

**Chief Executive: Dr Ann Black**

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If calling please ask for  
**Edna Mainland**  
Direct Dial: 01595 744990

Our Ref: EM/TA1/1

Date: 18 February 2014

Dear Sir/Madam

You are invited to the following:

**Shetland Charitable Trust  
Room 10, Islesburgh Community Centre, Lerwick  
Thursday 27 February 2014 at 10.00am**

Apologies for absence should be notified to Lynne Geddes on 01595 744592.

Yours faithfully

(signed) Dr Ann Black  
Chief Executive

## **AGENDA**

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of interest.
- (d) Confirm minutes of meeting held on 14 November 2013 (enclosed).

### ***For Decision***

1. Shetland Arts Fund Grant Aid Scheme: Amendment to Criteria – Further Information.  
Report enclosed

2. Budget Report 2014/15. Report enclosed.

***For Information***

3. Management Accounts – Nine Months Ended 31 December 2013. Report enclosed.

4. Capital Works Bridging Loan Scheme. Report enclosed.

5. Fund Manager Transactions. Report enclosed.

6. Recommended Disbursements - Approvals. Report enclosed.

The following items contain **CONFIDENTIAL** information

***For Decision***

7. Sums Due But Unpaid – Sundry Debtor. Report enclosed.

***For Information***

8. Loans to Local Industry – Sums Due But Unpaid Over One Month Old as at 31 January 2014. Report enclosed.

9. List of Deeds Executed. Report enclosed.

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## REPORT

To: Shetland Charitable Trust

Date: 27 February 2014

From: Chief Executive

Report: CT1402001

### **Shetland Arts Fund Grant Aid Scheme Amendment to Criteria – Further Information**

#### **1. Introduction**

- 1.1 A report was presented to Trustees at the 14 November 2013 meeting (Min. Ref. CT/57/13), which recommended amendments to the existing criteria of the Shetland Arts Fund Grant Aid Scheme (SAF Grant Scheme). Trustees requested a further report containing more detailed information on the scheme.
- 1.2 The purpose of this report is to provide Trustees with additional information regarding the SAF Grant Scheme, and request their approval on the recommendation in this report.
- 1.3 The proposed changes to the existing criteria are supported by the Service Co-ordinator and the Director of Shetland Arts.

#### **2. Background**

- 2.1 The SAF Grant Scheme funds individuals and organisations to enable them to develop their art form and/or deliver arts related projects and events that meet local community needs and make a lasting difference in the community.
- 2.2 Prior to March 2006, the SAF Grant Scheme was run by the then Shetland Arts Trust, funded in full by Shetland Charitable Trust. As part of changes going on at the time to arts related activities, it was agreed, with Trustees approval (Min. Ref. CT/32/06), that it would be more suitable for the SAF Grant Scheme to be administered through the Council's then Community Development Service. This was also consistent in approach with a range of grant schemes already being administered by the Community Development Service.
- 2.3 From March 2006 onwards, the SAF Grant Scheme has been administered by the Council's Community Planning and Development, on behalf of the Trust. The applications are assessed by Shetland Arts, who provide the professional recommendation on each one.

- 2.4 A disbursements report is presented to Trustees at each meeting cycle, which provides details for the schemes funded by the Trust. This report provides the name of the individual/group and the amount of grant awarded.

### 3. Present Position

- 3.1 The grant payments are not means tested and under the current criteria of the scheme, there are no restrictions on the number of grants paid to any one individual or group.
- 3.2 Details of the grants awarded during the period 1 April 2008 to 31 December 2013, are attached in Appendix 1. A summary of the information is set out below.

**Table 1**

<b>Category</b>	<b>Number of Awards</b>	<b>Number of Individuals/Groups</b>	<b>Grants Total £</b>
Under 18	63	28	18,967
18 or over (see (i) below)	98	54	33,982
Groups (under 18) for Projects/ Events <b>outwith</b> Shetland	3	2	3,588
Groups (18 or over) for Projects/ Events <b>outwith</b> Shetland (see (ii) below)	5	1	6,215
Groups for Projects/ Events <b>within</b> Shetland	68	29	105,331
<b>Totals</b>	<b>237</b>	<b>114</b>	<b>168,083</b>

(i) 17 individuals in the "18 or over" category received more than one grant award. The number of repeat grants was 61, at a cost of £14,705.

(ii) 1 group (18 or over) received 5 grants for events "outwith Shetland", at a cost of £6,215.

### 4. Proposed Position

- 4.1 The criterion proposed is unchanged for individuals under 18 years of age, or groups comprising of members under 18 years.
- 4.2 The major change involves individuals aged 18 or over who would only be eligible for one SAF Grant in any five year period.
- 4.3 The proposed rule of one grant in any five year period would also apply to individuals aged 18 years or over, receiving funding or

support as a member of a community group, where the group is travelling outwith Shetland.

- 4.4 No changes are proposed for criteria on projects, events or festivals held within Shetland.
- 4.5 Table 2 gives a summary of the information in Appendix 1, after applying the proposed changes to criteria.

