

Management Committee for Shetland Community Benefit Fund Ltd

Minute of the meeting of the Management Committee for Shetland Community Benefit Fund Ltd held on Monday 12th December 2011 at 6pm in the Conference Room, Market House.

Present from

Bobby Hunter	Chairman
Robert Nicolson	Vice Chairman
Iain Garrick	Company Secretary
Martha Devine	
Karen Fraser	
Hubert Hunter	
Alan MacDonald	
Chris Bunyan	
George Smith	
Davie Sandison	
John Roelich	
Laurence Robertson	
Dan Thomson	

In Attendance

Wendy Hand	Development Officer, Voluntary Action Shetland
Kate Massie	Admin Assistant, Voluntary Action Shetland (note taker)

1. Apologies

Apologies were received from Mr Theo Smith, Mr David Manson, Mr Dean Gilfillan, Mr John Dally and Mrs Catherine Hughson.

2. Minute of the previous meeting

The minute of the previous meeting held on Thursday 24th November 2011 was adopted on the proposal of Mr Dan Tompson, seconded by Mr Alan MacDonald.

Mr Iain Garrick said that, as the Committee has no funds at the moment, his title should be Company Secretary rather than Secretary/Treasurer. The Committee members agreed to this.

3. Rules

The Chairman asked the Committee members for any comments on the Rules as they stood at the moment.

Mr Chris Bunyan and Mr George Smith said they both had comments to make. Mrs Wendy Hand pointed out that the Rules cannot be changed at present as they are still with the FSA for approval. Once they have been approved then

changes may be made as long as they contain the criteria required by Co-op UK.

The Committee members agreed to carry on and review the Rules and the following points were raised:

- Membership Para 5 – “The Committee may at its discretion admit to membership: (b) any corporate body of the nominee of any unincorporated organisation in Shetland. Mr Smith said that he wanted clarity on this point. Mr Iain Garrick suggested it could read “principal operation is in Shetland”. Following discussion the Committee members agreed to leave this as it is.
- General Meetings Para14 – “A special General Meeting shall be convened either upon an order of the Committee or at the request of three member of the Society or five per cent of the membership, whichever is the greater”. Following discussion the Committee members agreed that this should read “10 members or 5 percent”

The Committee went on to discuss several more points in the Rules and, as changes cannot be made at present it was agreed to look at this again once FSA approval has been received. Mrs Hand will also enquire what changes will be allowed.

Action: Wendy Hand

The adoption of the Rules will be an agenda item at a future meeting.

4. Management Committee – Roles & Responsibilities

The Chairman pointed out that although each Committee member was elected by their Community Council their responsibility is to this Company and they do not have to consult with their Community Council before voting on items/motions at Management Committee meetings. It is up each individual Committee member how they report back to their Community Council.

Mrs Hand said that she had obtained information from Co-op UK about roles and responsibilities. She will go through the document and extract any information that may be useful to this Committee.

The Chairman asked if it would be helpful for the Committee to seek advice from an external advisor regarding advice on roles and responsibilities, the Committee members felt this would be a good idea. The Chairman instructed Mrs Hand and Mrs Massie to look into to this and organise someone to attend a meeting early 2012.

Action: Wendy Hand & Kate Massie

5. Membership Fees

It was agreed to keep this at £1 per Membership. This will be on the agenda for the next meeting.

6 & 7 Criteria for Disturbance Money and Annual Dispersal of Funds

The Chairman suggested that agenda item 6 and 7 should be discussed as one item. The Committee agreed to this.

7pm – Mr Hubert Hunter left the meeting

After lengthy discussion it was agreed that all Committee Members would put forward their views on criteria for disturbance money and views on criteria for annual dispersal of funds. It was further agreed that these views should be forwarded to Mrs Hand before the end of January 2012. Mrs Hand will bring these views to the meeting on 2nd Feb 2012 at which time a sub-group will be formed. The newly formed sub-group will then take away the views of the Committee and will produce a draft document containing ideas for criteria on dispersal of funds. This will then be on the agenda for the Management Committee meeting in March 2012.

Mr Chris Bunyan felt that a sub-group should be formed at this meeting but following discussion the general consensus was that they should proceed as previously discussed.

Action: All Committee members & Wendy Hand

8. Sub Groups

This will be on the agenda for the next meeting on 2nd Feb 2012.

7.30pm – Mr Laurence Robertson and Ms Martha Devine left the meeting.

9. Meeting dates for 2012

Mrs Kate Massie asked if the dates she had scheduled for future meeting were acceptable. It was agreed to accept these dates and all Committee members should ensure they are in their diaries. The dates may be liable for change in the future but it is hoped that this will be the exception.

10. Strategy for negotiation

There was a short discussion on strategy for negotiation and it was agreed to carry this forward to the next meeting.

11. Scope of projects that will involve Community Benefit Schemes

The Chairman said that there needs to be some definition on what we will pursue as an organisation.

Mr Chris Bunyan feels that this would need to be looked at soon. This item could come under the same heading as agenda item 6 and 7.

The Chairman proposed that Mr Bunyan produce a discussion document on scope of project for the next meeting. Mr Bunyan agreed to do this.

Action: Chris Bunyan

7.40pm – Mr Davie Sandison left the meeting.

12. AOCB

12.1 Press Release

The Chairman said that Mr Bunyan had prepared a press release but due to unforeseen circumstance it had not appeared in the 9th December issue of The Shetland Times. It is hoped that the press release will be published in the Shetland Times on 16th December 2012.

12.2 Press Officer

The Chairman proposed Mr Chris Bunyan for the position of press officer. Mr Iain Garrick seconded this proposal. As there was no other proposal or objection Mr Bunyan accepted the proposal.

13. Date of next meeting

The date of the next meeting is scheduled for **Thursday 2nd February 2012 at 6pm in the Conference Room, Market House.**

The Chairman thanked everyone for attending.

The meeting closed at 7.50pm