# SCBF Directors Meeting

# 11th May 2022 at 1835

# (held via Zoom)

**Present**

Chris Bunyan, Aileen Brown, Jamie Macbeath, Alistair Laurenson, John Parry, Robin Black, Angela Sutherland, David Cooper, Colin Clark, John Dally and Neville Martin

**In Attendance**

Lindsay Dougan, SSE Renewables and Eleanor Gear, Administration Officer

**Election of officers**

Prior to the meeting beginning, the management committee were required to elect officers. The Administration Officer, Eleanor Gear, temporarily took the chair and called for nominations for the chair. John Dally proposed Chris Bunyan, seconded by Angela Sutherland. CB then thanked Eleanor and asked for a nomination for Vice-Chair, Angela Sutherland proposed John Dally, seconded by Neville Martin, CB nominated Neville Martin for secretary, seconded by Colin Clark and CB nominated Aileen Brown as treasurer, seconded by Angela Sutherland.

**1. Apologies**

Alistair Christie-Henry and James Garrick

**2. New declarations of interests**

None.

**3. New Directors/Observers**

CB welcomed back the five directors who are serving new 3 years terms, Angela Sutherland, John Dally, Karen Hannay, David Cooper and Kenny Pottinger.

**4. Minutes of 13th April 2022**

Proposed by Alistair Laurenson, seconded by Neville Martin. Agreed.

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

John Parry asked if there was anything to discuss following the HIE Board Health Check and the agreed outcomes. CB advised that most of these will be covered throughout the meeting.

**5. Audit and Governance group**

CB asked whether the Audit and Governance group had managed to meet and draft overarching TOR’s. Aileen Brown advised that a meeting was scheduled for Friday and that the terms in the HIE toolkit looked to be very useful however, this would be discussed at the meeting. The TORs for each of the sub-groups were sent by EG via email but very little response was received. EG will re-send the emails.

Rule 42 requires SCBF to have a management sub-committee. CB proposed that this committee consists of the SCBF officers. This was unanimously agreed with no dissent.

**6. Administration**

**(a)** Email to community councils on the legal responsibilities of directors – circulated

Noted

**(b)** Directors Handbook V2 - circulated

Page 4, para 3 has been revised to clarify the role of a SCBF director. Aileen Brown raised that the Conflict-of-Interest Policy is missing from the list of documents, EG will add this prior to circulating the published revised version of the handbook.

**7. Financial Report**

**(a)** Report on 2022-23 income and expenditure - circulated

Finance report noted.

**8. Legal and Accountancy Advice**

Nothing to report.

**9. Viking Energy**

Nothing to report

**10. Business Plan Sub-Group**

The Business Plan subgroup and IBP hold a monthly meeting at the end of each month. At their April meeting it was agreed that on the IBP website there would be a separate section on the community consultation where documents and updates would be posted. This comes at a cost of £1,000 plus VAT and was agreed by the group as a revision to the original contract. Noted and accepted.

Jamie Macbeath has resigned from the subgroup with CB thanking him for all his hard work. The work of the subgroup is likely to increase and with no volunteers to join the subgroup, EG will email the three directors not in attendance to ask if any of them would like to join.

**11. AGS**

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

Report noted.

**(b)** Application rejected by officers – report circulated

The officers reported that they had rejected an application for failing to meet the AGS Guidelines following all due diligence. The applicant’s disappointment at the decision was treated as a formal complaint and the chair asked three other directors to review all emails and information on the application. The three directors all endorsed the officers’ original decision.

Officers’ actions approved by the meeting.

**(c)** Amendment to SCBF Appeals Procedure

The Appeals Policy requires review as it does not include appeals against decisions or actions taken by SCBF. CB suggested the management sub-committee should redraft the procedure along with the sub-committee. Agreed.

**(d)** AGS Repeat Applications – report circulated

The Viking Community Fund AGS is now beginning to receive repeat applications and a discussion was opened on whether ‘repeat applications’ meet the AGS criteria of self-sustaining without ongoing funding.

Lindsay Dougan offered some advice based on how other community benefit funds have dealt with this issue,

1 – applicants must provide an evaluation before they can re-apply. The panel can then ensure the project has been completed and has delivered an impact in the past.

2 – Projects which occur annually/bi-annually – some communities would fund something that lasts longer than a single event, i.e., PA equipment.

3 – You don’t want applicants becoming reliant on the fund.

This opened a lengthy discussion. Aileen Brown felt the applicant would need to have a strong case if re-applying with David Cooper adding that the applicant would need to be showing something new within their application. Robin Black said we could be at risk of causing a dependency where there should be a statutory responsibility and Angela Sutherland said it needs to be remembered that community councils have their own funds, John Dally agreed. Jamie Macbeath didn’t want applicants to be put off from reapplying by adding too many restrictions to the guidelines and Karen Hannay felt the guidelines were prescriptive enough as they state projects should be sustainable. Lindsay Dougan advised that some community funds add a section to their application form where it asks whether the applicant is reapplying and how does their application demonstrate added value/legacy. It was suggested that whilst we don’t want applicants to be reliant on the AGS, one option would be to permit ongoing funding but the amount would reduce.

CB summarised the feeling of the group to be that projects should be self-sustaining, and this issue should be added to the AGS review currently in progress.

**12. Shetland Aerogenerators Community Benefit Fund**

Nothing to report

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

Nothing to report

**14. Any other business**

**(a)** Living Wage proposal – paper circulated

Paper noted

**(b)** Chair’s workload since last meeting – paper circulated

Paper noted

During the recent local elections, CB had noticed a lot of candidates mentioning SCBF and what the Viking Community Fund should be used for. He asked whether we should offer a meeting to the new councillors, but this wasn’t met with much support.

EG raised the question of resuming face-to-face meetings on behalf of Alistair Christie-Henry. CB asked for this to be added to the agenda for the directors meeting in June.

Colin Clark and Aileen Brown attended a Climate Change Conversation recently where they were being canvassed for opinions. CB asked them to write a short report for the next meeting.

CB thanked Lindsay Dougan for joining the meeting.

Date of next meeting – 8th June 2022 at 1800

**Meeting closed at 19:51 with nothing further to discuss.**