**Table 2**

<b>Category</b>	<b>Number of Awards Under New Criteria</b>	<b>Grants Total £</b>	<b>Reduction £</b>
Under 18	63	18,967	n/a
18 or over	37	19,277	14,705
Groups (under 18) for Projects/ Events <b>outwith</b> Shetland	3	3,588	n/a
Groups (18 or over) for Projects/ Events <b>outwith</b> Shetland	1	1,500	4,715
Groups for Projects / Events <b>within</b> Shetland	68	105,331	n/a
<b>Totals</b>	<b>172</b>	<b>148,663</b>	<b>19,420</b>

- 4.6 The age criterion proposed is consistent with the other grant schemes operated on behalf of the Trust. Proof of age is easy to obtain and does not increase the administrative burden of the scheme.
- 4.7 It is proposed that the changes would be effective from 1 April 2014.

## **5. Summary/ Conclusion**

- 5.1 The proposed amendment to the criterion would reduce the demands on the budget, as demonstrated in Table 2. This shows a potential saving of £19,420 over the period 1 April 2008 to 31 December 2013.
- 5.2 Amending the criterion would help to ensure that priority for funding is given to young people, and also stimulate arts development by funding new areas.

## **6. Financial Implications**

- 6.1 The recommended amendments to the criterion would not affect the total budget for the scheme, as it is assumed that the reductions brought about by the changes would be offset by increases in other areas.

- 6.2 A standstill budget of £35,000 is being recommended in the budget report for the SAF Grant Scheme for the financial year 2014/15. This is the final year of the three year budget programme, and future funding of the scheme will depend on the outcome of the wider review of all Trust expenditure, which is currently taking place.

## **7. Recommendations**

- 7.1 Trustees are asked to:-
- (i) approve the changes to the criteria for SAF Grant Scheme awards outlined in paragraphs 4.2 and 4.3, and set out in full in the attached guidelines in Appendix 2.

Reference: AJ/DC13  
Date: 10 February 2014

Report Number CT1402001

## APPENDIX 1

### Shetland Arts Fund Grants Awarded 1 April 2008 - 31 December 2013

#### Individuals aged under 18

No. Awards	Total Funding	Genre
1	£363.00	Music
2	£1,328.00	Music
4	£2,000.00	Music
1	£155.00	Music
1	£300.00	Music
1	£214.00	Music
2	£483.00	Music
1	£165.00	Music
1	£56.00	Music
9	£2,553.00	Music
3	£1,181.00	Music
1	£182.00	Music
1	£177.00	Music
1	£177.00	Music
1	£163.00	Music
2	£523.00	Music
1	£230.00	Music
5	£1,324.00	Music
1	£210.00	Music
2	£447.00	Music
4	£580.00	Music
2	£569.00	Music
1	£214.00	Music
1	£177.00	Music
4	£2,106.00	Music
1	£537.00	Drama
8	£2,168.00	Music
1	£385.00	Music
<b>63</b>	<b>£18,967.00</b>	

#### Individuals aged 18 years and over

No. Awards	Total Funding	Genre
1	£220.00	Music
1	£255.00	Visual Arts
1	£255.00	Visual Arts
1	£185.00	Music
2	£1,025.00	Visual Arts
3	£1,146.00	Visual Arts/Craft
2	£1,142.00	Literature/Film
10	£3,422.00	Music
1	£877.00	Visual Arts
7	£1,405.00	Music
1	£151.00	Music
1	£255.00	Visual Arts
1	£515.00	Visual Arts/Craft
2	£1,000.00	Music
1	£434.00	Craft
1	£636.00	Visual Arts
1	£434.00	Craft
2	£2,000.00	Drama
1	£24.00	Literature
1	£292.00	Dance
1	£205.00	Visual Arts
1	£350.00	Music
1	£215.00	Music

1	£265.00	Dance
1	£363.00	Music
12	£2,823.00	Music
1	£255.00	Visual Arts
1	£259.00	Drama
1	£255.00	Visual Arts
1	£32.00	Literature
1	£180.00	Music
2	£540.00	Music
2	£827.00	Music
1	£1,000.00	Literature
1	£113.00	Music
1	£209.00	Literature
2	£542.00	Music
1	£532.00	Music
1	£214.00	Music
2	£289.00	Music
1	£317.00	Music
1	£255.00	Visual Arts
1	£312.00	Film
2	£681.00	Music
3	£1,494.00	Visual Arts
1	£287.00	Visual Arts
1	£1,000.00	Music
1	£241.00	Music
1	£610.00	Visual Arts
2	£1,126.00	Music
3	£847.00	Music
3	£645.00	Music
1	£469.00	Craft
1	£557.00	Music
<b>98</b>	<b>£33,982.00</b>	

**Groups**

<b>No. Awards</b>	<b>Total Funding</b>	<b>Genre</b>
7	£8,704.00	Music
1	£195.00	Visual Art/Craft
2	£2,425.00	Literature
1	£1,500.00	Music
1	£586.00	Music
1	£610.00	Photography
2	£3,000.00	Film
1	£964.00	Visual Arts
1	£1,102.00	Dance
1	£1,500.00	Music
2	£3,000.00	Drama
6	£16,722.00	Music
1	£1,309.00	Music
1	£1,500.00	Music
4	£10,500.00	Music
4	£7,748.00	Film
6	£3,836.00	Music
1	£1,500.00	Dance
4	£10,230.00	Music
9	£3,715.00	Craft
1	£519.00	Craft
1	£1,500.00	Music
5	£14,219.00	Music
1	£700.00	Music
1	£1,500.00	Music
1	£1,025.00	Visual Art/Craft
3	£7,099.00	Music
1	£750.00	Visual Art
2	£2,088.00	Drama
1	£1,500.00	Music
<b>73</b>	<b>£111,546.00</b>	

**Grand Totals**      **234**      **£164,495.00**



The Shetland Arts Fund is designed to support not for profit voluntary organisations and individuals to develop their art form and/or to deliver arts related projects and events that meet local community needs and make a lasting difference in the community.

