



Board Meeting Minutes

Date: 2nd September 7.30pm - 9.30pm

Attendees (Trustees): Simon Langan (Chair), Dave Hirst (Treasurer), Chris Redmond (Vice Chair), Sandra van Huesden, Ken Webb, Jonquil Nichol.

Others: Debbie Rennie (CDO)

Apologies: Beth Woodall (CDO)

Recording: Voice recording and written minutes used

1. Welcome and Conflicts of Interest

The Chair welcomed everyone to the meeting. No conflicts of interest were declared.

2. Previous Minutes and Outstanding Actions

July Trustee Meeting Minutes

The minutes of the meeting held on 22 July 2026 were reviewed.

Agreed:

- Item 2 is to be removed from the minutes.
- The meeting title will be amended to reflect that it was an **Additional TDG Trustee Meeting** rather than a regular Board meeting.
- Subject to these amendments, the minutes were approved.

June Board Meeting Minutes

The June 2026 minutes were reviewed and approved for publication.

Action Tracker

The Board discussed the action tracker and agreed:

- All trustees should review and update their actions before each Board meeting.
- A "Further Action Required" column should be added.
- Future agendas will include a reminder for trustees to review outstanding actions before meetings.

3. Finance Update

Dave presented the finance report.

Key Points

- The current balance is £80,631.39
- Finances remain stable with no significant concerns.
- A new restricted fund category will be established for the new Trails employee.
- Film Club finances should continue to be monitored due to reducing reserves.
- Future reporting will refer to **Activities** rather than **Groups**.
- Public minutes will continue to record only the overall balance rather than activity-by-activity balances.

Accounts

Draft annual accounts have been prepared and are currently being reviewed.

OSCR Correspondence

The Board discussed publication of the recent OSCR decision.

Agreed:

- A short public statement should be issued.
- The statement should explain that OSCR has closed the matter.
- The summary will include the recommendation relating to consideration of asset depreciation accounting treatment.
- Publication will support transparency and help bring closure to the matter.

4. Governance

Conflict of Interest Policy

The Board considered the proposed policy options.

Decision: Option A adopted.

Where a conflict exists, trustees will withdraw from discussion and decision-making.

Register of Interests

A digital declaration process already exists.

Agreed:

- Chris will provide Debbie with the existing form.
- Debbie will compare this with the proposed version and bring recommendations to the next meeting.

Code of Conduct

Deferred pending a wider review of the Trustee Handbook.

Trustee Details and Consent Form

The Board agreed to proceed with the proposed form.

Data Protection

The updated policy was discussed.

Agreed:

- A Data Protection Lead is required.
- Staff and volunteer records will normally be retained for **2 years** unless longer retention is required.
- Updated Data Protection Policy and Privacy Notice approved.

Health and Safety

The updated Health and Safety Policy was approved.

Agreed:

- Debbie will circulate standardised risk assessment templates for consideration.
- TDG should move toward a single risk assessment format across all activities.

Safeguarding

Debbie presented the revised safeguarding documentation.

Agreed:

- Debbie will act as Safeguarding Lead.
- Chris will act as Trustee Safeguarding Lead.
- Trustees approved use of the proposed forms for under-18 volunteers pending final policy approval.
- Full safeguarding policy to return to the next meeting for detailed review.

PVGs

The Board noted that PVG applications remain outstanding for trustees.

5. Subgroups

HR Subgroup

The Board reviewed the proposed Terms of Reference.

Discussion

The subgroup exists to provide HR oversight on behalf of the Board and does not replace line management responsibilities.

The Terms of Reference were amended to explicitly include oversight of probation, performance, appraisals, training and development

Decision

The HR Subgroup Terms of Reference were approved.

Future Work

The next subgroup to be developed will be a Finance Subgroup.

6. Staff Reports and Compliance

Community Development Officer Report

- The report was received.
- Trustees were satisfied with progress made.

Compliance Review

- Debbie provided an update on activity compliance returns.
- Six activity reviews have been completed, with seven still outstanding.

Key Themes Identified

- Inconsistent use of risk assessments.
- Some data protection gaps.
- Need for a standardised near miss reporting process.
- Some activities continue to use separate email systems.

Agreed Actions

- Debbie will resend reminders to outstanding activity leads.
- Standard risk assessment template to be issued.
- Near miss reporting system to be developed.
- Microsoft 365 migration requirements to be planned.
- Trails email and SharePoint requirements for new staff member to be progressed ahead of recruitment.

DTAS Governance Discussion

The Board considered the DTAS governance paper and Polly's proposal for a governance development session.

Discussion

Trustees supported the principle of the session but noted significant workloads and AGM preparations.

Agreed

- Preference is for a face-to-face session.
- Mid-November is preferred if feasible.
- Debbie will check Polly's availability and report back.
- Trustees will undertake DTAS governance training online.

7. Activities and Projects

Pavilion Project

A lengthy discussion took place concerning the Pavilion proposal.

Key Issues Raised

- Community support remains strong.
- Trustees require greater clarity regarding financial liabilities.
- Questions remain regarding:
 - Lease arrangements;
 - Site plans;
 - Break clauses;
 - Meaning of "financially sustainable";
 - Estimated operating costs;
 - Insurance implications.

Agreed Next Steps

- Simon will seek:

- Site plans;
- Clarification regarding lease provisions;
- Clarification regarding financial sustainability expectations.
- Ken and Dave will review projected costs and financial assumptions.
- Chris will act as interim liaison with Cromar Food.
- Debbie will circulate the decision-making framework.
- The Pavilion group will be invited to nominate a trustee representative.

No decision was made regarding acceptance of the lease at this stage.

Tarland Trails Recruitment

Recruitment progress was noted.

Update

- Four candidates shortlisted.
- Interviews scheduled for Saturday.
- Process includes:
 - Site visit;
 - Formal interview;
 - Scoring procedure.

Other Activity Updates

Paths

- Notice boards are being installed.
- A supply of marine plywood is required. Simon will pass on local contacts.

Festival

Ticket sales and planning progressing well.

Apple Press

New apple press due to commence operation this week.

Community Garden

Meeting planned next week, including discussion of Tarland's Food and Music Festival.

Tarland Show

TDG provided first aid support at the event.

8. AGM Planning

The Board discussed AGM arrangements.

Agreed Format

The AGM should follow a similar format to 2025 including:

- Activity displays and stalls.
- Promotion of volunteering opportunities.
- Recruitment of trustees and members.

Timing

Preferred timing is:

Late October; or
Early November.

Simon will circulate a poll.

9. Future Board Meetings

Proposed dates:

7 October 2026
25 November 2026
17 January 2027 (error in date noted at point of minutes – 13th January TBC)
24 February 2027
7 April 2027

These dates were accepted in principle.

10. AOB

Member Update

Beth to advise whether any feedback was received following circulation of the recent member update.

Flooding and Bench Restoration

Simon provided updates regarding:

- Wetlands flood monitoring work.
- Restoration of the bench beneath the surgery with community volunteers.

No conflict of interest concerns were identified with this work.