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**MINUTES**

**Public**

**Shetland Charitable Trust  
Room 12, Islesburgh Community Centre, Lerwick  
Thursday 23 May 2013 at 10.00am**

**Present:**

B Fullerton	C Hughson
B Hunter	I Kinniburgh
K Massey	S Morgan
I Napier	D Ratter
J Smith	J Wills

**Apologies:**

M Bell	R Henderson
A Manson	

**In Attendance (Officers):**

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

**Also:**

A Bryce, Viking Energy Shetland LLP  
A Priest, Viking Energy Shetland LLP

**Chair:**

Mr B Hunter, Chair of the Trust, presided.

**Circular:**

The circular calling the meeting was held as read.

**Declarations of Interest**

**Agenda Item 11: Update on Shetland Arts**

Dr Wills declared an interest as a member of Shetland Islands Council.

**Agenda Item 3: Application for Funding – Voluntary Action Shetland for Peer Education Project**

Mrs Hughson declared a non-pecuniary interest.

**Minutes**

Except as undernoted, the minutes of the meeting held on 28 March 2013 were confirmed.

#### 06/13: Risk Management – Annual Review

Mrs Fullerton advised that she had stated that it was very important that staff, in addition to Trustees, had objectives, personal development plans and training and this should be included in the document.

The Chief Executive advised that she would add this to the operational risk section.

#### 17/13: Verbal Update – Shetland Arts

Mrs Hughson advised she had made a statement that considering the decision the Trust had made on the previous item on the agenda, it should be noted that the Trust was supporting an organisation where the governance is questionable.

#### 21/13 **General Administration: Establishment of Committees**

The Trust considered a report by the Chief Executive (CT1305021), which sought approval to set up three Committees as recommended by the Working Group.

On the motion of Mr Ratter, seconded by Mr Smith, Trustees approved the recommendations in the report.

##### **Decision:**

The Trust agreed:

- to approve the recommendations of the working group, to set up three committees as described in paragraph 3.2 of the report;
- to approve the membership of the committees listed in paragraph 3.5 of the report; and
- that all committees meet at the Trust office on 24 May 2013, as follows: -
  - 9am – Audit and Governance
  - 10am – Investment
  - 11am – General Purpose

Mrs Fullerton intimated her apologies for the Audit and Governance Committee meeting the following day.

#### 22/13 **Subsidiary Companies – CT Shetland (TM)Limited**

The Trust considered a report by the Chief Executive (CT1305023), which concerned CT Shetland (TM) Limited and sought approval to explore an option for its future function.

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

Dr Wills Moved that Mr Massey be appointed as sole Director of CTTM, and Mr Smith seconded.

Mr Massey advised that he accepted this nomination.

##### **Decision:**

The Trust agreed to:

- Appoint Mr Keith Massey to be the sole Director of CTTM, a company owned by the Trust and to accept the resignations of the present Directors; and
- Instruct officers to develop detailed proposals regarding the possible transfer of the land and buildings owned by the Trust to a suitable body.

*(Mrs Hughson left the meeting during discussion of the following item)*

23/13 **Application for Funding – Voluntary Action Shetland for Peer Education Project**

The Trust considered a report by the Chief Executive (CT1305031), which concerned an application for funding of £12,000 from Voluntary Action Shetland (VAS), for the purpose of providing the PEER Education Project (PEP) for the year to 31 March 2014 only.

The Chief Executive confirmed that funding would be provided up to 31 March 2014 only. VAS was trying to lever in five-year funding from the Robertson Trust, but this required matched funding.

On the motion of Dr Wills, seconded by Mrs Fullerton, Trustees approved the recommendations in the report.

It was suggested that VAS should consult closely with Shetland Islands Council over the next year, given that the Council was currently reviewing its Youth Strategy.

The Chief Executive advised that she would ensure this formed part of the grant offer conditions.

**Decision:**

The Trust agreed to approve funding of £12,000 to VAS in order to provide the PEP project, in respect of the 2013/14 year only.

*(Mrs Hughson returned to the meeting)*

24/13 **Fund Manager Transactions**

A report by the Financial Controller (CT1305024) provided details of the fund manager transactions from 1 February to 31 March 2013.

**Decision:**

The Trust agreed to note the contents to the report.

25/13 **Recommended Disbursements – Social Care**

A report by the Chief Executive (CT1305025) concerned approvals by the Council's Director of Community Care Services in the period to 29 April 2013.

**Decision:**

The Trust agreed to note the Social Assistance Grants referred to in paragraph 2.1 of the report, totalling £60.00.

26/13 **Recommended Disbursements – Approvals**

A report by the Chief Executive (CT1305026) presented a number of Approvals, in the period 15 March 2013 to 13 May 2013, for information.

**Decision:**

The Trust agreed to note the contents of the report and in particular paragraphs 2.1 and 3.1.

27/13 **Capital Works Bridging Loan Scheme**

A report by the Financial Controller (CT1305027) provided an update on the Capital Works Bridging Loan Scheme.

The Financial Controller advised that the Trust was now getting approaches from organisations that had been successful in securing National Lottery funding, requesting bridging loans until these grants were received. He did not anticipate that there would be any additional risks in extending the scheme to cover this.

After hearing that organisations had to evidence their grant offers, in addition to their bank statements and accounts, Trustees agreed that National Lottery grants should be added to the Scheme.

**Decision:**

The Trust agreed to note the contents of the report and agreed that the Scheme should be extended to cover National Lottery grants.

**In order to prevent the disclosure of exempt information, Mr Hunter moved, Dr Wills 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 members of the public left the meeting)*

28/13 **Subsidiary Companies – Transfer of Assets**

The Trust considered a report by the Chief Executive.

On the motion of Mr Ratter, seconded by Dr Wills, Trustees approved the recommendations in the report, with the addition to paragraph 8.1 that it should be subject to favourable tax advice being received.

29/13 **Loans to Local Industry: Agricultural Loan Scheme – LA2/0871(2) & LA2/140(2)**

The Trust considered a report by the Financial Controller.

On the motion of Mrs Fullerton, seconded by Mr Morgan, Trustees approved the recommendations in the report.

30/13 **Update on Shetland Arts**

The Chief Executive gave a verbal update to the Trust.

The Trust agreed to note the update.

31/13 **Loans to Local Industry – Sums Due But Unpaid Over One Month Old as at 30 April 2013**

The Trust considered a report by the Financial Controller.

The Trust agreed to note the contents of the report.

32/13 **Progress Report on Subsidiary Companies**

The Chair advised that work was progressing on SHEAP and SLAP.

The Chair then welcomed Mr A Bryce and Mr A Priest, Viking Energy Shetland LLP (Viking Energy) to the meeting, and they updated Trustees on the key issues facing Viking Energy at the moment and answered queries from Trustees.

The Chair thanked Mr Bryce and Mr Priest for attending the meeting.

The Trust agreed to note the update.

Before the meeting concluded, the Trust noted the resignations of Councillors George Smith and Peter Campbell from the Trust. The Chief Executive advised that the Council would be seeking further nominations at its meeting on 12 June.

The Trust meeting concluded at 11.10am.

CHAIR