

FORM-05 Meeting Minutes

Owner: Secretary

Issue date: 11/06/2022

Revision: Draft 1



Minutes of the meeting of Trustees of Bailies of Bennachie held in person at the Estate Offices of Lord Forbes, Keig on 13th June, 2022 at 7pm.

In Attendance, Trustees: Lorna Bell (LB), Fiona Cormack (FC), Margaret Garden (MG), Alan Henderson (AH), Jim Herbert (JH), Peter Stock (PS), Donna Taylor (DT).

In Attendance, non-Trustee: Lord Forbes, Stella Gauld (SG), Sarah Stalker (SS).

ITEM	DESCRIPTION	RESP/ ACTIONER
1 Apologies	Apologies were received from Willie Linklater (WL), Alex Doig (AD) and Ann Baillie (AB).	
2. Minutes	Previous minutes of 16 th May were noted correct and approved. These will be electronically signed and stored. There were no matters arising.	SG
3.	<ul style="list-style-type: none">Lord Forbes gave an overview of some of the issues he faces as a landowner. He mentioned concerns principally about wildlife and other peoples' consideration and attitude to other's property. He advised that there had been a significant loss of wildlife during his lifetimeLord Forbes continued that one of the people issues is fly-tipping, including a full caravan. Some wild camping during the pandemic, but the rubbish left is extraordinary, including the tents being left.The Right to Roam has not given huge issues, however, one area of problem is Craypot (one of the deepest pools), with a suspension bridge, has local youths bounce on the bridge and jump into the Don. The main issue is the litter there. Advising "visitors" that they should come on foot or by bicycle is met with abuse.	
4	Resignation from Dan Montgomery had been received due to family and work issues. This was accepted with regret and hopes that he might rejoin in the future.	
5	Pre-reads were all previously issued, and no comments on these.	
	Treasury <ul style="list-style-type: none">AH reported on only c. 10 transactions on the bank, not a huge change. The legacy has not yet been received, but bank account been deposited with small sum as a check.A questionnaire issued re Rathbones has had 7 answers so that is representative to accept them. The Treasury Group will meet in AB's house next with Rathbones.	
	<ul style="list-style-type: none">JH explained that some of his recent absence was attributed to the fatal accident of a friend while mountain biking. There will be an inquiry, and lessons learned there will impact on the Bailies too, so will be shared.	



ITEM	DESCRIPTION	RESP/ ACTIONER
Bid For Time	<p>Governance Overview.</p> <ul style="list-style-type: none"> • This went public on Friday night / Saturday morning, and thanks to AH and WL for major effort to get this over the line. PS worked through a diagram (attached as Appendix 1) • Team Leader leading each event needs to be responsible for the safety of the 'worksites' on our behalf • There is also a requirement for lone working assessment. PS and LB to meet with Jill Matthews • Everyone can access these on Teams and request that these are checked over and when using these, offer feedback for changes and improvements as required. • The Role Descriptions are only a few at the moment. (Owner Trustee & team Leader) • The whole process is perhaps a bit corporate but is required. 	PS/LB
	<ul style="list-style-type: none"> • MG said that we should advise the Insurance company that all the Policies and Procedures are in place. • Regarding the Volunteers Handbook, with a quote of c£700 to print A5. (PMN £420 design & £200 printing) Seemed expensive, and artwork to still be included. PS to think again. • With respect to GDPR, MG suggested a How To guide to adopt GDPR in all of the various processes. Not quite finished yet, and perhaps another set of eyes to review before publication. 	MG PS
	<p>New Trustees</p> <ul style="list-style-type: none"> • PS spoke regarding how to find new Trustees, and Legal, IT, BLP, Arts, Environmental may be suitable ranges to find someone. MG thought that the Environmental role would be priority as this depth of knowledge was included with Jackie Cumberbirch and now gone and perhaps someone with this background would be best. SS suggested that there was someone just retired from the RSPB was available and could they be approached. DT said that we would need to approach someone who would underpin various groups, just not one. MG said that working with FLS, someone with a depth of experience would give "clout". FC has someone in mind who could cover Legal, Environmental and Political areas. • PS said we need to cast out wide, as 2 out of his 3 potentials have dropped out already. • Teams has revolutionised the working, particularly in the Policies & Processes, but not all have sorted out access yet. • More Trustees means more pair of hands. • IT Trustee, Marketing, particularly the 50th Anniversary. 	ALL



