



TARLAND DEVELOPMENT GROUP

Charity No.SCO41598. Scottish Charitable Incorporated Organisation

Tarland Development Group Trustees Meeting

**Wednesday 21st March 2018 at 7.30pm
The MacRobert Upper Hall, Tarland**

AGENDA

1. Welcome and apologies

Present: Kate Redpath (KR) (Chair), Dave Hirst (DHi), Lindsay Stewart (LSt),
Yvonne Davidson (YD), Lizzy Shepherd (LSh), Kathy Dale (KD) (Minutes), Jo
Fraser (JF) (Guest – left after item 6)

Apologies: Annie McKee (AMcK), Chris Redmond (CR), Simon Power (SP), Denise
Hansford (DHa)

2. Matters arising

None.

3. Decisions made between meetings

Shortfall in costs for JF and Jacque Shortland to attend the Rural Housing
Scotland conference on 23/24th February at Birnam Arts Centre. £80.50 to be
found from general Tarland Development Group (TDG) funds. Approved.

4. Membership

Matt Hare approved.

5. Cromar Community Council

Nothing specific to report.

6. Tarland Community Housing

The group have gone through the tender process for the Feasibility Study and
will invite two preferred bidders to a round table discussion after Easter.

Scottish Government funding should cover the cost of the study. It will be the end

of May/beginning of June before it gets started and will be 12 weeks to completion. The study includes public consultations. Grampian Housing Association (GHA) gets money from the Scottish Government's Housing Infrastructure Fund and will provide funding for infrastructure for social housing – this is all dependent on the outcome of the Feasibility Study.

7. Strengthening Communities Award

The Community Housing group want to get someone in place to manage the Feasibility Study and then set up the group separately from TDG. This award will fund one person full time for 12 months. We need exact details of the post and so JF is working out a job description for the Trustees to approve. The post would probably be three days a week up until the end of March 2019, after which period the group can re-apply in its own right. The amount of funding is to be applied for and we have a Development Trusts Association Scotland (DTAS) worker to help us through the application process.

We need to determine the employment status for a Development Worker so we will need to seek advice from DTAS and Scottish Council for Voluntary Organisations (SCVO). There is an HM Revenue and Customs (HMRC) online tool to work through. Aberdeenshire Voluntary Action (AVA) can provide a payroll service for employees. We would also need to enroll in a pension scheme and obtain Employers Liability Insurance. It would be advisable to go use the HMRC online tool to determine the employment status of the Food and Music Festival (F&MF) Organiser, which could also be funded by this award. It was agreed that a specific meeting should be arranged as soon as possible with suitable support to attend that meeting (**ACTION: LSh**). We need to be guided by our needs rather than by employment status. The award also covers equipment for the organisation. The award form needs to be filled in by early April, although there is no deadline as such.

8. Spring Market (from AMcK via email)

The market will be held on Saturday 14th April, 10am to 12 noon in the MacRobert Hall. There are enough tables booked for a reasonable market but some food regulars can't make it this time. We'll have bread, baking, cheese, Wark Farm, Louise's Farm Kitchen and several community tables.

If anyone has time to stick up posters or email round a pdf version of the poster then that would be great.

Unfortunately AMcK will not be able to attend the market so would be very grateful for volunteers to help with the set-up/take down of tables, allocating tables to producers, opening/locking up the hall, and taking money/handing out receipts. Please contact AMcK if you can help.

9. Bee Group

The meetings are going well and the membership is full. Next week there are more meetings for mentoring, queen rearing, support etc. The 2 June is Bee Health Day with a Scottish Government Inspector coming to the hall. Martin Leahy and YD both have an exam on Saturday. The Apiary planning application documents are to be reviewed this week and then submitted next week all being well. After six weeks when we have planning we can then apply for more funding.

10. Tarland Trails (from CR via email)

The planning application is in for TT#2. There have been 29 public comments so far, 24 supporting and 5 objections. There is some additional information to sort out following the roads and environment team responses.

11. Accounts, grants, awards and funding

We haven't received any more awards but we have applied to the postcode lottery for the musical walk app. We are also applying this week to Aberdeenshire Council and to Cala Homes. We have applied to the Weir Trust too.

12. Data protection

KD went on a course organised by AVA on the General Data Protection Regulation (GDPR) on 26 February. The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (such as an email address). TDG is the 'data controller'. A 'data processor' is any third party providing a service for TDG. Both entities have responsibilities. A Subject Access Request is where someone asks for a copy of their data. We need to have a policy on how we would respond to such a request. TDG is exempt from registering with the Information Commissioner's Office (ICO). This is the UK's independent

authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

TDG operates under 'consent', therefore we need something that specifies why we want the personal data and what we're going to do with it – this could be a statement on our webpage with the link provided to members. We may need to make some additions to the constitution. The purpose is really important – why do we have the data? For TDG this is a 'business case' as it enables us to operate according to our charitable aims.

Our existing email lists are OK so long as each person had a genuine free choice when they signed up. People do not have to re-register or register every year if nothing is changing, only if the purpose changes. If gaining consent was GDPR compliant originally then there is no need to re-visit it. To 'unsubscribe' should be as easy as to join. We must weed out unnecessary information and make sure all personal data is kept secure. This includes digital and paper records. As we don't have a TDG personal computer, we all need to make sure that we use the latest IT updates and patches. Mobile devices such as memory sticks should be encrypted.

From 25 May we have to evidence compliance with the regulation (**Action: KD as Data Protection Lead**).

13. Nominations for AVA awards

The annual AVA awards are for Outstanding Volunteer, Top Team, Community Impact, Inspirational Leader and Innovation. Nominations are due by 6 April. It was agreed that we would not put forward any nominations this year but we may do in the future.

14. AVA spring conference

The AVA spring conference is on 30 April. It was agreed that no-one would attend this time but someone may attend AVA conferences in the future.

15. AVA safeguarding policy

The document with the principles is useful then there is another one with all the things we need to think about. This is a task that we can leave for a Development Worker.

16. Printing

DHi has done some research into the best option for printing materials as TDG do not currently own a personal computer or a printer. The best option appears to be online for moderate quantities and there are discounts for charities. TDG would have an account and bills would be sent to DHi as Treasurer. The materials would be delivered by post in a maximum of two days. **Action: DHi to set up account with an online printing company.** We could also investigate purchasing a computer and printer for a Development Worker.

17. Contact details for website 'contact us' button

We should use the existing TDG email address which is forwarded to KD (**Action: DHi to check**).

18. AOCB

LSt would like to step down as a Trustee this year.

Date of next meeting 1 May 2018.