# SCBF Directors Meeting

# 9th March 2022 at 1800

# (held via Zoom)

**1. Apologies**

Robin Black, Alistair Christie-Henry, Karen Hannay, Jim Anderson, John Dally and Angela Sutherland

**2. New declarations of interests**

None.

**3. Directors/Observers**

Chris Bunyan (Chair), Aileen Brown, Alistair Laurenson, David Cooper, James Garrick, John Parry, Neville Martin, Colin Clark, Jamie Macbeath, Kenny Pottinger and Eleanor Gear (Administration Officer).

**New Directors/Observers**

None

**4. Minutes of 9th February 2022**

Proposed by John Parry, seconded by James Garrick. Agreed.

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

None

**5. Audit and Governance group**

Nothing to report.

**6. Administration**

**(a) HIE Board Health Check**

It was hoped that a report would be ready to distribute to directors, however, due to late responses as part of the health check, this has been delayed. A report is expected for next month’s directors meeting.

**(b) SCBF Meetings**

CB asked directors for their thoughts on returning to face-to-face/hybrid meetings. Neville Martin felt that if meetings were to remain short in duration then Zoom would be preferable. CB advised that the community consultation would be a large piece of upcoming work but thought the sub-group were likely to take up the work on this and report back to directors at the monthly meetings. Neville Martin also advised that covid rates are still quite high with Colin Clark suggesting a return to face-to-face when levels reduce. There was general agreement for meetings to be held via Zoom until covid rates reduce whereby meetings will change to a hybrid format.

**(c) Insurance report**

CB asked if there was any dissent to the decision taken by officers, there was none. Decision accepted. CB asked that the assistance from Angela Sutherland in sourcing the insurance be noted.

**7. Financial Report**

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

Finance report noted.

**8. Legal and Accountancy Advice**

Nothing to report.

**9. Viking Energy**

Nothing to report

**10. Business Plan ITT Group**

Nothing to report. A Zoom call between IBP and the sub-group is scheduled for the end of March.

**11. AGS**

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

David Cooper asked whether the report was confidential and was advised that all papers are public unless stated otherwise. The information can be shared with the director’s local community council.

For information, CB advised directors that the Shetland Times requested a copy of a feedback form for an application recently discussed and decided upon by a community council. This was provided. It does not contain any personal information.

Report noted.

**(b) Delayed applications report - circulated**

CB advised that this is an issue for the review of the AGS and highlighted that one community council had still not decided on an application they received in June. Such delays can hold up projects and the release of funds. This mostly affects Shetland-wide applications. The issue will be included in the AGS review. Report noted.

**(c) Review of AGS – survey circulated**

David Cooper noticed that the scale rating did not define which number was a good score and which was poor. EG noted to have this amended. CB hoped that Jim Anderson, as part of the AGS review sub-group, was drafting the online survey which would then be distributed.

**(d) AGS Annual report 2020/21 – circulated**

CB advised that EG has produced an annual report on the 2020/21 AGS funding year. Report proposed by Aileen Brown, seconded by Jamie Macbeath. Adopted. The report will be added to the SCBF website and circulated to community councils. CB thanked EG for producing the report.

**(e) Legal advice on giving guidance to applicants**

CB asked directors whether they felt that to avoid liability when giving advice, SCBF should add a disclaimer to applications and email footers. Jamie Macbeath felt that if we were giving advice within our guidelines then this wouldn’t be necessary. David Cooper suggested using the word guidance rather than advice as these are two different things. Meeting agreed that a disclaimer would not be necessary and EG will amend her wording when sending emails regarding guidance on applications.

**12. Shetland Aerogenerators Community Benefit Fund/**

A Monitoring report on the Bells Brae Parent Council SACBF grant was circulated prior to the meeting and provided an update on how the grant has been used so far. Report noted.

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

As a member of the Deepwind Cluster, CB received an email regarding the second round of the Scotwind leasing process which opens in April to those organisations who made an application during the first round. The email was circulated prior to the meeting.

John Parry raised that his local community council had viewed a PowerPoint presentation from Douglas Irvine (Shetland Islands Council) which may be of interest to other community councils and SCBF. CB will email Douglas Irvine regarding this.

CB emailed Nova but has not yet received a response.

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

**14. Any other business**

SCBF received an email from the Shetland Relay for Life committee looking for a donation and this is the first time SCBF have received such a request. This opened a discussion amongst directors but ultimately resulted in a reluctant consensus that SCBF can not make donations due to the structure of the organisation. Funds are channelled through SCBF for community projects, and they are unable to give charitable donations to organisations.

Date of next meeting – 13th April 2022 at 1800

**Meeting closed at 18:58 with nothing further to discuss.**