This grant aid scheme is funded by Shetland Charitable Trust and managed in partnership with the Shetland Islands Council and Shetland Arts Development Agency. The scheme can support all forms of arts genres including the visual arts, crafts, dance, drama, dialect, film, literature, music, theatre and combined arts.

We hope it will make a **real difference to the quality of life** for people living in Shetland.

## 1. What do we expect all funded applications to demonstrate?

Shetland Charitable Trust's Arts Fund aims to support projects and activities that: –

- Meet a local need;
- Represent value for money;
- Are well planned;
- Demonstrate public benefits and make a difference to the community;
- The project expenditure can be fully accounted for;
- Has developmental potential of art skills;
- Reflect the core values of Shetland Charitable Trust and Shetland Arts Development Agency.

## 2. Who can apply?

### ***We can support:***

- Individuals based in Shetland.
- Community groups and voluntary organisations based in Shetland to advance the arts that have an open constitution or set of rules which clearly defines their aims, objectives and procedures.

### ***We cannot support:***

- Individuals or organisations seeking commercial gain;
- Individuals or organisations if there is no public benefit;
- Organisations or projects that should be funded from national or local taxation;
- Non arts related projects and activities;
- Retrospective funding;
- Organisations in receipt of annual core funding from either Shetland Charitable Trust and/or Shetland Islands Council for services purchased;

We can only fund projects and activities that are solely in the interests of Shetland and its inhabitants. This applies to participants, practitioners or audiences.

Please note all eligible applicants must operate a bank or building society account in their legal name. Voluntary organisations must have a bank or building society account that requires at least 2 signatures for cheques and/or withdrawals.

In exceptional circumstances applications can be considered from individuals temporarily living out with Shetland but only where the individual can evidence he/she has a permanent residential address in Shetland.

Applications from Individuals under 18 that are requesting financial support with off island travel may include the cost of one parent/guardian.

### 3. When should you apply?

If you are applying for an Events and Festivals Grant of up to £3,000, the Council's Grants Unit must receive your completed application **at least 8 weeks prior to the project's start date.**

For Project and Individual grants, we must receive your application **at least 4 weeks prior to the project's start date.**

Late applications will be automatically turned down.

### 4. What else does this scheme look for?

Applicants must also be able to link to one or more of the following Shetland Arts Development Agency core values:

Inclusive	Striving for excellence	Empowering and enabling
Inspiring	Brave and courageous	Challenging
Innovative	Realistic	Open and accessible
Value for money	High quality	Developmental

### 5. What can this scheme fund?

We will consider funding:

- Projects that advance the arts;
- Training, courses, workshops and learning opportunities;
- Festivals, events, activities, performances, exhibitions;
- Annual arts programmes;
- Setting up a pilot project;
- Conferences, seminars and summer schools;
- Specialist or professional fees (other than for Capital Projects);
- Research and development costs;
- Equipment and materials;
- Publicity and promotion costs;
- External transport and accommodation and appropriate fees;
- Cultural projects;
- Presentation costs.

### 6. What can this scheme not fund?

We will not fund:

- Non arts development related projects;
- Items that only benefit an individual e.g. prizes, musical instruments;
- Loan or endowment payments or guarantees against loss;
- Projects with no potential for long-term sustainability;
- Holidays and general entertainment costs e.g. cinema, theme parks;
- Projects/activities that have already taken place;
- Business or commercial ventures;
- Fundraising expenses or projects solely aimed at generating income;
- Meals and subsistence costs;
- Capital projects;
- School/college/university projects
- Fees and other costs relating to full time, part time, further and higher education;
- Projects that do not benefit Shetland and its inhabitants;
- Projects that do not have a public benefit;
- "In kind" non cash costs

## 7. How much can we fund?

There are three types of grant applications that we can consider funding. Eligible voluntary organisations can apply for an **Events and festivals** grant or a **Projects** grant. Eligible individuals can apply for an **Individuals** grant.

### **Events and festivals:**

Up to 50% of eligible costs up to a maximum of £3,000

### **Projects:**

Up to 50% of eligible costs up to a maximum of £1,500

### **Individuals:**

Up to 50% of eligible costs up to a maximum of £1,000

Please note eligible organisations cannot apply for both an **Events and festivals** grant and a **Projects** grant in the same financial period. To be eligible for the higher level of funding, **Events and festivals** are generally expected to run for a number of days, offering a range of activities. Decisions on **Events and festivals** eligibility will be at the discretion of Shetland Arts/Shetland Islands Council staff.

Eligible groups, and individuals aged under 18, can apply for more than one Shetland Arts Fund grant per Shetland Charitable Trust financial year - up to the above maximums. However if you have been already awarded a Shetland Arts Fund grant in the current financial year then priority will be given to applicants who have not received any funding. (For clarification Shetland Charitable Trust's financial period is 1st April to 31st March annually).

From 1 April 2014, eligible individuals aged 18 or over can apply for one Shetland Arts Fund grant for one project – up to the above maximums. If successful, you will not be considered for further funding from the Shetland Arts Fund for a period of five years from the date of the grant offer letter. This includes any individual who receives funding or support as member of a community group, where the group is travelling outwith Shetland and is applying for financial assistance from the Shetland Arts Fund.

