



Minutes of the meeting of Trustees of Bailies of Bennachie held in person at the Garioch Heritage Centre, Inverurie on 4<sup>th</sup> April, 2022

**In Attendance, Trustees:** Ann Baillie (AB), Lorna Bell (LB), Fiona Cormack (FC), Alex Doig (AD), Margaret Garden (MG), Alan Henderson (AH), Willie Linklater (WL), Dave Peter (DP), Peter Stock (PS).

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

ITEM	DESCRIPTION	RESPONSIBILITY/ ACTIONER
1 Apologies	Apologies were received from Dan Montgomery (DM) and Donna Taylor (DT).	
2. Minutes	Previous minutes of 28 <sup>th</sup> February 2022 were noted as correct, proposed by WL and accepted unanimously. These will be electronically signed and uploaded to the website.	SG
3. Treasurer Report	Treasurer report was presented by Alan Henderson. In the last quarter, there was some £10k of spend, principally contractor fees and some exceptional items, with a consequent reduction in the bank account to £120k. There had been a review of five investment firms, now down to two: Rathbones, specialists in Charity sector, and Brown Shipley. There are now various questions we need to send out and answer. Rathbones were 0.6% fixed cost of managing the funds. No funds will be locked up into bonds, but could be used to generate income of eg 3% every year. Work through proposals. Rathbones will give presentations on various elements, incl appetite for risk. Both parties are eager to get our business. Can do ethical review of where money is invested. AH to prepare questions for review. Report will be forwarded in due course.	AH
	Bank signatories now require to be changed. Brian Cormack and Jackie Cumberbirch require to be removed, with PS and AH to be on. AB to counter-sign. This proposal was approved unanimously at the meeting.	AH/PS/AB
	AH noted that all Trustees can claim for expenses including mileage. He suggested this is done quarterly. He will create an expense form.	AH
	Insurance for Trustee liability and indemnity insurance. This also requires to include former trustees. SG to send list. Sub-committee to go through the 3 quotes received to review.	SG AH/MG
4 Bid for Time	SS explained the Bid for Time scenario, and various requests were submitted round the room for tranches of up to 10 minutes.	

<p><b>Contractors:</b> Discussion was held on contractor contract extensions and uplifts. (Estee Farrar was agreed to have an extension to end Nov, with one months minimum notice, at same fee, but plus mileage. – this sentence will be removed from the published minutes.)</p>	<p>MG</p>
<p><b>GDPR:</b> WL said that he has appointed Care Apps Solutions, who are progressing the privacy notice and policy. There has been interviews started with the Work Parties and Hill Wardens. Volunteers info will be mentioned as passed to FLS re parking permits. Areas covered include Membership, Laptop Security and Data Storage. Bulk email is good for GDPR as has secrecy of the email addresses. Interview on the One Off events to happen, plus Wildlife, BLG, plus Global Web. CareApps will assist with the forms. They can act as our ongoing GDPR Officer in due course.</p>	<p>WL</p>
<p><b>Governance:</b> where are the gaps? Slide show from the workshop. Encouraged all to include Policies on all the activities. Policies with Activities and Support. Workflows are BLP, WorkParties and Wildlife. Require review of what is already created and what more do we need to be a full document? Next steps – trying to understand how the approvals are generated. Requires drip feed of information into this task, or split them up to various, and passed around for comment. MG says some assistance from Keep Scotland Beautiful. DP says to keep it fresh, don't redate any of the paperwork. Get the HSE, Data and Insurances are the priorities.</p>	<p>PS</p>
<p><b>Teams:</b> AD, suggested we interact with Teams and one email, and register with MS, and a letterhead to be sorted. SG to organise the creation of an email each as @bailiesofbennachie.co.uk. You can access it without O365, it uses Sharepoint. Chase up all to complete the email request for info sent by AD previously. Some files/update issues with the Global Web ShareSpace, which Teams will manage better.</p>	<p>SG ALL</p>
<p><b>Queen's Jubilee:</b> AB suggested Plant a Jubilee Wood? Previous Jubilee was organised via Mike Taitt and Cadets, Bid Inverurie where DM had organised to light a gas beacon on top of Bennachie. Suggestion for this to be the Bailies Wood rather than Platinum Jubilee as not tree planting season. AB will organise a single tree, sympathetic, and presentation plaque.</p>	<p>AB</p>
<p><b>Messaging Updates:</b> inaugural statement – declared PJS of importance of Governance, Messaging and 50<sup>th</sup> Anniversary. Advocate changing our profile. Small group to brainstorm the profile. Using more inspiring verbs. MG suggested marketing help to work with this. Small group to instigate start of this.</p>	<p>PS/AJ/MG/AD/FC</p>
<p><b>Trustee Pre-Meet Reports:</b> WL suggested that these are still worthwhile, but AD said planner on Teams with status reports could also work. Agreed that the reports are useful. Actions need to be rewritten up on Teams to ensure completeness.</p>	<p>SG</p>
<p><b>Fun and Learning:</b> MG said that storms resource will be an add on to the geography resource, understanding the weather cause,</p>	<p>MG</p>

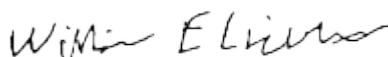
	the clear up and the impact on people. FLS have been very helpful, as have Forest Scotland. Cash required to web-enable, and couple interviews to be filmed.	
	<b>50<sup>th</sup> Anniversary:</b> PS reported that this required energy and thinking big. FLS input, and shared at having a licensing function for organisations to have geographical expanse and ability to spend money on own projects. Their significant projects preferred contractor was called CRS. DP wants something that is living. MG said that replanting is 1-4 years, but could be native trees, or ancient woodland. The Kailyard is an edible wood. AB mentioned the Gordon Way, as worth considering to maintain part of it. DP suggested dusting off the original wish list. WL said BLP group were wanting to review tree planting and perhaps should be tied in with them. How much funding? PJ suggested £200k. LB suggested that with the sub-group meeting on Wed 6 <sup>th</sup> , please send ideas quickly. PS to reissue the original report with the brainstorm.	AB/LB/FC PS
	<b>Calendars:</b> These were in hand, costings done, but entries low in coming in. Perhaps needed a push in advertising them.	AB
	<b>eBook:</b> Are we going ahead with eBook online. Doing an electronic version as a PDF. What should the price difference be? DP reported. Volume 3 will be trialled first, rather than a new volume 5.	DP
	<b>Royal Visit 2023:</b> AB/FC had spoken to Sandy Manson, but will be discussed in detail at subgroup on Wed 6 <sup>th</sup> . Report next meeting.	FC
5 – WL clean up of Actions	<b>Display Boards:</b> These are now up and running, with a calendar rota from BLP group.	
	<b>Colony Buildings,</b> info now via Colin Miller. They will keep some kit in the store.	
	<b>Bench on Maiden's Causeway:</b> The correspondence had been replied to.	
	<b>Jackie Cumberbirch:</b> Upload of old files to Sharespace is still ongoing.	SG
	<b>PayPal:</b> AH replied that we were getting paid by Paypal, also cheques and can also do direct bank transfers once details are given out. Will try to get Visa organised too.	AH/WL
	<b>Downloadable map:</b> Donna is to chase up.	DT
<b>General</b>	The format of Bid for Time was liked, and will be adopted for next meeting.	
	<b>Meeting Closed: 20:58</b>	
	<b>Next Meeting: Monday 16<sup>th</sup> May, Garioch Heritage Centre</b>	

Signed – Chair



Date 16th May 2022

Signed – Secretary



Date 16th May 2022