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**MINUTES****Public**

**Shetland Charitable Trust  
Room 12, Islesburgh Community Centre, Lerwick  
Thursday 27 June 2013 at 10.00am**

**Present:**

M Bell	A Duncan
B Hunter	I Kinniburgh
A Manson	K Massey
S Morgan	D Ratter
A Westlake	J Wills

**Apologies:**

B Fullerton	R Henderson
C Hughson	I Napier
J Smith	

**In Attendance (Officers):**

A Black, Chief Executive - SCT  
J Goddard, Financial Controller – SCT  
E Mainland, Office Administrator – SCT  
L Geddes, Committee Officer - SIC

**Chair:**

Mr B Hunter, Chair of the Trust, presided.

**Circular:**

The circular calling the meeting was held as read.

**Declarations of Interest**

Mr Duncan declared an interest in Agenda Item 9 relating to the Agricultural Loan Scheme. He advised that he would leave the meeting during discussion of this item, or if there was any discussion in relation to it when the minutes of the last meeting were confirmed, as he had a vested interest in one of the applications and was a personal friend of the other applicant.

**Minutes**

The minutes of the meeting held on 23 May 2013, and special meeting held on 12 June 2013, were confirmed on the motion of Mr Bell, seconded by Dr Wills.

**34/13 Christmas Grants to Pensioners/Disabled Persons**

The Trust considered a report by the Chief Executive (CT130633), seeking direction on the future of the Christmas Grant Scheme (the Scheme).

The Chair advised that the proposals in the report were not about stopping the Christmas Grant Scheme, but were instead about agreeing to consider a number of options for the future of the Scheme which would better target it at those most in need. It was proposed that the Trust's General Purpose Committee would carry out this piece of work, and that it may co-op other Trustees and people from relevant outside organisations to advise.

During the discussion that followed, Trustees commented that they felt that it would not be possible to continue with the Scheme in its current format due to the reasons outlined in the report. Concern was expressed that the criteria for any new scheme would be subjective, and put Trustees in a position of judging whose needs were greater. It was pointed out that whatever scheme was in existence would require to be administered, therefore there would always be a cost to the Trust, and it was important that administration was adequately resourced to ensure the governance of the scheme. It was suggested that Community Councils could be contacted for their views, and that it was important to ensure that any publicity relating to the new scheme was managed appropriately.

The Chair advised that everything would be taken into account by the Trust's General Purpose Committee when looking at future options for the Scheme, and this would include consideration of the client groups whose needs would be best served by the Scheme.

On the motion of Dr Wills, seconded by Mr Duncan, Trustees approved the recommendations in the report.

**Decision:**

The Trust agreed:

- To look at possible options for reforming the Scheme which could better target the Trust's resources to those most in need in Shetland; and
- To pay the 2013 Christmas grant to all last year's applicants who certify that their circumstances have not changed, but not to accept new applicants.

35/13

**Subsidiary Company Administration – Articles for Shetland Heat Energy and Power Limited (SHEAP)**

The Trust considered a report by the Chief Executive (CT1306035), which sought approval of new Articles of Association for the company by the Trust, acting as sole shareholder of SHEAP.

On the motion of Mr Ratter, seconded by Mr Morgan, Trustees approved the recommendation in the report.

**Decision:**

The Trust agreed that Shetland Charitable Trust, as sole shareholder of SHEAP, approves the new Articles for SHEAP, Appendix C, by following the steps outlined in 3.4(i) and 3.4 (ii) of the report.

36/13 **Office of the Scottish Charity Regulator (OSCR)**  
The Chief Executive gave a verbal update regarding the letter received from OSCR advising that it would be ending its close scrutiny of the Trust's activities. The letter had been circulated to Trustees and would be placed on the Trust's website.

**Decision:**

The Trust noted the update.

37/13 **Fund Manager Transactions**  
The Trust noted a report by the Financial Controller (CT1306036), which provided details of the fund manager transactions from 1 to 30 April 2013.

**Decision:**

The Trust noted the contents of the report.

38/13 **Recommended Disbursements – Social Care**  
The Trust noted a report by the Chief Executive (CT1306037) concerning approvals by the Council's Director of Community Care Services in the period to 5 June 2013.

**Decision:**

The Trust noted the Social Assistance Grants referred to in paragraph 2.1 of the report, totalling £971.77.

39/13 **Capital Works Bridging Loan Scheme**  
The Trust noted a report by the Chief Executive (CT1306038) updating Trustees on the Capital Works Bridging Loan Scheme.

**Decision:**

The Trust noted the contents of the report.

40/13 **Payments to Trustees in the Year to 31 March 2013**  
The Trust noted a report by the Financial Controller (CT1306039) showing payments that had been made to Trustees in the year to 31 March 2013.

**Decision:**

The Trust noted the contents of the report.

**In order to prevent the disclosure of exempt information, Mr Hunter moved, Mr Bell 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 left the meeting)*

41/13 **Subsidiary Companies – Repayment of Loan and Reduction of Capital**

The Trust considered a report by the Chief Executive.

Mr Ratter moved that the recommendations in the report be approved, and Mr Kinniburgh seconded.

**Decision:**

The Trust agreed the recommendations in the report.

*(Mr Duncan left the meeting)*

42/13

**Loans to Local Industry – Sums Due But Unpaid Over One Month  
Old as at 31 May 2013**

The Trust noted a report by the Financial Controller.

**Decision:**

The Trust noted the report.

The Trust meeting concluded at 10.25am.

CHAIR