## 8. How do you apply?

### **You read this guide**

Check that your organisation can apply, we can fund what you want to do, your project links to at least one of Shetland Arts Development Agency's core values and you can meet the terms and conditions of our grant



## 9. What happens if you are successful?

- Shetland Charitable Trust will issue a grant offer letter and acceptance document detailing the terms and conditions of the grant award;
- Once you have accepted the terms and conditions of the grant and returned the acceptance letter the grant will be paid in full directly into your bank account;
- You must comply with grant conditions and only use the funding for the purpose(s) as set out in your application form
- You will be required to complete a project evaluation form and submit a certification of expenditure form together with details of all relevant expenditure within **12 months** of the grant offer date

## 10. What happens if you are unsuccessful?

We will tell you the main reasons why in a letter **within 6 weeks** of receiving the completed application. You may also find it useful to contact the Council's Grants Unit or staff at Shetland Arts for further advice and assistance.

Following receipt of the written explanation you may wish you to revise your application and resubmit it or appeal the original decision.

## 11. Protection of Vulnerable Groups requirements

From 1st April 2011, if your organisation is applying for grant assistance from this scheme, your group/ organisation will need to decide whether you have anyone (staff or volunteers) involved in 'Regulated Work' with children (and/or protected adults)\*. If your organisation has individuals involved in Regulated Work then those individuals will need to apply to become a member of the PVG Scheme, and your group must also have policies and procedures in place that adequately cover adult and child protection and welfare issues.

You will need to decide whether or not your group has individuals involved in 'Regulated Work' with children and young people under the age of 18, and/or 'Regulated Work' with protected adults (from the age of 16, generally, in receipt of specified services)\*

If either of these conditions applies to your group, then you will need to ensure that you have in place **all** of the following: an Adult and Child Protection Policy and an Adult and Child Protection Procedures; for organisations working with children and young people a Code of Conduct for staff and volunteers; an Equal Opportunities Policy. Templates for these documents are available from the Community Planning & Development Service or at [www.shetland.gov.uk/grants/PVG\\_Templates.asp](http://www.shetland.gov.uk/grants/PVG_Templates.asp) and must be approved and signed by committee members of your group. Your organisation must undertake a PVG Scheme Membership check when appointing staff, volunteers or helpers who are doing 'Regulated Work' to make sure they are not barred from working with children/protected adults and as part of checking their suitability for the particular post.

\*There are various stages to go through to decide whether someone is doing 'Regulated Work.' The Child Protection Shetland website [www.childprotectionshetland.com/](http://www.childprotectionshetland.com/) includes links to sources of help, in particular a self-assessment tool produced by Disclosure Scotland which will help you work through the various stages: [www.disclosurescotland.co.uk/pvg\\_training/self-assessment/](http://www.disclosurescotland.co.uk/pvg_training/self-assessment/)

In case of doubt , you may wish to seek further advice from either the Central Registered Body for Scotland (CRBS), on 01786 849777, or Disclosure Scotland on 0870 609 6006. Contact details for local support on this subject and more information are available on the Child Protection Shetland website: [www.childprotectionschetland.com/](http://www.childprotectionschetland.com/)

Help and information about training courses is also available from your local Community Work Office or from Voluntary Action Shetland, who undertake free checks for volunteers.

## 12. Other considerations

In addition to the above requirements applicants should consider the following:

- **Shetland Arts Fund grants must be acknowledged on all publicity and marketing material;**
- Applicants in receipt of a Shetland Islands Council Development Grant cannot be considered for a Shetland Arts Fund grant and vice versa;
- Any Award will depend on the availability of funds by Shetland Charitable Trust;
- Applicants are encouraged to investigate other sources of funding prior to applying for a Shetland Arts Fund grant;
- Shetland Charitable Trust ultimately decides applications for grant assistance.
- No further grant applications can be considered until the previous Shetland Arts Fund grant award has been fully accounted for;
- Applications to bring professional artists or similar to Shetland are expected to supply details to vouch for their credentials e.g. a CV, biography or website

## 13. Service Pledges

In order to improve service delivery, we have the following service pledges that apply to this grant aid scheme:

- The Council's Grants Unit will provide **accurate information** about this grant aid scheme and the application procedures.
- All grant application forms requested will be sent out **within 2 working days**.
- All grant application forms received will be acknowledged **within 5 working days**.
- All applicants will receive a decision on completed grant application forms **within 6 weeks**.
- All applicants who have had a grant application rejected will receive a **written explanation** of why it was unsuccessful.
- All applicants who have had a rejected grant application advised in writing have the **right to appeal** against the decision.

## 14. Alternative Funding Sources

In addition to Shetland Arts Fund, there is a number of other funding sources that you should consider applying to including:

- Shetland Islands Council – Economic Development Unit
- Shetland EU Leader Programme
- Highlands and Islands Enterprise – Shetland
- Shetland Arts – Visual Artists Award Scheme / Craftmakers Working Up Scheme
- Creative Scotland
- Awards for All

For information on more external funding sources please contact the Grants Unit

## 15. Data Protection Act 1998 / Freedom of Information (Scotland) Act 2002

The Shetland Islands Council is registered as a Data Controller in terms of the Data Protection Act 1998. The information provided by you will be stored by the Council on a central electronic database and will be used in a number of ways by different departments of the Council when processing any funding applications made by your organisation. The information will not be transferred outwith the Council without your explicit consent. Please contact us if you have any queries about how your information will be used.

