

Meeting of SCBF 7th October 2020 - Held using Zoom virtual technology

1. Apologies: Laurence Odie, John Dally, Jim Anderson

2. New declarations of interest: None

3. Directors/Observers:

Present: Chris Bunyan (Chair), Neville Martin, Alistair Laurenson, Robin Black, Aileen Brown, Alistair Christie-Henry, Gordon Thomson, Colin Clark, Kenny Pottinger, Jamie Macbeath, James Garrick, Angela Sutherland, Alan Macdonald (joined 7.10pm),

In Attendance: Wendy Hand (minutes), Megan Nicolson (minutes) and James Rendall (observer, joined 6.30pm).

4. Minutes of 9th September were approved. Proposed A. Laurenson. Seconded G. Thomson

5. Matters Arising: There were no matters arising.

6. Chair Report: C. Bunyan had nothing to include in his chair report that was not already covered in the agenda.

7. MRI Appeal:

- a) After the SCBF letter to community councils had been published in the media, Chris acknowledged that SSE did not like suddenly finding press cuttings relating to them without warning. Angela raised the point that it should maybe be made more clear to the community councils that the information that was being passed onto them was confidential unless explicitly acknowledged otherwise by SCBF. Chris said he could not see why any confidential information would be given to community councils. All directors agreed with a comment from Angela that from now on all information passed on would be treated as confidential unless specifically announced by SCBF.
- b) The general response from community councils regarding the MRI Appeal proposals was positive. Having considered the formal application from the MRI Appeal Alistair Christie-Henry proposed, seconded by A. Laurenson, that SCBF approve the application to the MRI Appeal and to inform SSE to take the £200,000 out of the 1st year of core funding.
- c) The email from the chair of Tingwall, Whiteness and Weisdale Community Council, Andrew Archer, raising questions about the MRI appeal and SCBF was noted by directors. The chair said that some of the issues raised regarding the relationship of directors to community councils and their legal responsibilities should be discussed at a future meeting.

8. Legal and Accountancy Advice:

- a) A proposal from Neville, seconded by Gordon that: (1) RSM be asked to make a formal non statutory business clearance application to HMRC for confirmation regarding SCBF's position on corporation tax; (2) that RSM be asked to carry out the

recommended scoping exercise regarding SCBF and VAT was agreed unanimously by the meeting..

c) The report from Harper Macleod was noted. There had been some infrequent communication between Harper Macleod and RSM but there has been no issues raised without answers.

d) The meeting also agreed to seek a quote from RSM for compliance and auditing of SCBF annual accounts together with any on-going advice.

9. Viking Energy:

a) The latest proposal from SSE regarding the Minute of Agreement and the confidentiality clause - the only outstanding issue - was discussed. This proposed that the MoA was not published on the website, but advised people they could ask for a copy. Angela Sutherland proposed that SCBF accept SSE proposed confidentiality clause. G. Thomson seconded and it was agreed the MoA should be signed..

b) SSE zoom meeting noted

10. (9 on agenda) Actions – decisions needed:

J. Macbeath had two questions regarding the AGS::

- If Community Councils had money left where should it be returned to?

C. Bunyan confirmed that the money should be returned to SCBF where it would be held for another year. C. Bunyan will double check the guidelines to make sure it does make this clear and will communicate at the next meeting if anything has changed.

- If community halls are needing money for day to day running costs, is this something they can apply to SCBF for?

The guidelines state that anything that should be paid for by the SIC such as day to day running costs will not be funded by the SCBF. One off costs for maintenance would be considered but not ordinary running costs.

N. Martin proposed that environmental improvements should be added to Tier 2 and 3 projects should be added into the guidelines. This was seconded by C. Bunyan.

a) In response to Michael Duncan's question about if the 5% annual allocation can be used to fund Clerk's hours it was confirmed that the money cannot be used for this. C. Bunyan will communicate this response to Michael Duncan.

b) There was a discussion whether SCBF should put its legal and financial advice out to tender, or continue using the two existing firms - RSM and Harper Macleod. It was proposed by C. Clark, seconded by J. Macbeath, not to tender but continue to engage the two firms who already had a good understanding of and relationship with SCBF. The chair is to ask for a quote from RSM regarding compliance and auditing of this year's accounts together with any day-to-day advice.

It was noted that in the first year, SCBF will have to hold an independent consultation for the Advanced Grant Scheme (AGS) this will be discussed at a later date.

- c) SCBF are no further forward in regards to the staff sub group but it was agreed that things needed to get moving and the staff sub group will get together with the deadline of the next meeting to circulate options. Other agenda items will be dependent on these options.
- d) It was agreed that the website needed work and further discuss will be needed regarding tendering for this.
- e) C. Bunyan raised the need to have a logo He has made a draft logo but it was decided, after a vote of eight to four, that, A. Christie-Henry and J. Macbeth would speak to Art Machine about them designing a logo professionally for SCBF.
- f) Angela has made up a first draft of a Data Protection Policy but will get together with a group to finalise things. Angela also suggested that GDPR training would be beneficial to the group. She will propose a date and Chris will send out a zoom meeting invite for those who wish to attend.

Various policies are need to be written and/or updated, to be discussed at future meeting.

10. Other commercial renewable energy Scheme:

C. Clark and John Dally have sent out emails to Peel energy and Energy Isles but so far has heard nothing back. Chris recommended that they keep trying to get a response from them and to use any local contacts within the group that might be able to help.

11. Any other business:

- a) With regards to the email about involving young people in SCBF, everyone was in agreement that it would be a good idea to get younger representation involved and hear their thoughts on things. W. Hand noted that there is a youth participation group, which could be an idea. J. Garrick suggested that it might be an idea to have a representative from the Anderson High School pupil council to join in. Chris asked that both of them would put together a proposal detailing what they had in mind and email over to him and it could be discussed at the next meeting.
- b) The next meeting will be held on Wednesday 4th November at 6pm.
- c) Rules to be considered at a future meeting
- (d) James Rendall (Fetlar) feedback that as an observer he felt that Fetlar should be involved in the meetings and will take it back to the community council to seek a director for SCBF

The meeting was brought to a close and Chris thanked everyone for attending.

