# SCBF Directors Meeting

# 12th January 2022 at 1800

# (held via Zoom)

**1. Apologies**

Robin Black, Jamie Macbeath, Kenny Pottinger and Alistair Christie-Henry

**2. New declarations of interests**

None.

**3. Directors/Observers**

Chris Bunyan (Chair), Aileen Brown, Alistair Laurenson, David Cooper, Karen Hannay, John Dally, James Garrick, John Parry, Jim Anderson, Angela Sutherland, Neville Martin, Colin Clark and Eleanor Gear (Administration Officer).

**New Directors/Observers**

None

**4. Minutes of 8th December 2021**

Proposed by John Dally, seconded by John Parry. Agreed.

**Matters Arising and not covered by the agenda**

A response to the Scottish Government consultation, drafted by CB and John Dally, was circulated prior to the meeting. It was agreed to respond to the consultation in the terms in the report.

**5. Audit and Governance group**

**(a) Revised Rules – final draft circulated**

CB, in consultation with the audit and governance group and officers, decided to postpone the Special General Meeting due to a contradiction between the draft revised rules and the Conflict of Interest policy which required correction first. Paragraph 35 (b) has now been amended to ensure both documents agree. Angela Sutherland proposed to adopt the rules and put them to a Special General Meeting, seconded by Neville Martin. It was agreed that the Special General Meeting takes place at 6pm on Wednesday 9th February prior to the monthly directors meeting. Agreed.

**6. Administration**

CB raised to the meeting that SCBF’s insurance was due for renewal in March and recalled that Angela Sutherland mentioned in a previous meeting about her background in insurance. He then asked Angela if she would look into SCBF’s renewal requirements to which she agreed. AS will liaise with EG on this.

**7. Financial Report**

**(a) Report on 2021-22 income and expenditure - circulated**

Colin Clark asked if there were any concerns about spending the grant funds as there is still a large sum of grant funds remaining. EG advised directors that some community councils have already spent all their funding for the 2021/22 AGS financial year, some are awaiting large projects to submit applications but that there were some community councils which have received few applications. EG to produce a report for the next meeting on community council AGS expenditure and contact community councils to enquire about plans within their communities for the remaining AGS funds.

Several directors felt that press releases were useful in raising awareness of the fund and that a radio piece would be a good form of promotion. CB to contact Radio Shetland and make ready a press release for the end of January. CB reminded directors that all projects supported can be found on the SCBF website.

AS asked if there were any tax implications to the funds not being spent within 2 years. CB will contact RSM to check the status on this.

Finance report noted.

**8. Legal and Accountancy Advice**

Paper on loans circulated. David Cooper raised whether the issue of loans should be left on the back burner as he felt SCBF were unlikely to often be asked for loans. CB advised that the conversation surrounding loans has been raised at this time due to the upcoming community consultation and that this was an information gathering exercise at this time. John Parry added that there is necessary experience and regulation required to provide loans and that it is a lot of work to do so. The AGS is not open to loans.

Report noted.

**9. Viking Energy**

Nothing to report

**10. Business Plan ITT Group**

Draft press release circulated. CB informed the meeting that the preferred contractor is ibp Strategy and Research and that the contract has been legally checked and now signed by all parties. The contract/work begins on 1st April 2022. The community consultation contract states that ibp will take instruction from the ‘Business Plan subgroup’ and CB asked who this group would consist off as the tender subgroup has technically now disbanded following signing of the contract. Jim Anderson proposed that the Business Plan subgroup was made up from the same members of the tender subgroup (CB, Colin Clark, Angela Sutherland, John Dally and Jamie Macbeath). No dissent.

**11. AGS**

**(a) Report on applications received - circulated**

Report noted.

**(b) Review of AGS – background paper circulated**

CB raised that SCBF has committed to reviewing the AGS annually and following its launch in February 2021, the first review is due February 2022. The suggested areas for review are the application process, offer letter and monitoring. It will include the experience of applicants and community councils. Colin Clark added that some thought needs to be given to Shetland wide applications during the review. CB asked for volunteers to join himself and EG to form a review group, Jim Anderson and Karen Hannay offered to help with the review. The group will prepare something to present to the February meeting.

**12. Shetland Aerogenerators Community Benefit Fund**

Nothing to report.

**13**. **Other commercial renewable energy scheme**

**(a) Report from Aker offshore – circulated**

Aker are in the early stages but will keep in touch as things progress.

Nothing to report from any of the other renewable energy schemes.

**14. Any other business**

None

Date of next meeting – Special General Meeting Wednesday 9th February 2022 at 1800, the directors meeting will follow on from this in a separate Zoom session.

**Meeting closed at 19:10 with nothing further to discuss.**