# SCBF Directors Meeting

# 12th October 2022 at 1800

# Market House Conference Room

**Present**

Chris Bunyan, Aileen Brown, Alistair Laurenson, Jim Anderson, Alistair Christie-Henry, Angela Sutherland John Parry, John Dally, Jim Milne and Neville Martin (joined 1825).

**In Attendance**

Eleanor Gear, Administration Officer

**1. Apologies**

Robin Black, Colin Clark, David Cooper and Karen Hannay

**2. New declarations of interests**

Aileen Brown declared an interest as a Trustee of the Shetland Church of Scotland.

**3. New Directors/Observers**

None.

**4. Minutes of 14th September 2022**

Proposed by Alistair Laurenson, seconded by Aileen Brown. Agreed.

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

None

**5. Audit and Governance group**

Aileen Brown has drafted a list of areas to cover as part of the internal audit of the AGS and SCBF finances.

**6. Administration**

A report on the mini audit carried out by Lindsay Dougan (SSE Renewables) and the report itself was circulated and discussed. Lindsay Dougan was more than happy with the mini audit and the administration of the Viking Community Fund AGS. Eleanor has produced work instructions to cover each of the role she undertakes, and Lindsay has suggested that CB, Aileen Brown and Eleanor all complete fraud and bribery awareness online training. It has also been advised that to keep community councils updated with the development of the fund and to remind them of their responsibilities that a Zoom call is offered. After discussion, it was agreed that a call would be offered early next year.

**7. Financial Report**

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

CB highlighted that the first phase of the consultation has been paid for and this can be seen under the costs for administration on the report. The £400,000 of funding for the current AGS year (1st September 2022 to 31st August 2023) has been requested and consideration is being given to transferring some of these funds into a 1 year savings account.

Finance report noted.

**8. Legal and Accountancy Advice**

CB has sent letters to two local accountancy firms and one legal firm as part of an informal review into the services provided to SCBF.

**9. Viking Energy**

Nothing to report.

**10. Business Plan Sub-Group**

As advised previously, the invoice for phase 1 was submitted by IBP alongside evidence that they have met the delivery criteria for phase 1. The consultation has been launched and the Business Plan Sub-Group will continue to meet with IBP monthly but will not be playing an active part in the consultation itself.

**11. AGS**

**(a)** Application Summary Report – circulated

A press release will be issued soon (approximately end of the month) marking the milestone of the fund awarding over £500,000 in grants supporting 100 projects. The four areas in receipt of the largest amounts of funding will be highlighted.

For information it was advised that the AGS has received a second Tier 1 application which focuses on poverty and welfare within 12 months of the recipient previously receiving a grant (as permitted under a change to the guidelines).

Report noted.

**(b)** Publicising the AGS – paper circulated

During discussions with Lindsay Dougan, several measures have been agreed to promote the AGS.

Press releases – as previously advised, a press release will be issued soon to mark £500,000 in grant funding awarded. Going forward, press releases will be issued every two months or so to promote the fund and encourage applications. (These were on hold until the community consultation launched).

Facebook – Eleanor has been posting more updates on Facebook and will continue to do so when evaluations are received from completed projects. Community council clerks have also been sent the link to the SCBF Facebook page as a method to promote the fund.

Photographer – SCBF have the use of a photographer who can be called upon for large grant awards. Successful applicants will also be advised that the photographer can be used to promote their grant awards. ‘In action’ shots are a great way to show real community benefit.

**12. Shetland Aerogenerators Community Benefit Fund**

Nothing to Report.

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

Members of the Other Schemes sub-Group updated directors on their current work.

Jim Anderson asked if current legislation extends to offshore wind. CB advised that there is a guide but no figures included and added that there is no legislation for onshore or offshore only guides and good practice principles.

**14. Any other business**

**(a)** Fuel Poverty – paper circulated

Colin Clark drafted a discussion paper on poverty/fuel poverty. The paper gave six options to promote discussion and potentially find a solution of how SCBF can support poverty/fuel poverty in Shetland. Reference was made to a previous decision when a draw-down of funds was made to support the MRI scanner appeal. Directors had agreed then that this was a one-off draw-down of advance funds. This earlier decision was noted.

Date of next meeting – 9th November 2022 at 1800

**Meeting closed at 1917 with nothing further to discuss.**