Please note the Freedom of Information (Scotland) Act 2002 gives any person the right to request certain information that we hold. The Council and Shetland Charitable Trust regularly release information about grant awards and information regarding your application may be made available to the public. Any personal information provided will be processed in accordance with the Data Protection Act 1998.

## 16. Contact Details

The Grants Unit officers are available to give advice and guidance with grant applications and project planning and ***all applicants are advised to discuss their project at the earliest opportunity prior to completing your grant application form.*** Alternatively you may also seek assistance from staff at Shetland Arts Development Agency. Contact details are provided below.

### Grants Unit

Community Planning & Development  
Solarhus, 3 North Ness  
Lerwick  
ZE1 0LZ  
Tel. (01595) 743828 / 743827

### Shetland Arts Development Agency

Mareel  
Lerwick  
Shetland  
ZE1 0WQ  
Tel. (01595) 743843

## 17. Examples of projects that Shetland Arts Fund might fund...

- A community group staging a music festival in Shetland
- A community group publishing a series of local poems
- A young person travelling south to attend a National Youth Orchestra of Scotland course
- A traditional dance community group travelling overseas to take part in a cultural exchange and learn new dance techniques with another community
- A community group bringing a professional artist to Shetland to hold a series of stained glass workshops
- Assisting an individual artist with the costs learning new skills e.g. a craft maker trying out knitting
- A drama group undertaking a series of rehearsals in advance of performing a new play
- An individual curating an art exhibition that is open to the public
- A community group travelling out with Shetland to participate in an arts event

## 18. Examples of projects that Shetland Arts Fund is unlikely to fund...

- An individual or band wishing to make a CD for public sale
- An artist not based in Shetland wishing to mount an exhibition in Shetland
- A national touring theatre company seeking to perform in Shetland
- A local craft maker attending a trade fair to market and sell his/her products
- Film company wishing to make a commercial film in Shetland
- A full time/part time student from Shetland seeking assistance with university fees
- An individual, with permanent residence out with Shetland, seeking assistance to deliver an arts project locally
- Local shop selling arts related products seeking assistance to develop/sell more arts products

Please note your project may be more suited to one or more of the alternative funding sources detailed in Section 14.





## REPORT

To: Shetland Charitable Trust

27 February 2014

From: Chief Executive

Report No: CT1402002

### Budget 2014/15

#### 1 Introduction

- 1.1 This report sets out the recommended budget for 2014/15, which stands at £10,040,710. This budget is based on Trustees agreeing to option 2 in paragraph 5.7. Indicative budgets of up to £11 million for the year's 2012/13, 2013/14 and 2014/15 were approved at the meeting on 21 February 2012 (min ref CT/03/12).
- 1.2 The budget has been set in line with the Trust's projected financial position, and in accordance with the three year funding strategy, implemented in 2012/13.

#### 2 Background

- 2.1 The Trust's long term financial strategy is to use the average investment growth above inflation on the Trust's reserves to support annual expenditure, and so be able to pass on the reserves preserved against inflation to future generations (Min Ref CT/34/08). This financial strategy is known as "self-sustainable use of reserves" or sometimes simply "self-sustainability".
- 2.2 At present, the Trust sets its budget strategy using a three year cycle. On 23 June 2011, a three year strategy was set to limit expenditure to no more than £11 million per year for the period to 31 March 2015 (Min Ref CT/39/11). This level of expenditure is calculated to preserve the Trust's investable reserves at £220 million.
- 2.3 At their meeting on 8 September 2011 (min ref CT/52/11), Trustees agreed to implement three year funding packages for all organisations it currently funded, subject to the normal application process. It was envisaged that this would give a period of stability to the funded bodies, in the climate of shrinking public funding streams.
- 2.4 All funded bodies were asked to submit bids for the three years on a cash standstill basis.

### 3 Present Position

- 3.1 This report concentrates on the budget figures for 2014/15, which is the final year of the three year budget.
- 3.2 The table below provides a summary of the budgets for each of the three years:

**Table 1: Summary of Three Years Budgets: Ongoing Revenue**

Category	Approved Budget	Approved Budget	Recommended Budget
	Year 1	Year 2	Year 3
	2012/13 £'000	2013/14 £'000	2014/15 £'000
Charitable Organisations	5,229	5,032	5,005
Schemes	4,951	4,719	4,527*
One-off projects	200	12	0
Trust Administration	540	540	509
<b>Total</b>	<b>10,920</b>	<b>10,303</b>	<b>10,041</b>

*\* This figure varies from year to year as the Planned Maintenance Budget varies.*

- 3.3 A full list of the Trust's budgets is given in Appendix 1. In summary, the proposed budget presented in this report complies with the Trust's policy of self-sustainability, but Trustees should continue to carefully control expenditure, whilst monitoring current and potential investments in order to ensure maximum income for the Trust going forward.

### **Funding Recommendations for 2014/15**

#### 4 Charitable Organisations - £5,004,965

- 4.1 **All the bids in this section have been supported by the Trust's Service Co-ordinators.**

4.1.1 **Shetland Amenity Trust (SAT)** – funding of **£1,052,728** is recommended. The grant provides core and project funding to support the organisational and staffing costs of SAT. External funding is levered in where possible. SAT seeks to deliver an effective holistic service which enhances all aspects of Shetland's cultural and natural heritage. The service supports, encourages and facilitates the sound management and sustainable development of Shetland's natural and cultural resources and facilitates access to it.

