

## MINUTES

## Public

**Shetland Charitable Trust**  
**Room 9, Islesburgh Complex, Lerwick**  
**Thursday 11 September 2018 at 5.45pm**

**Present:**

|            |             |
|------------|-------------|
| J Garriock | G Hay       |
| Y Hopkins  | B Hunter    |
| K Massey   | T Macintyre |
| I Napier   | D Ratter    |
| M Roberts  | J Smith     |

**Apologies:**

|          |              |
|----------|--------------|
| A Cooper | P Malcolmson |
|----------|--------------|

**In Attendance (Officers):**

A Black, Chief Executive - SCT  
R Mainland, Executive Business Manager – SCT  
K Mouat, Admin and Finance Assistant - SCT  
L Geddes, Committee Officer – SIC

Also:

R Leask  
E Miller

**Chair:**

Mr Hunter, Chair of the Trust, presided.

**Circular:**

The circular calling the meeting was held as read.

The Chair welcomed Ms Garriock and Ms Hopkins to their first meeting as Trustees. He also extended a welcome to Mr Leask and Ms Miller who were attending the meeting as observers, prior to taking up positions as Trustees next June.

**Declarations of Interest**

None

**Minutes**

Except as undernoted, the minutes of the meeting held on 14 June 2018 were confirmed on the motion of Ms Roberts, seconded by Mr Smith.

## 11/18 – Fund Manager Presentations

Mr Massey requested that the reference to his question on page three of the minutes be deleted, as he recollected that what he actually suggested was that the Investment Advisory Committee should consider whether there were options for shifting things around in the portfolio in future.

### 27/18 **Shetland Charitable Trust Annual Report and Accounts for the Year Ended 31 March 2018**

The Trust considered a report by the Chief Executive (CT1809022) presenting the Annual Report and Accounts for approval.

The Chair advised that the Trust had seen an increase in funds of £20.3million this financial year. Total incoming resources were £6.2million, and total resources expended were £9.8million. He advised that the Trust had received a 'clean' audit, and he thanked the Executive Business Manager and Mr Massey - Chair of the Audit and Governance Advisory Committee, for their work.

The Executive Business Manager summarised the main terms of the report, highlighting in particular that the Trust's administration costs were £150,000 under budget and down £135,000 on the previous year. Though down on the previous year, it had been a good year for investment returns, with around £27million generated. The Trust's reserves was £284million, which was an increase from £264million the previous year.

Responding to a question, the Chief Executive explained that rental income was related to throughput at Sullom Voe Terminal. There had been no clear projections about the future, but it was assumed this figure would either remain much the same or reduce.

On the motion of Mr Smith, seconded by Mr Massey, the Trust approved the recommendations in the report.

#### **Decision:**

The Trust:

- Approved the Annual Report and Accounts for the year to 31 March 2018, attached as Appendix A to the report
- Authorised the Chair and the Chair of the Audit and Governance Advisory Committee to sign the accounts
- Authorised the Chair to sign the Letter of Representation reproduced as Appendix C to the report
- Noted the summary report from KPMG LLP, the Trust's auditors, attached as Appendix B to the report

### 28/18 **Service Performance of Funded Organisations – Year Ended 31 March 2018**

The Trust considered a report by the Chief Executive (CT1809023) presenting information regarding service performance of various organisations to which the Trust provides funding.

The Chief Executive explained that efforts had been made to rationalise and standardise the information supplied to the Trust, so that targets were based on outcomes rather than activity. There were still some improvements that could be made with the reporting format, but officers were satisfied that what was being reported was consistent with the terms of the grant offer letters.

It was suggested that the information presented should also include some historical context or illustration of trends across the years, as it was currently not possible for Trustees to ascertain if the targets set had been challenging or not.

The Chief Executive said that she would take this on board.

The Chief Executive advised that information had not been received in relation to the bus service for the elderly and disabled, but she could confirm that this information had been requested. Attendances at Shetland Recreational Trust's Health Promoting Classes and Senior Leisure Club had been affected by the fact that staff providing the service had left, and new staff were currently undergoing training. It was also understood to be the case that people were tending to attend mainstream classes, rather than ones aimed at the senior age group.

**Decision:**

The Trust considered the contents of Appendix A to the report, and noted the satisfactory performance of the organisations that received funding from Shetland Charitable Trust.

29/18 **Investment Review Report – Quarter to 30 June 2018**

The Trust considered a report by the Chief Executive (CT1809024) reviewing investment performance for the quarter to 30 June 2018.

**Decision:**

The Trust noted the report.

30/18 **Management Accounts – Three Months Ended 30 June 2018**

The Trust considered a report by the Chief Executive (CT1809025) presenting the Trust's Management Accounts for the three months ended 30 June 2018.

**Decision:**

The Trust noted the report.

31/18 **Capital Works Bridging Loan Scheme**

The Trust considered a report by the Chief Executive (CT1809026) updating Trustees on the Capital Works Bridging Loan Scheme.

The Chair commented on the success of the Scheme, which had enabled £14million to be spent in Shetland with the use of £1million from the Trust.

**Decision:**

The Trust noted the report.

32/18 **Small Grant Schemes - Approvals**

The Trust considered a report by the Chief Executive (CT1809027) outlining grants approved in the period 31 May 2018 to 23 August 2018.

The Chief Executive advised that administration of the scheme was carried out internally, and she was responsible for signing off any applications meeting the criteria.

**Decision:**

The Trust noted the report.

**In order to prevent the disclosure of confidential information, Mr Hunter moved, Mr Ratter seconded, and the Trust resolved, in terms of the relevant Regulations, to exclude the public during consideration of the remaining items of business.**

*(The media and Mr Leask and Ms Miller left the meeting)*

33/18 **Shetland Leasing and Property Developments Limited**

The Trust considered a report by the Chief Executive.

Following some discussion, the Trust approved the recommendation in the report on the motion of Mr Ratter, seconded by Mr Smith.

**Decision:**

The Trust approved the recommendation in the report.

34/18 **Deeds Executed**

The Trust considered a report by the Chief Executive.

**Decision:**

The Trust noted the report.

35/18 **Update from Chairs of Advisory Committees**

The Trust noted updates from the Chairs of the Advisory Committees.

**Decision:**

The Trust noted the updates.

36/18 **Update from Subsidiary Companies**

The Trust noted updates from the Subsidiary Companies.

**Decision:**

The Trust noted the updates.

The meeting concluded at 6.30pm.

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CHAIR