

MINUTES**Public**

**Shetland Charitable Trust
Room 9, Islesburgh Complex, Lerwick
Thursday 28 February 2019 at 5.30pm**

Present:

A Cooper	J Garriock
G Hay	Y Hopkins
B Hunter	T Macintyre
P Malcolmson	K Massey (<i>by telephone</i>)
I Napier	D Ratter
M Roberts	J Smith

Also:

R Leask

Apologies:

A Black. Chief Executive - SCT

In Attendance (Officers):

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

Chair:

Mr Hunter, Chair of the Trust, presided.

The Chair welcomed Trustees to what would be his last formal meeting of the Trust before his second term of office expired at the end of May.

Circular:

The circular calling the meeting was held as read.

Declarations of Interest:

None

Minutes:

The minutes of the meeting held on 29 November 2019 were confirmed on the motion of Mr Smith, seconded by Ms Roberts.

The minutes of the special meeting held on 24 January 2019 were confirmed on the motion of Ms Hopkins, seconded by Mr Malcolmson.

02/19 **Service Targets**

The Trust considered a report by the Chief Executive (CT1902002) seeking approval of the preparation of Grant Offer Letters for Shetland Amenity Trust (SAT) and the Bus Service for the Elderly Disabled (BSED).

The Executive Business Manager advised that because SAT had been going through a review process, its service targets had been submitted later than usual. The outcome of the review would feed into next year's process. In response to a query, he advised that its key targets were output-based and were not linked exclusively to activities funded by the Trust.

It was suggested that the targets in relation to the BSED should instead be based on the needs of the service users, rather than focusing on maintaining or increasing the number of users.

The Chair said that this could be raised before next year's request was submitted.

On the motion of Mr Smith, seconded by Reverend Macintyre, Trustees approved the recommendation in the report.

Decision:

The Trust approved the preparation of Grant Offer Letters for Shetland Amenity Trust and the Bus Service for the Elderly Disabled.

03/19 **Shetland Befriending Scheme – Retention of Surplus Funds 2017/18**

The Trust considered a report by the Chief Executive (CT1902003) seeking approval for the retention of funds totalling £733 by Shetland Befriending Scheme (SBS).

In response to a query, the Executive Business Manager advised that SBS volunteers had not claimed the level of expenses that they were expected to have claimed.

It was questioned if the Trust should consider changing its policy rather than have to keep making exceptions to it. However it was suggested that for flexibility, the Trust should continue to make exceptions on a case-by-case basis where a need had been identified.

On the motion of Mr Malcolmson, seconded by Mr Smith, Trustees approved the recommendation in the report.

Decision:

The Trust approved the retention of funds totalling £733 by Shetland Befriending Scheme.

04/19 **Investment Performance Update – Nine Months to 31 December 2018**

The Trust considered a report by the Chief Executive (CT1902004) reviewing investment performance for the quarter to 31 December 2018.

The Executive Business Manager advised that it had been a turbulent year for investment markets, with the excellent returns earlier in the year being offset by a significant downturn in October and December. The markets remained volatile in the current quarter, but the Trust's investments were currently 8% up on the year.

Decision:

The Trust noted the report.

05/19 **Management Accounts – Nine Months Ended 31 December 2018**

The Trust considered a report by the Chief Executive (CT1902005) presenting the Trust's Management Accounts for the quarter to 31 December 2018.

Decision:

The Trust noted the report.

06/19 **Capital Works Bridging Loan Scheme Update**

The Trust considered a report by the Chief Executive (CT1902006) updating Trustees on the Capital Works Bridging Loan Scheme.

In response to a question, the Executive Business Manager confirmed that there had been a few more enquiries lately regarding the Scheme.

Decision:

The Trust noted the report.

07/19 **Small Grant Schemes – Approvals**

The Trust considered a report by the Chief Executive (CT1902007) listing the grants approved for the period 12 November 2018 to 15 February 2019.

Decision:

The Trust noted the approvals listed.

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.

08/19 **Shetland Heat Energy and Power Limited (SHEAP)**

The Trust considered a report by the Chief Executive.

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

Decision:

The Trust approved the recommendation in the report.

09/19 **Garrison Theatre**

The Trust considered a report by the Chief Executive.

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

Decision:

The Trust approved the recommendation in the report.

(Dr Cooper and Dr Napier left the meeting)

10/19 **Reappointment and Recruitment of Trustees**

The Trust considered a report by the Chief Executive.

On the motion of Mr Smith, seconded by Mr Malcolmson, Trustees approved recommendation 5.1 in the report.

Decision:

The Trust approved recommendation 5.1 in the report.

(Dr Cooper and Dr Napier returned to the meeting)

11/19 **Appointment of Director – SCT Renewables Limited**

The Trust considered a report by the Chief Executive.

On the motion of Mr Smith, seconded by Mr Malcolmson, Trustees agreed to appoint Dr Napier to the position.

Decision:

The Trust agreed to appoint Dr Napier to the position.

12/19 **Appointment of Director – CT Shetland (TM) Limited**

The Trust considered a report by the Chief Executive.

On the motion of Reverend Macintyre, seconded by Mr Malcolmson, Trustees agreed to appoint Ms Garriock to the position.

Decision:

The Trust agreed to appoint Ms Garriock to the position.

13/19 **Strategic Risk Management – Annual Review**

The Trust considered a report by the Chief Executive.

On the motion of Mr Smith, seconded by Ms Garriock, Trustees approved the recommendation in the report.

Decision:

The Trust approved the recommendation in the report.

14/19 **Deeds Executed**

The Trust considered a report by the Chief Executive.

Decision:

The Trust noted the contents of the list attached to the report.

15/19 **Update from Chairs of Advisory Committees**

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

Decision:

The Trust noted the updates.

16/19

Update from Subsidiary Companies

The Trust noted the updates given earlier in the agenda.

Decision:

The Trust noted the updates.

Before the meeting concluded, Ms Hopkins, on behalf of Trustees, thanked the Chair for his leadership of the Trust over the last six years.

Trustees concurred with applause.

The meeting concluded at 6.35pm.

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CHAIR