

MINUTES

Public

Shetland Charitable Trust
Boardroom, Shetland Charitable Trust, 22-24 North Road, Lerwick
Thursday 27 February 2020 at 5.30pm

Present:

A Cooper	J Garriock
K Harrison	Y Hopkins
R C Leask	R M Leask
R Leith	E Miller
I Napier	A Ockendon
M Roberts	

Apologies:

None

In Attendance (Officers):

A Black, Chief Executive - SCT
R Mainland, Executive Business Manager – SCT
E Flaws, Administration Manager - SCT
L Geddes, Committee Officer – SIC

Also:

J Robertson, Media Adviser

Chair:

Dr Cooper, Chair of the Trust, presided.

Circular:

The circular calling the meeting was held as read.

Declarations of Interest:

Mr R C Leask declared an interest in Agenda Item 8 “Shetland Amenity Trust” as his brother was an employee in the museum, which is operated by Shetland Amenity Trust.

Minutes:

The minutes of the meeting held on 28 November 2019 were confirmed on the motion of Ms Roberts, seconded by Mr R M Leask.

It was noted that the reference to “Mr Napier” should instead read “Dr Napier”.

01/20 **Investment Performance Update – Nine Months to 31 December 2019**

The Trust noted a report by the Chief Executive (CT2002002) providing an update on investment performance for the nine months to 31 December 2019.

It was noted that the dates referred to in the table in paragraph 3.3 of the report should instead read “31 December 2019”.

The Executive Business Manager advised that performance was ahead of the benchmark in all funds, but that the three-year returns gave a better indication of how the funds were performing. Over the last three years, the externally managed funds had given a return equivalent to 13.6% per annum.

Responding to questions, he confirmed that the fund returns had been exceptionally good up until 21 February this year, but that there had now been a severe impact on markets as a result of Covid-19. There was a 15% buffer in the financial plan, and he was comfortable that the results were within this. The impact on markets as a result of Covid-19 had only occurred in the last four to five days, and an economic downturn was inevitable.

Decision:

The Trust noted the report.

02/20

Management Accounts – Nine Months to 31 December 2019

The Trust noted a report by the Chief Executive (CT2002003) presenting the Trust’s Management Accounts for the nine months ended 31 December 2019.

In response to a question, the Executive Business Manager advised that historically the “Gain on Investments” had not been included in the management accounts but could be included in the future, based on the assumed return in the Trust’s Financial Plan 2020-2025.

Decision:

The Trust noted the report.

03/20

Capital Works Bridging Loan Scheme Update

The Trust noted a report by the Chief Executive (CT2002004) providing an update on the Capital Works Bridging Loan Scheme.

The Chief Executive advised that the General Purposes Advisory Committee (GPAC) proposed in future to present only the projects relating to the current financial year and the outstanding loans, rather than including all the historical data. It was further suggested that the newest projects and the overall totals could be listed at the top of the report.

The Chief Executive went on to say that EU Leader funding – which had been the catalyst for many projects in the Scheme - had now ceased, and there was uncertainty as to whether there would be other sources of funding that would replace this.

Decision:

The Trust noted the report.

04/20 **Small Grant Schemes - Approvals**

The Trust noted a report by the Chief Executive (CT2002005) listing the grants approved for the period 6 November 2019 to 11 February 2020.

The Chief Executive advised that the GPAC would be reviewing the Scheme and would also be considering whether approvals should be reported annually rather than quarterly, given that it was a delegated Scheme with very clear rules. It was further suggested that it would be useful for Trustees to have a brief description regarding what the funding had been used for in respect of individual applicants.

Decision:

The Trust noted the approvals listed.

05/20 **Expressions of Interest**

The Trust noted a report by the Chief Executive (CT2002006) providing an update on the Expressions of Interest (EOI) for 2020-21 funding.

Trustees noted that an amended report had been circulated earlier, and that a press release had been distributed to the media.

The Chief Executive outlined the work that had taken place so far to publicise the new Disbursement Plan and to evaluate the eligibility of the applications. The applications had been divided into three categories – eligible, marginally eligible, and not eligible – and six had been deemed not eligible for funding. Those eligible for funding had been invited to submit a full application by 26 March 2020. She went on to say that the Chair and the AGAC Chair had also overseen a number of random samples to ensure that staff were evaluating the eligibility consistently.

Trustees who had been involved in the promotional events and the Trust's staff were thanked for their work in handling the process. It was commented that it was important to note that those who had turned out to be ineligible for funding had understood why this was the case, and this was important in respect of the Trust's reputation.

It was questioned if the applications in relation to the organisations who were marginally eligible were being treated differently, and the Chief Executive confirmed that this was not the case. Where applications had been deemed as marginal, organisations would submit applications at their own risk, but all applications would be treated and scored in the same way.

Decision:

The Trust noted the Expressions of Interest for 2020-21 funding.

In order to prevent the disclosure of confidential information, Dr Cooper moved, Mr R M Leask seconded, and the Trust resolved, in terms of the relevant Regulations, to exclude the public during consideration of the following items of business.

06/20 **Strategic Risk Management – Annual Review**

The Trust considered a report by the Chief Executive.

On the motion of Dr Napier, seconded by Ms Garriock, Trustees approved the recommendation in the report.

Decision:

The Trust approved the recommendation in the report.

07/20

Appointment of External Auditor

The Trust considered a report by the Chief Executive.

On the motion of Ms Garriock, seconded by Dr Napier, Trustees approved the recommendation in the report.

Decision:

The Trust approved the recommendation in the report.

08/20

Shetland Amenity Trust

The Trust considered a report by the Chief Executive.

The Chief Executive summarised the main terms of the report and responded to questions from Trustees.

After some discussion, Trustees approved the recommendations in the report on the motion of Dr Napier, seconded by Ms Miller.

Decision:

The Trust approved the recommendations in the report.

09/20

Bus Service for the Elderly and Disabled

The Trust considered a report by the Chief Executive.

The Chief Executive summarised the main terms of the report, and responded to questions from Trustees.

After some discussion, Trustees approved recommendation 5.2 in the report, on the motion of Ms Roberts, seconded by Dr Napier.

Decision:

The Trust approved recommendation 5.2 in the report.

10/20

Service Targets

The Trust considered a report by the Chief Executive.

The Chief Executive summarised the main terms of the report, and responded to questions from Trustees.

On the motion of Mr Ockendon, seconded by Ms Miller, Trustees approved the recommendation in the report.

Decision:

The Trust approved the recommendation in the report.

11/20

Update from Chairs of Advisory Committees

Trustees noted updates from the Chairs of the Advisory Committees.

12/20 **Update from Subsidiary Companies**

Trustees noted the updates that had been provided earlier in the meeting.

The meeting concluded at 7.00pm.

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CHAIR