ITEM	DESCRIPTION	RESP/ ACTIONER
	<p>50th Anniversary</p> <ul style="list-style-type: none"> • PS talked about a commission of short stories about Bennachie, Some clarity required on costs. Sale point to be BVC, Strachans, GHC, Visit Scotland, etc. Thoughts to include both coffee table and paperback versions. • Also a writer in residence at the BVC for next year, which could potentially break even. • There is a 50th Anniversary logo created, attached. 50th Logo mentioned, and generally approved for the one with the clear background. 	<p>PS to clarify concept and costs and re-present</p>
	<p>Work Party Team Leader Sandra Crighton to help out with the Work Parties. She is pursuing SVQs at Cairngorm to help build conservation knowledge.</p>	
	<p>Volunteer Recognition</p> <ul style="list-style-type: none"> • Alex suggested that Jenny McWilliam could be given Volunteer recognition as she hoovers car park and paths. It was pointed out that there were many equally deserving • Think of some way to honour the service. Perhaps some inclusion with the VIP visit in 2023 on the Turnpike/ long service medal? 	<p>All</p>
	<p>From Email Traffic (from DT)</p> <ul style="list-style-type: none"> • DT asked who to send info about new WP volunteers to PS now while WL has stood down. • For Wildlife, send to Jill and copy to LB. • For BLG send to Colin Miller and copy to AB. <p>Some young trees offered but as we can't just plant any trees, turn down offer.</p>	<p>DT</p>



ITEM	DESCRIPTION	RESP/ ACTIONER
	<p>Ops Manager</p> <ul style="list-style-type: none"> • PS set up team with AH, Alex and MG at last meeting, but it hasn't met yet • The actual role is to be much more environmental not just project management. MG has advocated for this role for 3 years now, and we need much more environmental conservation / Trustee Owner working together and driving on initiatives to work with landowners to influence factors e.g. wildlife returning, etc. Need a person who will bring ideas and drive to enhance the conservation and environmental status of Bailies. • The job description needs to be reinforced on the direction of this role, PS and MG to clarify the role. MG wanted input from the Trustees to validate the direction they are going. Perhaps a co-ordinator role rather than manager. 	PS/MG
	<p>Insurance</p> <ul style="list-style-type: none"> • JH said that Insurance question – are volunteers covered by the PL insurance, and answer is yes. • Are the volunteers deemed to be members of our group and if we are sued, are we covered? If we are responsible, they are deemed to be employee as “under directional control”. DT said that we were assured previously that insurance was not required as employees as they are volunteers. • JH suggested that Employers Liability Insurance should be in place, but he will contact existing insurers to get the position clarified. MG said that EL insurance option was offered. • Secondly, unlimited liability in the FLS contract, but we should get this amended, although the contract itself is signed. PS read out the FLS letter, which suggested £5m cover, but actually could mean unlimited. This sentence requires to be negotiated out. 	<p>JH</p> <p>JH /PS</p>



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	<p>Rowantree Toilets</p> <ul style="list-style-type: none"> PS mentioned toilets are still shut, but can we hire a cleaner, and KCI is going to provide a quote. The closure of the car park/toilets opening is by Aberdeenshire Council, conditional of Pittodrie status of forest being open. LB has also passed on Tidy Green Clean details to PS. Maiden re The RowanTree causeway is open, but further tree clearing seems to be stopped. MG mentioned the issues of humans using the space behind the closed toilets. FC said that this was partly because the trees are not cleared, so that Aberdeenshire Council won't open the toilets Some issues with the BLP dig going ahead while the forest walks from Rowan Tree are still closed. AB will report back from the BLP with info from their meeting and communications with Pittodrie. RowanTree and Back of Bennachie car parks / routes are both still closed, likely until more felling work done on Turnpike. (PMN – Back o' Bennachie now open) 	AB
	<p>Bin Stores</p> <ul style="list-style-type: none"> £2k been quoted for 2 + 2 bin stores upgrade. (Double at BVC next to existing one, single at pond and single at car park.) PS has moved this along on safety and hygiene grounds and requires this to be approved. Painted and installed is included in price. Ensure logos are included on the bins. Bio degradable poo bags could be made available. Builder will offset material and ironmongery 	PS
	<p>Calendars</p> <ul style="list-style-type: none"> AB had advised this is her last calendar production, and also with DT who wants to stop. It's very high profile and good fundraiser. AB will continue on distribution but requires someone to co-ordinate. 	
	<p>Marketing</p> <p>FC asked if she could get a steer to drive the marketing company input, and it was requested that they provide what they could do for us. 50th Anniversary project visibility and also the Bailies.</p>	
	Meeting finished 21.01	
	Next meeting 11 th July at the Garioch Heritage Centre	

Signed – Chair – Peter Stock
 Date 11th July, 2022

Signed – Secretary – Willie Linklater (Trustee and AGM only)
 Date 11th July, 2022