Fiona Cormack.	
2.	There was no welcome to new Trustee as not present.	Cfwd to next meeting
2A.	Additional item regarding GDPR. All those present were asked by WL if they were happy with the open email policy and Trustee contacts being available to all Trustees. No objections received.	
3 Appointment of Office Bearers	<p>Chair: Proposal by WL that AB and himself Co-Chair in the interim as thought clear pre-meeting that no Trustees want to be Chair. Go externally to find one, as with the various administration requirements perhaps a Chairman with other charity experience could bring advantages to the Bailies. PS indicated that he would consider standing as Chair. Input from round the room was invited, and various views on external/internal personnel expressed. Subsequently, the various roles were proposed and seconded as follows, and the positions accepted unanimously:</p> <p>Chairman - Peter Stock, P - Dave Peter, S - Alan Henderson Deputy Chair – Ann Baillie, P - Margaret Garden, S - Peter Stock Treasurer – Alan Henderson, P - Willie Linklater, S - Donna Taylor Secretary – Willie Linklater, P - Ann Baillie, S - Dave Peter</p> <p>BLP Rep – Dave Peter (incls Archaeology dig at Pittodrie) Press & Media – Fiona Cormack (with admin support) Archivist – Digital Archive –Dan Montgomery</p>	
4 Minutes	The previous minutes 10-01-2022 were unanimously accepted. Update to approved and upload to website	SG
5. Bailies for 2022 & Beyond	<p>Workshop No.2 19th March, 9 – 1pm, Bennachie Lodge Agenda item at that workshop, Governance. PS has prepared a Terms of Reference to initiate conversation. He will distribute this ahead of the meeting. Aims and Goals are in the foundation of the work. Stepped out of remit a little bit in the past and ensure all activity now follows the aims and goals.</p> <p>Visitor Management – WL thought that Bailies had little influence over landowners. Allowed public update, but no action available without their input.</p>	PS to distribute document.

Storm Arwen	MG commented that Pittodrie insurance will clear the main paths, and BoB may have to finance some of the smaller paths. But we do have some influence on landowners in some areas, co-ordinate the discussions with the different groups and keep the hill safe.	
6 Charity Governance	GDPR: Need more comprehensive governance going forward, and there is a policy complemented by procedure required. GDPR compliance needs to be aspirational too. DT says we need a GPDR officer. MG suggested that BoB create a draft and have this checked. Needs a privacy statement on the website. Needs a compliance person to ensure covers GDPR and also procedures of BoB. WL - Hire someone externally with experience to review. SG to check with external GDPR expert Susan Mackie for availability, and work with MG, WL and DP to act on this.	Action with MG, WL and DP to review and develop GDPR requirements
7 Insurance	General Insurance in place with Zurich. Charity Trustee Indemnity as individuals, plus as an entity. MG explained some of the background to a policy. OSCR website being re-examined. Permission given to get the additional indemnity insurance.	MG to follow this up
8 Items for meeting	<p>Chair – Previous Chair Jackie Cumberbirch leaving party, AB commented, now on Plan C, hire Monymusk hall and eats, to incl volunteers, work party personnel, etc. 19th March as tentative, 1.30 to 3pm. Lorna Bell to contact David Hawson with AudioVisual access in Monymusk Hall. AB to share invitee list to ensure all invited. MG to speak to FlyCup to do the catering.</p> <p>Treasurer: Legacy will be received shortly, final paperwork has been sent to Canada, two items including compliance, tax clearance being obtained by administrator. They will send a nominal payment first, then remainder later. Re regular items, all as normal, spend over £3k ytd and £17k in current bank account. AH is requesting some input for Investment Strategies, perhaps a subgroup set up to review.</p> <p>Publications, AB reported 2023 calendar to reflect the 50 years, requests to go on FB for photos. Needed by April/May. Bennachie Landscape Project books, Colin Shepherd/Colin Miller thought Series 3 book was no longer available, but some 20 copies available. Colin Shepherd has a file for the books, so could provide a downloadable version of the book. Shop on the website? DW to contact Global Web on cost implications and AB to write Colin Shepherd re electronic book file. Proposed Royal visit 2023 – Sandy Manson is Lord Lieutenant, and a visit with Prince Charles possible, an attractive 45 minute programme to be suggested. Anniversary is May '23. Outline of itinerary to Sandy Manson could include Bede House dig or similar, or replanting after winter.</p> <p>2023 events – have a SubGroup? AB to organise include Lorna Bell and ask Fiona Cormack to be involved.</p> <p>BLPG – WL reported – no costings recd yet, but can we agree c£5k payment for management of the dig at Pittodrie and to produce a report. Starting approx. 27th June to 24th August for 15 days, and 10 days artefact write up. DP will look after Pittodrie dig. WL is producing the Risk Assessment in association with Estee. Need to flush out the GDPR on emails.</p>	<p>AB to co-ordinate event LB & MG, actions as stated</p> <p>AH to organise</p> <p>AB to organise</p> <p>DW to check web for online shop. AB to write CS</p> <p>AB to write SM</p> <p>AB - SubGroup to be formed</p> <p>WL to create Risk Assessment</p>

	<p>Display boards at Bennachie Visitor Centre, Barry Foster and Estee had some involvement. Bailies' board was available for the Bailies at all times. Work parties can be shown on board, also Wildlife Group. Estee can create first display after the Visitor Centre reopens. Work Parties, storm damage pics. LB and MG to review who looks after and create default board if no particular item to display.</p> <p>Conservation of Colony Structures. Colin Miller and Colin Shepherd wrote a report. What are the Trustees thoughts on funding the preservation of colony buildings? 3 options, let crumble but keep safe, maintain in current condition, or rebuilt one house as previous living condition. Doesn't belong to the BoB, on FLS land and anything done will require their approval. However, as part of the significance of changes and family history of the hill, is important to the aims. If Colin can prepare option/quotation of what needs doing, and approve as future project.</p> <p>Secretary North East Mountain Trust, new bench on Maiden's Causeway. They are against it as out of place. (also Millstone bench). Pittodrie Estate had already given permission as their land, and BoB were given information on it, but not it's siting. DT will write to NEMT in response after receiving some comments from WL. SG will assist with Admin of BoB. DM will look after Digital archive. Standardisation of volunteer forms, etc., will be reviewed on 19th.</p> <p>Review previous minutes, open actions. WL has reviewed post meeting and open and closed actions included in these minutes.</p>	<p>LB & MG to create default display board info</p> <p>DP to request quotes</p> <p>DW to contact</p> <p>WL to review & advise</p>
9 AOB	<p>Queen's Platinum Jubilee, cfwd. Geography landscape, major weather event, agreed to engage small financial resource on Storm Arwen for impact analysis. MG to organise.</p>	MG
	Meeting ended 21:27	
	Next meeting Monday, 4 th April, 2022. Garioch Heritage Centre, 7pm	

Signed – Chair



Date : 4th April 2022

Signed – Secretary



Date : 4th April 2022