- 4.1.2 **Shetland Arts Development Agency (SADA)** – funding of **£696,038** is recommended. The grant goes towards meeting some of the core and project costs of promoting, developing and delivering activities in the fields of dance, drama, theatre, film, literature, music, crafts and visual arts with a view to the advancement of arts and culture and improving the quality of life for the inhabitants of Shetland. External funding is levered in where possible. It is recommended that the current arrangement whereby SADA's grant is advanced in instalments in consultation with the Chair and Vice Chair continues meantime.
- 4.1.3 **Shetland Recreational Trust (SRT)** – funding of **£2,518,550** is recommended. The grant assists with the cost of providing leisure and sports facilities at locations throughout Shetland. The facilities are seen as places where communities meet, socialise and play, as well as an attraction for tourists in Shetland's unpredictable climate.
- 4.1.4 **Disability Shetland (Recreation Club & Social Activities)** – funding of **£12,641** is recommended. The grant supports the running costs of the recreational club and also contributes to the costs of delivering the social activities project at Islesburgh.
- 4.1.5 **The Swan Trust** – funding of **£44,650** is recommended. The grant assists with the cost of keeping the restored Swan available for use as an approved sail training vessel. Young people are encouraged to sail on the Swan, to appreciate Shetland's fishing history and experience wildlife and culture.
- 4.1.6 **Shetland Churches Council Trust** – funding of **£54,055** is recommended. The grant is used to provide financial support to churches for maintaining and improving the fabric of the church buildings. Part of the grant (10% max.) is also used to support Christian community events and training.
- 4.1.7 **Shetland Befriending Scheme** – funding of **£54,418** is recommended. The scheme provides young people with an opportunity to form a trusting relationship with an adult, to promote the young person's welfare and personal development. The grant covers salary costs and volunteers' expenses.
- 4.1.8 **Citizens Advice Bureau (CAB)** – funding of **£132,265** is recommended. The grant is used towards the core costs of providing a general information and advice service. The additional three years funding which had been approved, for a Welfare Rights post, has now come to an end. CAB has confirmed that one year's external funding has been secured, to cover the costs of this post.

- 4.1.9 **Voluntary Action Shetland** – funding of **£144,367** is recommended. The grant funds some of the core costs of providing a central point for advice and information to the voluntary sector in Shetland, and also contributes to the provision of management services to Disability Shetland.
- 4.1.10 **Shetland Folk Festival** – funding of **£18,000** is recommended. The grant is used to assist with the costs of providing artists to perform at the annual Folk Festival.
- 4.1.11 **Shetland Accordion and Fiddle Festival** – funding of **£12,000** is recommended. The grant is used to assist with travel expenses for visiting musicians performing at the annual Accordion and Fiddle Festival.
- 4.1.12 **Local Charitable Organisations** – funding of **£14,000** is recommended. This budget funds a scheme to provide a source of funding for small voluntary organisations who offer care and welfare activities and services.
- 4.1.13 **Royal Voluntary Service** – funding of **£47,622** is recommended. The grant funds much of the core costs of providing a range of community projects for elderly and disabled people in Shetland.
- 4.1.14 **The New Shetlander** – funding of **£670** is recommended. The grant provides a contribution towards the production costs of the “New Shetlander” magazine.
- 4.1.15 **COPE Ltd** – funding of **£154,967** is recommended. The grant funds some of the core costs of the organisation to allow it to provide training, support and employment opportunities to adults with learning and/or physical disabilities.
- 4.1.16 **Couple Counselling Shetland** – funding is not being recommended owing to its success in securing external funding from the parent organisation.
- 4.1.17 **Shetland Link Up** – funding of **£47,994** is recommended. The grant funds the core costs of the organisation enabling it to provide an informal meeting place to support people who are affected by mental health problems.

**5. Schemes - £4,526,885**

- 5.1 **Development Grant Aid Schemes** – funding is not being recommended as this SIC operated scheme has ceased.
- 5.2 **Support Grant Aid Scheme** – funding of **£54,241** is recommended, which is a reduction of 25% on last year. This is in line with the reduction in funding from the SIC, who operate the scheme.
- 5.2 **Arts Grant Scheme** – funding of **£35,000** is recommended, which has been included in the overall budget. A separate report has been presented to Trustees on this scheme.

- 5.3 **Senior Citizens Clubs** – funding of **£20,000** is recommended. This budget supports senior citizens clubs with a programme of activities.
- 5.4 **Support to the Rural Care Model** – funding of **£2,491,000** is recommended. The budget pays for the recognised additional cost of running small care homes, particularly in the rural areas on the basis that the level of service is over and above that which could normally be provided by a local authority. The intention is to recognise the Trust's role in adding value to the level of community care services that can be provided in Shetland. The Trust's funding is used to pay for the additional overheads/fixed costs associated with the diseconomies of scale and the additional costs due to remote locations. The SIC is undertaking a review in 2014/15 of full life cycle costs for its buildings, and this will help determine the long term programme going forward.
- 5.5 **Social Assistance Grants** – funding of **£5,000** is recommended. This scheme provides assistance to individuals who have been assessed as being in need of material or financial assistance.
- 5.6 **Bus Services for Elderly and Disabled Persons** – funding of **£49,980** is recommended. This scheme supports the cost of daily transport services in Lerwick, to/ from clients' homes and/ or various social work establishments for elderly and disabled persons.
- 5.7 **Christmas Grant Scheme** – funding is not being recommended for this scheme, which has been the subject of an ongoing review over the last year. The scheme in its present form is difficult to administer and does not fully target those most in need in the community. Trustees are therefore asked to consider one of the following three options:-
- I. Option 1 – remove the budget completely with a projected budget saving of £361,800 for 2014/15.
  - II. Option 2 – agree a budget of £100,000, which would be used to assist the most vulnerable individuals currently in receipt of the Christmas Grant. The operational details of the scheme would need to be worked out between the Trust and the SIC, but it is envisaged that funding would be disbursed to Social Work, and they would be responsible for administering the scheme. This would result in a budget saving of £261,800 on the existing scheme. **This is the recommended option.**
  - III. Option 3 – agree a budget of £361,800 for 2014/15 and continue the review of the scheme.
- 5.8 **Planned Maintenance Programme** – funding of **£1,771,664** is recommended. The Maintenance Programme continues to

