



Minutes of the meeting of Trustees of Bailies of Bennachie held in person at Garioch Heritage Centre on 16<sup>th</sup> May, 2023 at 7pm.

In Attendance, Trustees: David Bale (DB), Lorna Bell (LB), Fiona Cormack (FC), Alan Henderson (AH), Jim Herbert (JH), Willie Linklater (WL), Kim Morgan (KM), Peter Stock (PS), Allan Will (AW) in person.

In Attendance, non-Trustee: Stella Gauld (SG), Susan Mackie (SM) from Care Apps re GDPR.

ITEM	DESCRIPTION	RESP/ ACTIONER
1	<p><b>Apologies</b> Apologies were received from Margaret Garden, Alex Doig.</p>	
2.	<p><b>GDPR</b></p> <ul style="list-style-type: none"> <li>• The GDPR video, as applicable to the Bailies, was presented by Susan Mackie and also the flow chart (attached). WL then covered the detail to the video and flow chart. Discussion round the various points with some pushback on the collection of medical records, but volunteers found this acceptable. It is now going to be carried out as is for the next few months then re-assessed for appropriateness.</li> <li>• Wildlife Team Leader Jill to be given a Bailies email address and access to a small part of Teams for their volunteer info to be held.</li> <li>• Strategy is to restrict the numbers of trustees with access to personal data as opposed to granting and imposing GDPR constraints on all trustees</li> <li>• Willie and Margaret were thanked for their effort in addressing this thorny subject on our behalf</li> </ul>	
3. Minutes	<p>Previous minutes were accepted as correct.</p> <p><b>Items arising,</b></p> <ul style="list-style-type: none"> <li>• Actions will be in a spreadsheet as a pre-read to update ahead of the meetings.</li> </ul>	



ITEM	DESCRIPTION	RESP/ ACTIONER
4	<p><b>Appointment of Office Bearers</b></p> <p>Chair – Peter Stock, Proposed by Allan Will, Seconded by David Bale            Secretary – Willie Linklater, proposed by Alan Henderson and seconded by Peter Stock            Treasurer – Alan Henderson, proposed by Fiona Cormack and seconded by Kim Morgan.            Vice-Chair – Alex Doig was suggested, but as not in attendance at this point of the meeting, PS will ask outside meeting.            All other Trustees, David Bale, Lorna Bell, Fiona Cormack, Margaret Garden, Jim Herbert, Kim Morgan and Allan Will will continue in existing roles with the exception of Alex Doig who will take up the Publications role from Ann Baillie. Ann and Donna Taylor both stood down at the AGM.</p>	PS
5	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>• Updated accounts sent out to the end of April, increased spend in May.</li> <li>• Investment manager fees from Rathbones, not for first 5 months, now being charged per quarter, £3500, taken at source off dividends. It is a % of portfolio value and expectation is £13k p.a.</li> <li>• Investments up by £53k</li> <li>• Audit is still ongoing. AH has had meeting, all on track.</li> </ul> <p><b>Rathbones.</b></p> <ul style="list-style-type: none"> <li>• Fiona Gillespie came up, met with AH and PS. Investment performance was less than expected last year. Timing was critical and not in our favour with market trends, so investment didn't get off to a good start.</li> <li>• Benchmarked against ARC charities, 2.7% and our rate is 3.6%.</li> <li>• Dividend income is lower than could be expected, can be higher if changed risk profile, and as Rathbones are aware of £300k cash in hand, so will keep our investments more focused on growth stocks rather than higher dividend stocks that tend to be less growth focused</li> <li>• Training can be provided if required. Contact AH if required.</li> <li>• DB asked about ethical organisation and thought some of the list included some organisations which were not appropriate to environmental group. AH replied that renewable resources were part of the remit e.g. BP, Shell, but acknowledged those firms still have significant fossil fuel production that is still required in this country. Try to be balanced. Propose agenda item for next meeting. (Do not recall mentioning having Fiona, have not some internal discussions first??)</li> </ul>	AH



