**Meeting of SCBF 4th November 2020 - Held using Zoom virtual technology**

**1.** **Apologies**: Gordon Thomson, Jamie Macbeath

**2.** **New declarations of interest:** None

**3.** **Directors/Observers:**

**Present:** Chris Bunyan (Chair), Neville Martin, Alistair Laurenson, Robin Black, Aileen Brown, Colin Clark, Kenny Pottinger, James Garrick, Alan Macdonald, John Dally, Jim Anderson

**New directors**: Douglas Irvine has been proposed by Delting Community Council as a director, however it was agreed as he holds a senior position within the SIC then under the SCBF rules he would not be eligible for nomination. Therefore, this nomination was rejected.

**In Attendance:** Wendy Hand (minutes),

**4.** **Minutes of 7th October were approved.** Proposed Alistair Laurenson. Seconded Neville Martin

**5.** **Matters Arising:** There were no matters arising.

**6.** **Chair Report**: Report had been circulated prior to the meeting highlighting main agenda items for the meeting.

**7.** **Draft GDPR Implementation Plan**: Plan circulated before the meeting, item to be deferred to next meeting to enable Angela Sutherland to progress. It was discussed that a table of all policies needed should be established. *Agreed* to postpone discussion until the next meeting.

**8. Administration:** Staff sub group have not met. Chris to speak to Alistair Christie–Henry to try and progress the matter as it was increasingly urgent. It was agreed that a job description for admin assistant to be written by officers with rate of pay in line with Community Council clerks and to be circulated for approval. Chris asked Wendy Hand if VAS would be interested in providing temporary cover for approximately 15 hours per week. Wendy to speak to Chief Officer.

**9.** **MRI Appeal:** Good publicity and positive feedback on Facebook.Awaiting funding from SSE.

**10.** **Legal and Accountancy Advice:**

(1) All agreed that it was acceptable for RSM to take forward the application to HMRC for confirmation regarding SCBF’s position on corporation tax.

(2) SSE accountants are reluctant to give advice regarding VAT pending a SCBF decision. Following advice from RSM it was agreed in principle to register for VAT and advise SSE that we intend to register and await their response. Chris Bunyan to advise them. Proposed by Chris Bunyan, Seconded by John Dally.

(3) It was agreed unanimously to engage RSM for the current year's compliance and ‘audit’ and not to seek other tenders.

However, RSM questioned the need for a full audit and that legislation allows us to “disapply” the need to appoint auditors if assets are under £5m and turnover is under £10m. It was agreed to ask SSE to amend section 7.2 of MoA to enable a ‘Limited Assurance Report’ instead of a full audit. Proposed by Chris Bunyan, Seconded by Aileen Brown

**11. Involvement of Young People in SCBF:** Chris Bunyan has been in touch with Martin Summers from SIC Youth Work and it was agreed that a member of the Scottish Youth Parliament be invited to observe at SCBF meetings. John Dally raised his concern about their length of service and would welcome consistence. It was proposed in principal by Chris Bunyan and seconded by Jim Anderson.

**12. Viking Energy – Minute of Agreement:** Chris Bunyan suggested that all directors familiarise themselves with this document and understand what as directors they are responsible for.

**13. Actions – Decisions Needed:**

**(a) Advance Grant Scheme:**

* Revised guidelineshave been circulated. It was confirmed that 5% of a community council's funding could be used to promote the scheme.Discussion held regarding rolling forward of funding and how this would be held and for what period. However, the wording in the new guidance page two allows for rolling forward with approval of SCBF on evidence of proposed future spend, it was felt this would be adequate. Proposed by Chris Bunyan and seconded by Jim Anderson.
* John Dally queried whether payments could be made to community council clerk, it was recognised that the workload varies between community councils and a discussion held regarding the level of additional work that would be expected of the clerks which was seen as potentially minimal and that funding for this would not be available. However members pointed out the earlier decision, confirming a previous decision that funding should not be used for clerk's wages.
* Jim Anderson asked if there was any room in the scheme for participatory budgeting it was agreed that this could be an option.
* It was agreed that the guideline be drawn up into a leaflet and supporting document to application.
* Item 6.19 of MoA – Notifying unsuccessful applicants. It was agreed that if the community council reject the application they let the applicant know and if SCBF reject they let the applicant know.
* It was agreed that there would not be an appeal process.
* Discussion held around possible application from one organisation to multiple community councils. Jim suggested a question on the application ‘have you applied to any other funder for this project?’ It was agreed that there would be nothing to stop this happening and that we would have to see how it goes and reassess if this became and evident issue.
* It was agreed that Chris Bunyan would progress uniformed SCBF templates with contact details for community councils. Chris to work with Linsey on designing an electronic form with drop down options.
* A timetable for launch needs to be established, Jim Anderson proposed 1st January 2021 with notification of intentions to clerks in advance. Publicity to include information of website, a press release/article in Shetland News, Shetland Times, Radio and local outlets (shops etc.). Also, various newsletters, e-bulletins by agencies and connections.

**(b) Website:** Email from Jamie with proposal for website all agreed for Chris Bunyan to progress.

**(c) SCBF Logo:** quote and proposal from Art Machine agreed with Neville Martin proposing and Jim Anderson Seconding.

**(d) Implementation of policies/legal requirements:**

* Data Sharing Agreement written for directors to consider.
* Living wage was discussed and it was agreed to register in line with MoA requirements. On which rate to apply there were three votes for the London rate and eight for current national living wage for Scotland. It was agreed that all applications should reflect this and SCBF would adopt this for any staff they employ.
* Equal opportunities policy had been circulated, however as discussed above a table of all policies is needed. Wendy Hand advised that all VAS policies were available on their website and Wendy would share the link.

**14. Other commercial renewable energy Schemes**:

* Statkraft in the north Isles will go along with what the community are wanting regarding distribution of funds. SCBF have been invited to a meeting with the liaison group. Colin Clark and John Dally will approach Yell and Fetlar community councils informally regarding funds for the whole of Shetland. Jim understood this had been agreed at the Association of Community Councils meeting.
* Peel Energy – No response as yet however Colin Clark has forwarded an email to a new contact.
* Shetland Aerogenerators – John Dally and Colin Clark to contact Angela Sutherland to see whether Tingwall, Whiteness and Weisdale Community Council have been approached regarding community benefit. Colin and John to contact Shetland Aerogenerators.

**15. Any other business:**

(a) Date of next meeting – 9th December 2020 – via zoom

(b) Consider rules needing action:

* (c1) Rules 42 – Management Sub Committee to consider purpose of audit sub group. Audit and finance sub group members shall be Aileen Brown, Jim Anderson, and Neville Martin to meet and report back before next meeting.
* (c2) Rule 5 – discussion held over membership, which allows members to attend general meetings, look at minutes and see nominations from community council.
* (b3) rule 6 – register is kept accordingly however some directors need to pay membership to ensure compliance with rules.

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