

Minute of Management Meeting of Shetland Community Benefit Fund Ltd.

Held in the VAS office, Harbour Street , Lerwick on 22nd January 2020

(approved 19-02-20)

Present: C.Bunyan (chair), N.Martin (minutes), A. Christie-Henry, A.Brown, C. Clark, J.Garrick, K.Pottinger, A.Sutherland, J.Dally, A.Laurenson, A.Wenger, P.Fordyce (observer for Unst)

1:Apologies: A.MacDonald, G.Thomson, L.Odie, W.Moreland

2:Directors:

It was noted that Patrick Fordyce was present as an observer for Unst

3. Minutes of 27th November 2019 Approved A.Christie-Henry, seconded A.Laurenson with the following amendment that Gordon Thomson was at that meeting.

4. Matters Arising: No matters arising not already covered by the agenda..

5. Viking Energy: Viking energy continues to plan for the scheme to go-ahead, for example the road works for Sandwater are proceeding.

C.Bunyan and N.Martin will go on the trip to Inverness organised by SSE on 5th and 6th February to meet other community groups. They will report back at the next meeting.

6. Consider other commercial developments:

Energy Isles are planning a presentation in Yell on 3rd Feb with a possible drop-in session on the 4th.

The Chairman is to email Peel Energy for an update.

7.Consider review of SCBF rules (numbers refer to the amended rules circulated and were accepted unless otherwise stated as follows):

It was unanimously agreed the rules should be changed so that:

all the relevant sections of the rules should be amended to make electronic communication by email the official and formal method of communication.

and

All references to his or her should be changed to their or another appropriate term.

The following specific changes were agreed:

1 The Society shall be Shetland Community Benefit Fund Limited

5 (b) nominee of any unincorporated body **that has its registered office** in Shetland

(c) councillor **or senior manager** of Shetland Islands Council who supports the Society and who has paid £1.00 for their share certificate.

7 (a) the name and address **and email address** of every member

(e) the names and addresses **and email addresses** of the Committee members

Add 7(f) All formal communications will normally be by email unless there is a specific request from a member or a legal reason.

9 A member shall cease to be a member if they

(a) resigns **by email**

12(c) **replace existing wording with:**

Each community council in Shetland can nominate a director for the management committee and these nominations will be voted on by members at an AGM. If any nomination is rejected the relevant community council will be informed and asked to make another nomination which will be considered at the next management committee following its receipt.

Delete 12.(d) delete completely. (e) becomes (d)

15. notice in **email**

16. notice sent by **email**

30. 3rd line **deposited by email before the meeting to the officers of the SCBF**

32. (a) **The Society shall have a Committee comprising one person nominated by each of Shetland's Community Councils. The Directors shall be elected by members at an AGM or special meeting and serve according to rule 37.**

(b) If a vacancy occurs on the committee the Community Council that nominated that Director will be informed by email and be asked to make a new nomination to replace that Director which will be considered at the next management meeting.

33. (b) **delete or in writing**

(c) delete **2019**

40. (g) insert **or senior manager**

57. Rename **UNALLOCATED FUNDS**

Any **unallocated funds** generated by the Society shall be applied as follows, in such proportion

Delete **as the members may decide at the Annual General Meeting**

8 Confirm the revised advance fund scheme:

The meeting discussed the terms of the rules and guidelines for the advanced payment scheme that were discussed at the last meeting. These were confirmed unanimously by the meeting with the addition in 5(b) that any application from a business would only be considered on exceptional grounds and with formal approval by SCBF. This change reflected that requirement in the proposed Heads of Terms.

9. Any Other Business

(a) The Chairman explained he had written an initial website and this was reviewed on screen by the meeting.. Members were asked to check the contents by Sunday. The Change Rules button will say Under review. The Chairman will send out the link once it is published. It was agreed the domain name should be changed from shetlandcommunitybenefitfund.org.uk to scbf.org.uk

(b) It was agreed that there will be a standing item on the agenda for declaration of interests at each meeting.

(c) The Data protection Act will need to be considered at a future meeting as SCBF keeps email address etc.

(d) Chris Bunyan, Neville Martin and Angela Sutherland will prepare a revised set of rule for the February meeting. The February meeting will agree a Special General Meeting for March to be followed by a management meeting. At that meeting the AGM will be set for May in order to give 2 months notice to Community Councils. If approved at the SGM the Rules will be registered with the FSA.

The Secretary went through the current list of paid up members who will be able to vote at the SGM:

Chris Bunyan Alan MacDonald Aileen Brown Kenny Pottinger

Hubert Hunter John Dally Arwed Wenger Laurence Odie

Neville Martin Angela Sutherland James Garrick Colin Clark

Alistair Christie-Henry Alistair Laurenson

Gordon Thomson (£1 paid by Patrick Fordyce at the meeting).

10. Next Meeting

The next meeting will be at 6pm on Wednesday 19th February 2020.

The SGM will be on 18th March 2020.

DRAFT