



Minutes of the meeting of Trustees of Bailies of Bennachie held in person and Teams at the Garioch Heritage Centre, 24th October, 2022 at 7pm.

In Attendance, Trustees: Ann Baillie (AB), Lorna Bell (LB), Fiona Cormack (FC), Alex Doig (AD), Margaret Garden (MG), Alan Henderson (AH), Jim Herbert (JH), Willie Linklater (WL), Kim Morgan (KM), Peter Stock (PS), Donna Taylor (DT).

In Attendance by Teams, non-Trustee: Stella Gauld (SG), Sarah Stalker (SS) Facilitator

ITEM	DESCRIPTION	RESP/ ACTIONER
1 Apologies	No apologies were received.	
2. Minutes	<p>Previous minutes of 12th September were noted correct</p> <p>Items arising,</p> <ul style="list-style-type: none"> • BVC had no input at the meeting held with them. Revisit in Nov. • Fields for Wildlife, report on Teams, will be followed up Oct 26. David Bale is working with Izzy?, Jill and LB, re bring projects for 2023. This may lead to more longer term projects, not just “fast food for insects”. • AH to keep in touch with estate agents re Pittodrie House sale. • Personal accident insurance, still to be completed • Monthly Operations Group meeting agree the way to progress • Volunteer lists re GDPR still require tidying for Wildlife & BLP • Still require definition of a volunteer • 50th, Jill & LB still to meet to review project re Hill, Now and Then • Online Shop, AH still working on payment methods • Queen Elizabeth Woodland name, granite plinth? Or alternative 	<p>PS/AB</p> <p>LB</p> <p>AH</p> <p>JH</p> <p>PS</p> <p>LB/AB</p> <p>PS</p> <p>LB</p> <p>AH</p> <p>ALL</p>
3	Pre-reads were all previously issued, and no comments on these.	
4	<p>Treasurer’s Report</p> <p>Report read and all ok.</p> <ul style="list-style-type: none"> • AH reported majority income is legacy income. Remaining income of £14k, £8k is dividends from new investments in Aug onwards. Expenditure is up from last year, £37k YTD compared to £35k for all 2021. • Performance is decreased value of investments of c£160k at 8.5% relative to the stock market in the past few months with markets in turmoil. Any dividends will be reinvested. DT suggested caution if there are further losses. General opinion to leave as is and ride it out meantime. 	



ITEM	DESCRIPTION	RESP/ ACTIONER
Bid for Time	<p>2023 Business Plan Kick Off</p> <ul style="list-style-type: none"> • AH went through the proposed process • Put income and costs into 4 different buckets: <ul style="list-style-type: none"> ○ Investment income from dividends, calendars, easy to estimate. ○ Annual operating costs, very little capital cost ○ One-Off costs, e.g. the 50th Anniversary costs ○ Capital Costs (e.g. Bin stores) which have more than one year's value/benefit, or a building. • PS talked through the Form X, suggested download blank and completed forms populated to a new area. • Forms to be submitted by mid Nov, 14th. (21st?) AH will pull together a summary for next year, so that expenditure can be assessed from operating costs or from capital. We will need to review the summary and then approve it on the 5th Dec. • The maximum limit before a form is required is £1k • Ops manager would be included within this plan as a line item • Some immature projects at present, e.g. the habitat project and the path project • AB will take the BLPG, AD will take calendars, WL Admin, WL & KM for Work Parties. MG to add Education, Annual Report is not revenue generating, so it will go into governance/admin. • AH will pull together the operating costs for 2022. Delegation of authorities / segregation of duties is already in the Treasury process. 	All



