# SCBF Directors Meeting

# 11th December 2024 at 1800

# Conference Room Market House

**Present**: Chris Bunyan, John Dally, John Parry, Alieen Brown, Alistair Laurenson, Alistair Christie-Henry, Mairi Thomson, Colin Clark, David Cooper, Graham Booth and James Garrick.

**In Attendance**: Eleanor Gear, Fund Manager, Emma McKay, Administration Officer

**1. Apologies**

Kenny Pottinger, Jim Anderson, and Paul James.

**2. New declarations of interests**

None

**3. New Directors/Observers**

None

**4. Minutes 9th October 2024**

Proposed by Colin Clark, seconded by Alistair Laurenson. Agreed.

**Matters arising and not covered by Agenda**

None

**5. Audit and Governance Group**

The Audit and Governance group met recently and have reviewed the Financial Controls and Governance policy. Aileen Brown is due to meet with Eleanor Gear and Emma McKay to discuss. The group are currently reviewing a new Health and Safety policy.   
  
**6. Administration**

Confidential staff reviews were considered and approved by the directors

**7. Financial Report**

**(a)** **Report on 2024-25 income and expenditure**

The new financial report is populated by Xero (the new accounting system). Eleanor noted that what is not in the report are the grants that are committed but have not yet been paid due to delays in their projects.

Directors discussed the revised financial reports and made several suggestions for staff to discuss with our accountants.

Report noted.

**(b) Financial Investments**

All financial investments have been placed into gilt bonds or through the Insignis platform across multiple savings accounts. The savings accounts are gaining interest; however, interest rates have begun to drop. Eleanor will update at the next directors meeting with the current amount of interest earned since 1st April 2024. John Dally asked if the interest would once again be donated to charity, Chris confirmed that it would be. Eleanor will email directors in January asking them to nominate a local charity. These will then be collated for the February meeting where a decision will be made.

**8. Legal and Accountancy Advice**

Nothing new to report.

**9. Viking Energy**

Directors agreed this item should be confidential

**10. Fund Management Group**

**(a) Fund Managers Report**

SCBF had a successful and positive audit from SSE Renewables at the beginning of November with no immediate actions to rectify but the report made some recommendations which could further improve our processes.

Eleanor informed the group that since publishing the report the Bursary Fund has now closed with 83 applications received. 76 young people were successful in securing funding with £63,977 in total awarded. The 7 unsuccessful applications did not meet the criteria of the scheme, some were not eligible, and others were training requests. Letters are due to be sent out to applicants on Monday 16th of December and payments will be made in January 2025. Going forward Eleanor has asked the Open Project if they would consider making a short video doing a ‘talk through’ on how to fill out the application form and what young people can apply for. Janice Leask will also be going into schools to promote the funding. The accredited Training Fund is now open but hasn’t been widely promoted and not yet received any applications. The Apprenticeship Support scheme for small Businesses will open in January.

Eleanor added that the energy efficiency project has received the first payment of £100,000 to help the most vulnerable with grant top-up or windows and doors. SCBF have asked to see early action on the funding and Eleanor will provide an update on the project at the next meeting.

Report noted.

**11 AGS, CGS & Strategic Funding**

**(a) CGS T1 and T2 Application Summery report**

Emma presented an improved report, giving the board more of an overview of CGS funding through each Community Council. She is also in the process of uploading recently supported projects onto the project page on the website.

Report noted.

**(b) CGS T3 and Strategic Funding decisions report**

Report circulated – Eleanor added that two applications were received for the Reactive Strategic fund which closed on the 31st of October. The fund group met on Monday 9th of December and approved both applications. One application was received from Hjaltland Housing Association for £10,000 towards Retrofit energy efficiently training. The second application was from Royal Voluntary Service for 3 years of funding to fund a driver’s salary for an accessible vehicle, it was agreed to fully fund year one of £17,769, and reduce to £10,000 in year 2 and £5,000 in year 3 with the condition on extending the service to the isles and a longer term budget plan after the initial 3 years.

Viking Community Fund to date have committed a total of £406,441 this is across the Community Grant Scheme, Bursary Fund, Reactive Fund and Proactive Fund.

**12 Shetland Aerogenerators Community Benefit Fund**

Nothing new to report.

**13 Other Commercial Renewable Energy Schemes**

**(a) Community Deal from Transmission Roundtable**

Report noted.

**14 Any other business**

None.

Meeting closed at 1920 hours

Date of next meeting will be Wednesday 12th February 2025.