



BAILIES OF BENNACHIE TRUSTEES MEETING (Approved)

Date: 15th November 2021

Attendees: Jackie Cumberbirch (JC) (chair), Ann Baillie (AB), Margaret Garden (MG), Willie Linklater (WL), Peter Stock (PS), Andrew Wainwright (AW), Alan Henderson (AH), Lorna Bell (LB), Dave Peter (DP), Alex Doig (AD), Donna Taylor (DT), Dan Montgomery (DM)

Apologises: Angela Groat (AG)

Item	Comment	Action	Responsible/ target date
1. Acceptance of previous minutes	Minutes accepted. These are minutes for meeting 11 th October 2021.	Update to approved and upload to website	WL 26-11-21
2. Chair	Bennachie Integrated Visitor Management. Next subgroup meeting should be held mid-January	Arrange meeting date and time	JC
	JC will be standing down as chair at 2022 AGM	New chair appointed trustee meeting post 2022 AGM	Closed
	Agreed AGM will be held 7.30pm, Thursday 24 th Feb 2022 at Garioch Heritage Centre with remote access where required for members. Speaker to be organised for AGM	Book GHC and arrange for a speaker, Gordon Noble if available.	AB
	Annual report requires to be issued early Feb. Require to coordinate all the inputs for the report and ensure they are available by a suitable date	Inform all required to provide inputs and the required date	AB
3. Treasurer	Run PayPal for a couple of months, see how progresses and if required look at alternative options.	Update to trustees at end of trial	AH 31-01-22
	Accounts audit is due in January by accountants	Progress with accountants	AH
	Was agreed to transfer £10k from deposit account to top up current account	Transfer the £10k	AH
4. Outreach Officer	Interface with Pittodrie House and Aberdeenshire council on Rowantree path drainage issues. 15-11-21: Colin Miller has had recent communication with Pittodrie	Ongoing contact as required.	TBC



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5. Website/FB	Further confirmation on implementation of 3rd layer downloadable map and any licence costs. Hold map 3 final option decision until later in year. At present proposal is to use Hyperlink to access Walkhighlands maps.	Progress with Walkhighlands link and expedite GW for other maps.	DT/WL 31-01-21
	IT admin has fell by the wayside since Covid, require agreement on how this is addressed in 2022	Outline what is the scope of work	DT/WL end of Nov
6. Work parties	Quote for £840 (inc VAT) from JS Tree Services for removing trees at Fog House and Turnpike (Fog House now postponed). Requires discussing with Pittodrie House if they will cover Turnpike cost	Awaiting response from Pittodrie re Turnpike.	WL/JC
	Require confirmation of date and progress work to make wall at Old Essons safe for public	Contact Mike Taitt and notify FLS. Completed	Closed
	Attracting new volunteers, was suggested contacting local groups.	Progress this for 2022, in coordinator scope	Closed
7. Wildlife	Meeting of Wildlife Group Co-ordinator and experts (Jill Matthews, Lizzie Bacon, David Bale and John Wills) with JC and LB to discuss the future activities of the group. Trail cameras also to be discussed.	Meeting was held 14-10-21. Update will be provided at later date.	Closed
	Costs for recycling of broken/faulty cameras was approved. This will be minimal and correct approach from an environmental perspective.	Organise recycling	LB
8. Fun and learning	Funding Geography/ Landscape material updated quote from GW is £800 + VAT. There is also cost for films TBC. There would be possible external partial funding of £500. Was agreed this cost would be acceptable. 15-11-21: Agreed an additional £100 would be included for transport of pupils	Progress with work Obtain costs for filming.	MG
	Was agreed Estee would help with the above scope	Produce scope and deliverables. Completed	Closed
9. Control framework/governance of Bailies	Ongoing with treasurer role, along with BLP and wildlife groups coordinators.	Completion of role descriptions where possible.	PS
10. Rubbish on Bennachie	Estee progressing materials for bin shelters. 15-11-21: men's shed available to support this. AD interfacing with men's shed working on producing litter hubs x 2 Estee continues emptying the bin at pond and monitoring quantity of rubbish	Trustees willing to provide support should, where possible	All



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11. Bailies Coordinator	Require agreeing scopes of work across relevant groups for Coordinator to cover in the winter	Produce scopes of work with deliverables, ongoing	WL/JC/DP/MG
	Service agreement required for the coordinator including above scopes	Produce document, ongoing	DP
12. Bailies for 2022 and beyond	We require to review existing organisation and decide any changes required going forward. Workshop dates are Saturday 16-10-21 morning & Saturday 06-11-21 morning at Kemnay church centre.	Review how other charities are set up etc prior to meetings.	Closed
	Rescheduled second workshop will now be held Saturday 11 th December, 9am to 1pm, at Kemnay church centre	Trustees to attend	All
	Discussion and feedback provided on Terms of Reference for second workshop, from this ToR will be updated	Update ToR and reissue to all trustees	PS
13. AOB			
Scotland Stories by Visit Scotland	A local group are keen to have Bennachie as a focal point and have various ideas of events along with the BVC and Bailies	Agreed we should progress with AB as Bailies representative working with Jan BVC warden	AB
	Next meeting: Monday 24th January 2022 TBC, location TBA		