

Minute of a Management Meeting of the Shetland Community Benefit Fund Ltd.

Held using Zoom virtual technology 12th august 2020

The meeting agreed unanimously that Chris Bunyan should temporarily chair the meeting until election of officers.

Present: Chris Bunyan, Neville Martin, Alan Macdonald, Alistair Christie-Henry, Aileen Brown, James Garrick, Colin Clark, Kenny Pottinger, Angela Sutherland, Jamie Macbeath, Robin Black, Alistair Laurenson, Gordon Thomson, John Dally

1: Apologies: Arwed Wenger

2: Directors: The new director nominated by Burra and Trondra, Robin Black, was welcomed to the meeting. The directors re-elected at the AGM were also welcomed to the meeting - Colin Clark, Aileen Brown, and Alistair Christie-Henry.

It was noted that SCBF had been in contact with the three community councils which had not nominated a directors. As regards Skerries and Fetlar it was agreed to try and find a technical answer to someone attending meetings.

There were no new declarations of interest.

3. Minutes of 8th July 2020 Approved proposed Alistair Christie-Henry, seconded by Alan Macdonald.

4. Matters Arising: Holding meetings virtually using Zoom was discussed and Angela Sutherland. agreed to report to the next meeting on the best software to use and that this should be paid for to stop meetings being interrupted due to licensing restrictions.

5. Election of Officers:

Chair - Chris Bunyan was elected unanimously proposed by Colin Clark and seconded by Alan Macdonald

Vice-chair - John Dally was elected unanimously proposed by Alistair Christie-Henry and seconded by Angela Sutherland

Secretary - Neville Martin was elected unanimously proposed by Alistair Christie-Henry and seconded by Angela Sutherland

Treasurer - Aileen Brown was elected unanimously proposed by Angela Sutherland and seconded by Gordon Thomson.

6. Report from Staff Sub-Group:

The job profiles and person specifications for an Administration Officer and Project Manager were discussed. It was agreed that the admin post specification should be

for an HNC, not HND and the person would be employed on an 'as needed' basis initially for six months but the profile should be amended to be more positive about a possible extension as it was thought the admin post might be needed after the project manager was in post. It was thought the admin post would be from October to March 2021.

The project manager was scheduled to start in March 2021 initially on a year's engagement. The manager's profile was amended in section 3 that they would be responsible for "fund awarding and recommendations to the directors".

While SCBF might need its own office at some point in the future, it was agreed not to have an office while there were government health restrictions, encouraging people to work from home if possible.

The sub-group agreed to rewrite the reports for the two posts, interview procedure, up-date the timeline, draft an advert for the admin post and to recommend rates of pay for the post based on SIC grades. All to be considered at the next meeting.

7. Viking Energy:

(a) the chair reported that the initial payment of £50,000 from SSE had been transferred to our bank account.

(b) The meeting discussed SCBF's outstanding debts to Voluntary Action Shetland for its initial administration help and room hire. VAS had now provided invoices for this work and it was agreed unanimously to pay these invoices, and express our thanks to VAS for its support. The directors confirmed that a third invoice from VAS for "an advance payment from Viking" in June 2010 of £12,000 was not a SCBF liability. VAS had been informed previously to contact VEWF regarding this matter and the chair was instructed to repeat this advice in writing to VAS.

(c) Heads of Terms had been signed and a press release issued.

(d) Advance Grant Scheme: The paper on the AGS had been circulated to all community council clerks and other interested parties.

It was agreed to amend Appendix C of the AGS regarding the need for audited accounts. It was agreed to change the relevant guidelines to required "independently verified or audited accounts". This change recognised that many smaller organisations did not have accounts fully audited by an accountant.

(d) The chair reported that he had discussed with SSE the costs of starting up once the Minute of Agreement was signed and how much of the annual £400,000 would be used centrally by SCBF. SSE fully accepted the costs involved for SCBF and our concerns about what percentage of the annual payments could be used to cover likely costs. SSE had said that in principle it might be possible to drawdown an advance of the first year's core funding.

(e) It was agreed to consider the draft Minute of Agreement at the next meeting due to lack of time.

8. Professional advice

(a) Financial. The proposed letter of engagement from RSM and estimate of initial costs for the specific work detailed by RSM was accepted unanimously by directors, proposed by Gordon Thomson and seconded by Neville Martin.

Directors also unanimously agreed to a motion proposed by Neville Martin and seconded by Gordon Thomson that the chair and treasurer be authorised to instruct RSM on behalf of SCBF.

It was also agreed that the auditing and tax compliance for 2020-21 should be put out to tender.

(b) Legal. The directors noted the current charge of £1450 from Harper Macleod for the work it had carried out to date for SCBF. The estimate of £3-5,000 for the specific work detailed in a letter from Harper Macleod was accepted.

However, directors asked for further information on who made decisions about what level of staff, and therefore charges, would be involved in this and future work for SCBF.

A motion proposed by Alistair Christie-Henry and seconded by John Dally that Harper Macleod be authorised to take instructions from the chair and vice-chair was approved unanimously.

It was also agreed that after the specific work needed initially on the MoA, AGS and any actions needed following the advice from RSM,, the future legal services should be put out to tender.

9. Other developments

The meeting agreed unanimously that a small sub-group should be formed to deal with discussions and negotiations with other commercial renewable energy developers in the islands. It was agreed to appoint John Dally and Colin Clark to the group and they would liaise with the chair.

10. Date of Next Meeting - Wednesday 9th September at 6pm