



Minutes of the meeting of Trustees of Bailies of Bennachie held in person & Zoom at the Garioch Heritage Centre, Inverurie on 16th May, 2022

In Attendance, Trustees: Ann Baillie (AB), Lorna Bell (LB), Alex Doig (AD), Margaret Garden (MG), Alan Henderson (AH), Jim Herbert (JH), Willie Linklater (WL) by Zoom, 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 Fiona Cormack (FC) and Donna Taylor (DT).	
2. Minutes	Previous minutes of 4 th April 2022 were noted as correct and approved. These will be electronically signed and uploaded to the website.	SG
3.	Jim Herbert had been co-opted in accordance with the constitution in May and was formally welcomed as a Trustee of Bailies of Bennachie. He gave a short introduction.	
4	There were no Matters Arising from the minutes.	
5	Treasurers Update. AH reported a deficit of £16k ytd. First Aid Training, Governance and Co-ordinator costs. Projected deficit of £30k by year end. Expenses form now been shared and is on Teams.	
6	Bid for Time used to explain own computer usage for charity work, and proposed an annual allowance given for printing costs, renewing computer. £100 to claim if required. This was unanimously agreed.	
	Bid for Time, update on 50 th Anniversary plans. LB clarified the VIP visit, no date yet, awaiting confirmation. Reception and exhibition at Pittodrie following BVC visit, and walk along Turnpike, perhaps Fog House, and Long House. 45 mins for turnpike. Displays can be set up along route. There are 6 items on the list, and request to clarify if decision required, money required. Main spend on	

<p>upgrade the turnpike. Some drainage and ownership issues to resolve. Would increase the disabled access. Proposal on Festival costs will be brought to next meeting. Further discussion on alternate routes to be upgraded instead. AD compared the Davah route which was a trail with information along the way. Circular route would be good option. More members required on group.</p> <p>PS also suggested commissioning a piece of music for the 50th. £2000 from Phil Cooke at University is an option for composer. Ian Thow has already composed some traditional music (local accordionist) and could create some new music, c £1000.</p> <p>Should we set a budget for the total 50th? Capital investment on turnpike and local investment on the music, arts. Suggestions of £200-250k of budget to then leave rest of legacy to invest for long run. AD added that an extension to the route to WatchCraig. A breakout meeting to be held in two weeks with some costs realised to present next meeting.</p>	<p>PS to progress the two music options</p> <p>PS to set meeting date/location and SG to send invites</p>
<p>Insurance, MG presented a proposal for Trustee Indemnity Insurance Proposal, required to be in place. Cover of breach of duty, civil negligence, cyber liability, all encompassing to include legal costs. Still requires checks and balances as due process. Four quotes for comparison with £500k of cover for £350. This particular policy also covers retired trustees and spouses. JH explained that the FLS permissions document actually increased our liabilities. Unanimously approved to go ahead.</p>	<p>MG to go ahead and put in place.</p>
<p>PS brought Resource vs Ambition. We have lost 4 trustees, not stopped doing anything, but actually taken on more tasks. Showcased the various 20+ items that we continually do, but almost impossible to get "over the hump" on current activity. Some more resource required in the medium/long term to get some more Trustees. Short term is possibly to stop doing some things. Suggested that if there isn't a Trustee to own it, we stop it. BLP are case in point who don't have a Trustee, but suggestion that they take on the role. AB suggested that the BLP go independently for a year. WL said that we had asked BLP to put forward a Trustee, and they said it was the other way around. JH pointed out that you can't have responsibility without accountability. WL said that his health prevented his taking part properly on the Work Parties physically.</p>	<p>PS to write a statement</p>

<p>Both WorkParties and BLP are being sponsored right now, and until a new Trustee is in place and governance is in place for those groups, we should stop them. Agreed unanimously. We get a lot of kudos and respect for the work that is done; information out on this change needs to be managed respectfully.</p> <p>WL asked how we could recruit the correct Trustees to manage these tasks? Could this job be posted out to the membership? PS will create a statement to be checked for a Press Release to handle the information sensitively. Send information out by email to membership.</p>	<p>to temporarily stop support of BLP and Work Parties if no Trustee in place.</p>
<p>AH updated on investment selection process of reducing 5 investor companies to 2 for a more in depth tender. Rathbones were higher on 2 independent evaluations of this tender, plus references were recd from 3 companies in the conservation sector. AH recommended to appoint Rathbones, and agreed unanimously.</p>	<p>AH to advise Rathbones</p>
<p>PS brought forward a profile of an Ops Manager, with a suggested job description. Perhaps an experienced person who could also monitor contractors on path building, maintain asset registers and volunteer registers. Annual position with 3 month trial. General agreement that this position is required. MG commented that this not ambitious enough, perhaps the person needs conservation/forestry background. Not just a doer but bring expertise to the role. Agreement given to PS to flesh out the role and create Steering Group. AH commented that 40 hours is a full time person; this vs contractor to be investigated</p>	<p>PS to go ahead</p>
<p>DT holiday cover for info@. LB to take on 2 of the weeks, with PS taking the middle week.</p>	<p>LB/PS</p>
<p>Scottish Year of the Stories. Charlie Able and ? Beattie will do entertainment. £450 Colin Shepherd, Alison Kennedy and Chris Foster at the Kail Yard will do Feast or Famine. 5 timed events. Looking for £1k maximum to fund the entertainment. Alex Thomson to film the event to create a record. Agreed unanimously.</p>	<p>AB to go ahead with the organising.</p>
<p>PS mentioned that six weekly meetings are too far apart, and suggested a shorter frequency, on same day every month. All agreed Mondays, 2nd Monday as a regular meeting until workload decreases.</p>	<p>SG to update GHC and issue new dates on web.</p>

	Bennachie Visitor Centre, AB reported that they are upgrading some of their electronic equipment, and that we could donate some kit for use, enhance their space, and use some of the kit for our own loop videos etc. TV and soundbar for sound for the meeting room. AH said that BVC had accounts showing a surplus so what is rationale for donation. Goodwill and showing the Bailies to have a presence back in the centre. AB gave potted history of the BVC and Bailies past relationship and perhaps this will re-establish a better relationship. To be tabled in June.	AB to visit with BVC to pursue and give more info to next meeting.
	DM explained the background of the Archive room with large filing cabinet. Documents, hand written records, minutes, brochures, should be electronic and digitised. Can a student work on this over the summer? WL did say that there was a link up with St Andrews. AB said that new items should be uploaded. Since 2019 not much info there.	DM to organise afternoon to split the filing cabinets to quantifiable material.
	Trustee Declaration documents need to be re-issued and completed so will be sent to all for completion as this is part of an OSCR obligation for Trustees.	SG to send this out.
7	JH suggested that if Pre-Reads are used, then not re-presented in the meeting, just Q & A.	
	Meeting finished 21:05	
	Next meeting 13 th June. Castle Forbes Estate Office, AB33 8BL	

Signed – Chair – Peter Stock

Date 13th June, 2022



Signed – Secretary – Willie Linklater

Date 13th June, 2022

