



Tarland Development Group: Additional TDG Trustee Meeting

Date: 22 July 2026 4.30pm – 6pm

Attendees (Trustees): Simon, Dave H, Chris, Sandra, Ken **Others:** Beth, Ruth (for Pavilion item) **Apologies:** Jonquil

Recording: Voice recording used; transcript summarised.

1. Opening & Context

- Meeting convened without a formal agenda; focus on Pavilion, Cromar Community Council (CCC) minutes, and management group matters.
- Acknowledgement of recent communication issues (email delivery, Gmail forwarding to Trustee group).
- Ruth welcomed as representative of the Pavilion / Cromar Food Group.

2. Pavilion – Full Discussion

2.1 Background Recap

- Pavilion informally opened during COVID by Cllr. Sarah Brown, who remains interested in progress.
- Long history of use by Cromar Food Group, tennis club, bowling club and other community groups.
 - Bowling club originally raised funds for the glass area; council built it.
 - Tennis club previously explored a “sports hub” concept but other clubs did not commit.
- Aberdeenshire Council withdrew maintenance; building risked closure.
- Community Asset Transfer not possible due to McRobert Trust ownership and pre-emption rights.
- Frank resigned as Trustee following the trustees’ decision to suspend use, has since undertaken electrical work without trustee approval.
- Live Life Aberdeenshire confirmed **no public access**.

2.2 Steering Group Status

- Current steering group: **Gillian, Linda, Ruth.**

- Frank has stepped back; trustees require confirmation of whether he intends to remain involved.
- Need to identify a Trustee link for both Cromar Food and the Pavilion.

2.3 Cromar Food Group Position

- Group strongly wishes to remain in the Pavilion; location is central and walkable.
- Group resistant to relocating; no activity in July.
- August operations can utilise the freezer in the hall and run outdoors (gazebo preferred over Pavilion porch).

2.4 Feasibility Study & Business Plan

- Gillian met with Just Enterprise (Impact Hub Inverness), recommended by DTAS.
- Support described as excellent.
- She is consolidating four components: feasibility study, business plan, financials, and operational planning.
- Trustees require before any decision:
 1. **Feasibility study**
 2. **Business plan**
 3. **Draft lease** from McRobert Trust
 4. **Break clause / exit conditions**

2.5 Lease Update

- Angus indicated a draft lease would be ready “early this week” but nothing received yet.
- Trustees want to share the draft lease with the Pavilion steering group immediately once received.

2.6 Interim Use & Safety

- Pavilion **cannot be used** under TDG’s name until liability issues resolved.
- Some use of the building has occurred since closure; trustees reiterated this must stop.
- Outdoor operation possible; gazebo preferred over porch.

2.7 Additional Inputs for Feasibility

- £10k National Lottery grant for bike maintenance and training (courses, community sessions).
- School partnership: Action for a Fairer World.
- Toilet block suggestion from McRobert Trust.

2.8 CCC Feedback

- CCC revisited Pavilion discussion; majority supportive.
- One member suggested Pavilion attracts antisocial behaviour and should be demolished.
- CCC not sure how to support until TDG clarifies its position.

2.9 Actions

- Ruth to ask feasibility team for timescales.
- Simon to chase Angus for draft lease if not received by tomorrow.
- Trustees to formally clarify steering group membership.

3. Cromar Community Council (CCC) – Governance & Communication

3.1 CCC Concerns

- CCC revisited TDG's January governance commitments line-by-line.
- Concerns raised about:
 - Minutes not appearing online quickly.
 - Transparency and presentation of accounts.
 - Communication with community.
 - Visibility of staff (Beth & Debbie).

3.2 Trustee Response

- TDG minutes were updated but link not refreshed — acknowledged error.
- Trustees emphasised TDG does not meet monthly; CCC expectations unrealistic.
- Proposal to set:
 - Fixed trustee meeting dates.
 - Clear timeline for minutes publication (e.g., approved then published within X weeks).
 - Make financial reporting clearer
- Agreement to hold “bridge-building” conversations with CCC.
- Ken suggested speaking to CCC Chair Dave offline to repair relationship.
- Plan to introduce Beth & Debbie formally to members before CCC meeting in September.

3.3 Member Communication

- Member update email to include:
 - Staff introductions
 - Cycling grant

- Community garden
- Pavilion update
- Get Cromar Cycling
- Opportunities for involvement
- Trustees to send additional information, Beth to draft.

4. Finance & Accounts

4.1 General Update

- Audit delayed pending OSCR response; follow-up in two weeks, chase end of August.
- Bike Education fund (£10k) now a restricted category.
- Second bank account (originally required by Sport Scotland) still exists; minimal use.
- **Ken** – Provide David H with examples of how accounts have been presented previously.

4.2 Paths & Maps

- Need measurements for replacement map boards
- Tomnaverie map frame missing; needs replacement.

4.3 Cycling for All / Inclusive Cycling

- Discussion about whether cycling funds could support inclusive cycling initiatives (e.g., Cycling Without Age trishaws).
- Jonquil to email.
- Possible Nestrans funding.

5. Staffing & HR

5.1 Right to Work

- Need to verify passports in person (legal requirement).

5.2 Staff Handbook

- Still in draft; needs trustee review.
- Important for onboarding future roles.

5.3 Travel Expenses

- Query raised: can staff claim mileage and time when working from home as base?
- **Action:** Dave H to investigate HMRC rules and propose policy.

5.4 Holidays

- Clarification: bank holidays rolled into annual leave entitlement.
- To be included in staff handbook.5

5.5 Work Priorities

- Trustees must balance reactive tasks with strategic planning.
- Ensure governance commitments are reflected in staff work plans.

5.6 Email Migration

- Need to move trustees and staff to new TDG email system.
- Create mailing lists:
 - Trustees only
 - Trustees + staff

6. Membership & AGM

- Proposal: hold AGM late October and host a Trustee & Membership Day (tables, displays, engagement).
- Opportunity to tie in cycling announcements.

7. Other Items

- Cromar Chronicles article drafted by Beth.
- TDG donation for Chronicles: £25 per edition.
- Chris to reply regarding zipline enquiry.
- Consider using Duncan Locke (local graphic designer) for future print work.