# SCBF Directors Meeting

# 12th February 2025 at 1800

# Training Room Market House

**Present**: Chris Bunyan, John Parry, Aileen Brown, Jim Milne, Graham Booth, Jamie MacBeath, Alistair Laurenson, Mairi Thomson, Jim Anderson, John Dally, Paul James and David Cooper.

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

**1. Apologies**

Alistair Christie-Henry, Kenny Pottinger, and Colin Clark

**2. New declarations of interests**

None

**3. New Directors/Observers**

None

**4. Minutes 11th December 2024**

Proposed by John Parry, seconded by Mairi Thomson. Agreed.

**Matters arising and not covered by Agenda**

None

**5. Audit and Governance Group**

**(a) Financial Controls and Governance Policy draft**

Financial controls and Governance Policy circulated - Proposed by Chris Bunyan, seconded by John Dally. Policy adopted and will be uploaded to the website

**6. Administration**

Confidential staff reviews were considered and approved by the directors.

**7. Financial Report**

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

Report noted.

**(b) Charitable Donations**

A paper was circulated detailing the amount of bank interest accrued so far for 2024/25 and the list of charities nominated by directors. The charities are Shetland Carers, RNLI, Shetland Foodbank, CLAN, COPE, Mind Your Head, Viking Genes, Shetland Care Attendant Scheme, The Compass Centre (Shetland Rape Crisis), Ability Shetland and Dogs Against Drugs. The level of charitable donation to each organisation will be determined at the end of the financial year when all interest has been accumulated. John Parry proposed to share all accumulated interest between all nominated charities, this was seconded by Mairi Thomson.

**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**

Final award for the bursary fund was just over £62,000, with 3 applicants withdrawing from the process due to leaving or finishing their apprenticeships. Jamie MacBeath asked if a report can be provided to show what trades benefited from the scheme.

Admin are working with the website developer, currently fixing background application issues and implementing the online bursary application, which admin is in the process of testing.

Emma is to meet with The Open Project regarding a bursary ‘how to’ video guide. Guidelines will be reviewed to make them more user friendly and to make it as easy as possible for all applicants to understand.

SCBF are attending the local careers fair on Tuesday 18th of February, this will be a good way to promote the bursary, training and apprenticeship support fund for small businesses. Leaflets and banners have been created for publicity and quotes from bursary applicants will be displayed at the event.

The housing consultant tender has been issued, and Eleanor has already had contact from organisations interested in tendering for the work. An SCBF panel is required to review the tenders and currently one more director was needed to take the panel to the required number of 3, Jim Anderson agreed to join the panel with Colin Clark and Aileen Brown.

It was also reported that an application for an organisation’s core/revenue funding had been rejected by the fund group because it did not fit the SCBF criteria of only supporting core funding when an organisation’s future was threatened by reduced funding from other sources.

Report noted

**11. CGS & Strategic Funding**

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

Report noted.

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

Report circulated

CGS Tier 3 decisions took place on Monday 10th February and a verbal update provided.

Ability Shetland fully funded £15,000 to employ someone for one year to co-ordinate activities for families, siblings and carers of disabled children and young people. Shetland Canoe fully funded £2,000 towards bringing a trainer to Shetland to deliver trip leader/coach training. Mind Your Head (SCIO) part award £10,000 towards practitioner’s salary and room hire to continue Wellbeing 1000 groups. Edinburgh Science part award £12,757 to deliver the Electrical Explorers workshop to primary schools across Shetland. The Shetland Clarsach Group part award £5,000 to purchase second-hand harps to re-establish the local harp community. Shetland Golf part award of £670 towards the cost of hosting a golf competition in June 2025 involving a group of blind or partially sighted golfers.

A press release on strategic funding awards will be going out soon (awaiting the return of the final signed offer letter)

Report noted

**12 Shetland Aerogenerators Community Benefit Fund**

Nothing to report.

**13 Other Commercial Renewable Energy Schemes**

Nothing to report

**14 Any other business**

**(a) Scottish Government consultation on community benefits from onshore, offshore and network projects**

Report circulated – Chris asked two directors to join him and Eleanor to draft a SCBF response to the consultation on ‘Community Benefits from Net Zero Energy Developments’. Jim Milne and Jamie MacBeath agreed to join the group.

Meeting closed at 1915 hours

Date of next meeting will be Wednesday 9th April 2025.