ITEM	DESCRIPTION	RESP/ ACTIONER
	<p>50th Anniversary</p> <ul style="list-style-type: none"> • A list of approved and potential projects was tabled. There were concerns that the list is unfocused and we would like them to reflect us as a conservation charity. Need to be realistic and examine carefully any proposed high spend activities. • Suggest to put a hold on all 50th spend until an overall budget is agreed, particularly paths project in cost and from there, decide on the overall budget and the priorities. Some values were offered but none agreed. All to consider • PS pointed out that can only approve projects if the ideas are put forward for development • The meeting was given a quick review of the wishlist of items for the 50th. <ul style="list-style-type: none"> ○ £19k is committed already and nothing yet for the hill. Some costs incorrect and some not 50th. Committed total revised to £9000. ○ Some of these projects would only be happening because of the legacy, as the habitat project wouldn't be considered without that. ○ The legacy of the conservation and preservation charity is our main aim. Some spend, even if it should be done by others, can get our logo ○ Will have scrutiny of funds at AGM ○ WL spoke with Jackie Cumberbirch about environmental issues, and lack of environmental issues on our 50th plan. David Bale has already helped on that regard. ○ Chris York has not completed the path feasibility study due to domestic obligations. ○ Foraging Wood was mentioned and more projects could be brought forward. Aberdeenshire Rangers also has staff and volunteers who can help with the Foraging project. ○ Some found that guestimate figures were unhelpful and that we don't have the manpower to carry these through in any case. • A press release is planned for the start of our 50th year but still don't have anything to report 	All



ITEM	DESCRIPTION	RESP/ ACTIONER
	<p>GDPR</p> <ul style="list-style-type: none"> • New policies & procedures reviewed and will get incorporated for the Bailies. • Training programme information starting next week. One issue is now BYOD (Bring your own device). All personal kit now needs to be secure from there. It was proposed that Trustees' and Team Leaders' equipment get an IT health check to verify any devices they use (correct operating system, up to date virus systems, etc.) remotely or in situ. • We need to also consider Team Leaders, e.g. also BLP group, or anyone else handling personal data. • An IT help service would be a good idea. DT has a local person who can fit the bill, MG to get costs. • WL said that Wildlife still to be onboarded, and LB confirmed that Jill has the database, although others in Wildlife. 	DT/MG
	<p>BLPG Dig on Pittodrie</p> <ul style="list-style-type: none"> • AB reported that the proposal for the 2023 dig costs is itemised and that the main difference from the 2022 project is that there is the optional 6 luminescence soil sample options, so the total cost is in region of £10k. MG requested further clarification of the luminescence spend. It was noted that there is a fallen tree on top of one of the trenches that would require removal to expose desired dig sites (not included so far) • The charity needs to get something back out of this investment. Can we pin down a talk? • The dig may be impacted by the potential sale of Pittodrie House? • Volunteer expenses need to be discussed. • The final decision on the dig budget to be taken to the December meeting. 	AB
	<p>Online Shop – Calendars</p> <ul style="list-style-type: none"> • Still shut and not yet reconfigured to go back online • Calendars can be ordered directly by emailing publications@bailiesofbennachie.co.uk 	
	<p>AGM date</p> <ul style="list-style-type: none"> • Accounts will need to be independently reviewed this year, and still to get a potential date for the review. • Suggested May 15th (provisional). 	



ITEM	DESCRIPTION	RESP/ ACTIONER
	<p>Trustee Complement</p> <ul style="list-style-type: none"> • PS shared an Org Chart: <ul style="list-style-type: none"> ○ AD has taken on Publications from AB. First task to manage Annual Report ○ David Bale still top candidate for Environmental but cannot do Mondays. Show of hands shows Tuesdays or Wednesdays would be ok. PS to go back to visit David Bale with option dates. MG suggested that Jackie Cumberbirch be approached to find someone for the environmental role should David not take the role. ○ IT Trustee is optional, get a specialist in and DT to manage ○ Arts Trustee is not overly popular ○ Archive Trustee or a Senior Volunteer still desired. Sue Taylor may be an option 	<p>AB/AD</p> <p>PS</p> <p>DT</p>
	Meeting finished 21:05	
	Next meeting 6 th December tbc at the Garioch Heritage Centre	

Signed – Chair – Peter Stock
Date 6th December, 2022

Signed – Secretary – Willie Linklater
Date 6th December, 2022