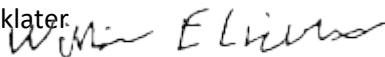
ITEM	DESCRIPTION	RESP/ ACTIONER
Bid for Time	<p><b>Open Day</b>  <b>BLP, Membership, Publications, Fun &amp; Learning, Brown Dog Gin, Wildlife, WorkParties.</b></p> <ul style="list-style-type: none"> <li>• Be there for 10am if have a stand, or 12 if “mingling”.</li> <li>• Anything planned for outside, banners outside. Ann Baillie will be responsible for getting this erected.</li> </ul>	All
	<p><b>Additional Admin Support</b></p> <ul style="list-style-type: none"> <li>• Amount of admin is now excessive on SG’s agreed hours, and additional support is being sought. SG will meet with WL to discuss workload.</li> </ul>	SG/WL
	<p><b>Trustees Complement</b></p> <ul style="list-style-type: none"> <li>• IT/IM</li> <li>• Paths</li> <li>• Membership duties now coming under Secretary.</li> <li>• Any additional members at the Open Day can be held electronically,</li> <li>• Communication with the members should be considered to be improved with such as a newsletter rather than just annual outgoing report.</li> </ul>	SG
	<p><b>Governance &amp; IT Security</b></p> <ul style="list-style-type: none"> <li>• Using Teams will improve our IT security</li> <li>• Bailies also can use Outlook rather than RoundCube, and a help sheet with Gary to simplify this. PJS to request</li> <li>• Request to use Teams chat for all internal discussions</li> <li>• Request to use Bailies email addresses for outside of Trustees mail.</li> </ul>	PS All All
	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Policies will be reviewed shortly, as this is now 12 months since instigated, as nothing previously.</li> <li>• Complaints Process will be added to bring us into line with other groups who host volunteers</li> <li>• Need to be fit for purpose and proportionate, not onerous, and a page of guidance now, to be part of the general list of policies.</li> </ul>	PS
	<p><b>Redraft Constitutional Aims</b></p> <ul style="list-style-type: none"> <li>• Voice of the Hill has been widely well accepted, need to revise the constitution to include it.</li> </ul>	PS/WL

ITEM	DESCRIPTION	RESP/ ACTIONER
	<p><b>Fog House</b></p> <ul style="list-style-type: none"> <li>• Some trees have fallen onto it, some stones dislodged and fallen into stream previous. Perilous state, and pathway still impassable with fallen trees. Put on Agenda item for next BLP meeting, to try to get this repaired. There was previously a scope of work to repair, WL produced with Mick Taylor, Harry Leil and Mike Taitt. Need to get pathways open to reach the Fog house.</li> <li>• Also needs some pointing of some sections of the walls.</li> <li>• AW to create a plan with BLP and WL.</li> <li>• Foresight has been approached by AW and AW will arrange a meeting with them. DB asked that Environment be included with this meeting.</li> <li>• FC mentioned that Foresight are involved with carbon offset. £9m paid for the site.</li> </ul>	AW/WL/BLP
	<p><b>Play</b></p> <ul style="list-style-type: none"> <li>• FC said that they are having a run through (Sunday evening, 28<sup>th</sup> May, 6.15pm) if anyone wants to attend.</li> <li>• £3.4k on play and £1.2k for production.</li> <li>• Donations to the play, ticket sales are going well.</li> </ul>	
	<p><b>50th</b></p> <ul style="list-style-type: none"> <li>• The musical score, photos, etc. are now on the Teams.</li> </ul>	
	<p><b>Esson's Croft</b></p> <p>Owners now established, down in England. Jackie Cumberbirch has made contact. PS to follow up.</p>	PS
<b>AOCB</b>	<ul style="list-style-type: none"> <li>• FC noted Press &amp; Journal, 30 questions article for the Saturday Life supplement. She will co-ordinate as agreement to go with it.</li> <li>• Thanks to AD for the production of the flyers, postcards</li> </ul>	FC
	Meeting finished 21.10	
	Next meeting Tuesday 27 <sup>th</sup> June at Garioch Heritage Centre, 7pm	

Signed – Chair – Peter Stock  
Date 27th June, 2023



Signed – Secretary – Willie Linklater.  
Date: 27th June, 2023



Date