represent a significant proportion of the Trust's spending commitments year on year. The detailed Planned Maintenance Programme at Appendix 3, of £1,771,664, represents an increase of some £181,736 on 2013/14. Planning and programming maintenance inevitably means some variation in the annual budgets within the programme. The Trust is directly or indirectly responsible for over 40 buildings. The philosophy of the Trust has always been to invest in these buildings, to maximise their useful life. Officers will continue to work with the organisations over the next five years to bring their maintenance budgets to a more sustainable level.

It is also proposed that two of the conditions in the Planned Maintenance Grant Offer Letter are amended slightly:

- i. Condition b) requests that quarterly monitoring information be provided within 2 weeks of the period end – This would be **extended to 6 weeks**, which is in line with revenue funding requirements
- ii. Condition d) states “that any unused monies at the end of the period funded be repayable to the Charitable Trust”. This condition would be extended to include **“unless prior authorisation has been given to carry forward funds for specified and eligible works. This amount is not cumulative and any agreed carry forward must be fully spent in that financial year”**

5.9 **Management and Administration** – Funding of **£508,860** is recommended. The 2014/15 budget is shown in detail in Appendix 4.

A detailed analysis of the purpose of each of the organisations and projects is set out in Appendix 5, to justify the applications for funding. Also included in Appendix 5 are key targets and outcomes to be achieved during 2014/15, which forms the basis of the Grant Offer Letter and performance reporting system.

## 6 **Draw Down of Funding**

- 6.1 Trustees are required to formally agree the “draw down” (ie paying the grant) of funding to each of the organisations, which have successfully applied for funding from the Shetland Charitable Trust. Rather than considering each application separately, Trustees are asked to approve drawing down funding for all the organisations as indicated in Appendix 1. The costs (Appendix 1) and level of service (Appendix 5) have been agreed as part of the budgeting process through the application process. This enables payment (usually 50% of the total grant) to be made to the organisations on, or as soon as possible after, 1 April 2014.
- 6.2 The standard grant conditions are included for information, at Appendix 6. There are variations for awards to charitable companies and for small awards of less than £25,000.

## 7. Conclusion

7.1 The recommended budget is some £10,040,710, some £262,134 lower than last year. This budget is based on Trustees agreeing to option 2 in paragraph 5.7.

## 8. Recommendations

8.1 I recommend that Trustees:

- (a) (i) consider the applications for funding for the charitable programme for 2014/15 set out in Appendix 1, to provide the services set out at Appendix 5, and agree to the level of financial assistance as recommended, totalling £10,040,710 for 2014/15. This incorporates Option 2 of paragraph 5.7; or
- (ii) approve funding of £9,940,710, which includes Option 1 of paragraph 5.7; or
- (iii) approve funding of £10,302,510, which includes Option 3 of paragraph 5.7.
- (b) subject to (a) (i), (ii) or (iii) above, approve the draw down of the approved grants budgets, including the preparation of the Grant Offer Letters, which set out simple statements of services and standards expected to be received for the grants awarded.
- c) agree that SADA's grant should be advanced in instalments, the timing and the amount to be agreed in consultation with the Chair and Vice Chair.
- c) approve the amendments to the Planned Maintenance Grant Offer Letter conditions as outlined in paragraph 5.8 (i) and (ii).

Chief Executive  
File: AJ/DA5

Date: 13 February 2014  
Report Number CT1402002

The Appendices to this Report are listed below:  
Appendix 1: Programme  
Appendix 2: Christmas Grants  
Appendix 3: Planned Maintenance  
Appendix 4: Management and Administration  
Appendix 5: Service Performance  
Appendix 6: Copy of Standard Grant Conditions





## Shetland Charitable Trust budgets for 2014/15

	2013/14 approved Funding £	2014/15 recommended funding £
<b><u>Charitable Organisations</u></b>		
Shetland Amenity Trust	1,052,728	1,052,728
Shetland Arts Development Agency	696,038	696,038
Shetland Recreational Trust	2,518,550	2,518,550
Disability Shetland Recreation Club	12,641	12,641
The Swan Trust	44,650	44,650
VAS - New Shetlander	670	670
Shetland Churches Council Trust	54,055	54,055
Shetland Befriending Scheme	54,418	54,418
Citizens Advice Bureau	147,383	132,265
COPE Limited	154,967	154,967
Couple Counselling Shetland	12,000	-
Shetland Link Up	47,994	47,994
Voluntary Action Shetland	144,367	144,367
Festival Grants	30,000	30,000
Local Charitable Organisations	14,000	14,000
Royal Voluntary Service	47,622	47,622
<b>Sub Total Charitable Organisations</b>	<b>5,032,083</b>	<b>5,004,965</b>
<b><u>Schemes</u></b>		
Community Development Grants	14,272	-
Community Support Grants	72,321	54,241
Arts Grant Scheme	35,000	35,000
Senior Citizens Clubs	20,000	20,000
Support to Rural Care Model	2,491,000	2,491,000
Social Assistance Grants	5,000	5,000
Buses for Elderly and Disabled	49,980	49,980
Supported Employment	8,000	-
Springfield	1,500	-
Xmas grant Scheme	432,000	-
Individuals in Need	-	100,000
Planned Maintenance	1,589,928	1,771,664
<b>Sub Total Schemes</b>	<b>4,719,001</b>	<b>4,526,885</b>
<b>One-Off - Peer Education</b>	<b>12,000</b>	<b>-</b>
<b>Trust Administration</b>	<b>539,760</b>	<b>508,860</b>
<b>Total</b>	<b>10,302,844</b>	<b>10,040,710</b>



