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**MINUTES****Public**

**Shetland Charitable Trust  
Room 12, Islesburgh Community Centre, Lerwick  
Thursday 14 November 2013 at 10.00am**

**Present:**

M Bell	A Duncan
B Fullerton	C Hughson
B Hunter	I Kinniburgh
S Morgan	D Ratter
J Smith	A Westlake
J wills	

**Apologies:**

R Henderson	A Manson
K Massey	I Napier

**In Attendance (Officers):**

A Black, Chief Executive - SCT  
E Mainland, Office Administrator – SCT  
L Gair, Committee Officer - SIC

**Also:**

C Ferguson, Director of Corporate Services - SIC

**Chair:**

Mr Hunter, Chair of the Trust, presided.

**Circular:**

The circular calling the meeting was held as read.

**Declarations of Interest**

Mr Smith advised that he is no longer on the COPE Committee.

**Minutes**

The minutes of the meeting held on 12 September 2013, were confirmed on the motion of Mr Bell seconded by Mr Hunter.

**56/13 Schedule of Meetings 2014**

The Trust unanimously approved a report by the Chief Executive (CT1311055), which presented the meetings schedule for 2014.

**Decision:**

The Trust agreed to approve the schedule of meetings for 2014.

57/13

**Shetland Arts Fund Grant Aid Scheme – Amendment to Criteria**

The Trust considered a report by the Chief Executive (CT1311056), which proposed changes to the criteria for the Shetland Arts Fund Grant Aid Scheme.

During discussions it was highlighted that although some over 18s may be in full time employment, some may still be in full time education. It was also pointed out that someone may apply for a grant in order to attend a competition which requires them to attend a staged process but if someone is only able to apply for one application in a 5 year period it would not help the individual. It was suggested that consideration could be given to delegating the administration of the grant scheme to a Committee made up of people with an interest in the Arts, which would demonstrate that this was a truly independent scheme.

In response the Chief Executive explained that it had been difficult to draw a line on the age limit and there had been a number of repeat applications from adults seeking grants. She said that this scheme was not means tested and did not prevent anyone from applying on multiple occasions. The Chief Executive advised in regard to administration of the scheme, that question would form part of the overall review of disbursements to be undertaken by the Trust.

A request was made for more detailed information to be provided on the uptake of the scheme and following further comments the Trust agreed that this report be brought back to the next meeting of the Trust with an appendix demonstrating the numbers of repeat applications.

**Decision:**

The Trust agreed that the report be presented to the next meeting of the Trust, providing more detailed information.

58/13

**General Administration – Communications Policy and Protocols**

The Trust considered a report by the Chief Executive (CT1311057), which introduced a Communications Policy and Protocols.

The Chair expressed his thanks to Mr Ratter for producing the Communications Policy and Protocols.

In considering the report, reference was made to “Principles for Managing External Communications” and the use of the word “advocacy”. Mr Ratter advised that the Trust acts as an advocate on behalf of the poor, for the arts, recreation and heritage in Shetland. This was accepted by Trustees.

Following a short discussion, the Trust agreed to amend the wording in the second sentence under paragraph 7 to read “Breaches by Trustees will be a matter of interview with the Chair as appropriate.”

The Trust unanimously approved the recommendations contained in the report, with the amendment to paragraph 7 above.

**Decision:**

The Trust agreed to approve the Communications Policy and Protocols, with amendment to paragraph 7.

*(Mr Duncan attended the meeting and declared an interest in item 8 and said that he would leave the room during consideration of the report)*

59/13 **Management Accounts – Six-Months ended 30 September 2013**

The Trust noted a report by the Chief Executive (CT1311058), which presented the Trust's management accounts to the end of September 2013, dealing with revenue budgets and expenditure.

In response to a question, the Chief Executive advised that there was no spend against "Supported Employment" in Appendix 1 as a claim had not been made. Trustees were informed that payments to SAMH (Scottish Association for Mental Health) would cease in 2014/15..

**Decision:**

The Trust noted the satisfactory financial performance to September 2013.

60/13 **Fund Manager Transactions**

The Trust noted a report by the Chief Executive (CT1311054), which provided information regarding the fund manager transactions from 1 August to 30 September 2013.

**Decision:**

The Trust noted the contents of the report.

61/13 **Recommended Disbursements - Approvals**

The Trust considered a report by the Chief Executive (CT1311059), which provided details of the recommended disbursements for approval.

**Decision:**

The Trust noted the approvals contained in the body of the report.

62/13 **Capital Works Bridging Loan Scheme**

The Trust noted a report by the Chief Executive (CT1309060), which provided an update on the Capital Works Bridging Loan Scheme.

**Decision:**

The Trust noted the contents of the report.

**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.**

*(Mr Duncan and the media left the meeting)*

63/13 **Loans to Local Industry – Sums Due But Unpaid Over One Month Old as at 30 September 2013**

The Trust noted a report by the Chief Executive (CT1311061), which presented information on overdue sums.

**Decision:**

The Trust noted the report.

*(The Director of Corporate Services, SIC, attended the meeting)*

*(Mr Duncan returned to the meeting)*

64/13 **List of Deeds Executed**

The Trust considered and noted a report by the Chief Executive (CT1311062), which presented the List of Deeds Executed.

**Decision:**

The Trust noted the report.

65/13 **Update from Subsidiary Companies**

A report from the Chairs was circulated prior to the meeting, in line with the Trustees update.

Trustees received updates on the business of SLAP, SHEAP and Viking Energy.

**Decision:**

The Trust noted the report.

66/13 **Shetland Arts Development Agency Update**

The Chief Executive invited the Director of Corporate Services, SIC, to provide a verbal update on the current position in relation to Shetland Arts Development Agency (SADA).

The Director of Corporate Services responded to questions and following some discussions the Chair reminded Trustees that this matter is commercially sensitive, is therefore confidential and should remain so

**Decision:**

The Trust noted the update.

The Trust meeting concluded at 11.05am.

CHAIR