## Planned Maintenance and Equipment Budget

	2010/11	2011/12
<b>Shetland Recreational Trust</b>		
Maintenance	809,374	893,767
small capital works already programmed		37,217
Vehicles and equipment	-	162,406
<b>SRT Total</b>	<b>809,374</b>	<b>1,093,390</b>
<b>Shetland Amenity Trust</b>		
Maintenance excluding SMA	107,019	171,686
Museum and Archive	97,967	105,967
Vehicles and equipment	74,500	46,500
<b>SAT total</b>	<b>279,486</b>	<b>324,153</b>
<b>Shetland Arts</b>		
Maintenance	52,000	51,108
<b>SADA total</b>	<b>52,000</b>	<b>51,108</b>
<b>Other</b>		
Market House	32,500	41,661
Swan Trust	21,100	27,400
22-24 North Road	17,200	6,156
Springfield Chalet	1,500	12,560
Property Advice / Technical support	48,500	49,000
<b>Other Total</b>	<b>120,800</b>	<b>136,777</b>
<b>Total</b>	<b>1,261,660</b>	<b>1,605,428</b>



## Appendix 2

### Justification for Christmas Grant Budget 2014/15

**Pensioner and Disabled Persons:**  
**2013/14 estimate, based on actuals to date**

<b>Beneficiary</b>	<b>Estimated Number</b>	<b>Grant Amount £</b>	<b>2013/14 cost £</b>
Pensioners	864	300	259,200
Disabled Persons	329	300	98,700
Administration			3,000
Tax			15,000
<b>Total Estimated Cost</b>			<b>375,900</b>

**Pensioner and Disabled Persons – 2014/15 estimate**

<b>Beneficiary</b>	<b>Estimated Number</b>	<b>Grant Amount £</b>	<b>2014/15 estimate £</b>
Pensioners	817	300	245,100
Disabled Persons	329	300	98,700
Administration			3,000
Tax			15,000
<b>Total Estimated cost</b>			<b>361,800</b>



# Appendix 3

## 2014/15 Planned Maintenance

	Statutory	Planned Maint	equip/ vehicles	Capital	Budget 2014/15	Budget 2013/14	Budget 2012/13
<u>Shetland Recreational Trust</u>							
Clickimin Leisure Complex	58,465	250,436	167,363		476,264	408,421	513,370
Unst Leisure Centre	21,876	95,186	4,520		121,582	104,266	109,185
Yell Leisure Centre	21,876	109,899	4,500		136,275	124,665	107,471
Whalsay Leisure Centre	22,026	54,185	7,050		83,261	64,716	92,978
West Mainland Leisure Centre	23,041	38,781	4,270		66,092	77,533	56,223
North Mainland Leisure Centre	23,014	76,977	5,181		105,172	182,628	93,084
Scalloway Pool	22,605	36,314	12,248		71,167	53,408	132,195
South Mainland Pool	22,605	36,314	2,039		60,958	52,945	54,120
SRT Workshop			72,475		72,475		2,900
<b>TOTAL SRT</b>	<b>215,508</b>	<b>698,092</b>	<b>279,646</b>	<b>-</b>	<b>1,193,246</b>	<b>1,068,582</b>	<b>1,161,526</b>
<u>Shetland Amenity Trust</u>							
Shetland Museum and Archives	23,350	58,434		2,000	83,784	95,984	104,364
SAT other	59,000	122,600	100,600		282,200	275,550	270,500
<b>TOTAL SAT</b>	<b>82,350</b>	<b>181,034</b>	<b>100,600</b>	<b>2,000</b>	<b>365,984</b>	<b>371,534</b>	<b>374,864</b>
<u>Shetland Arts</u>							
Garrison Theatre	6,990	10,419		30,000	47,409	15,599	40,799
Bonhoga Gallery	2,480	4,198		30,000	36,678	7,023	6,448
SADA office	1,880	500			2,380	2,380	2,380
<b>TOTAL SADA</b>	<b>11,350</b>	<b>15,117</b>	<b>-</b>	<b>60,000</b>	<b>86,467</b>	<b>25,002</b>	<b>49,627</b>
<u>Other areas</u>							
22-24 North Road	1,330	11,326			12,656	6,156	6,156
Market House	3,772	29,439			33,211	35,339	31,211
Springfield Chalet	-	-			-	2,215	4,065
Swan	11,000	25,100			36,100	32,100	35,100
Technical support/Prof fees		44,000			44,000	49,000	49,000
<b>TOTAL Other</b>	<b>16,102</b>	<b>109,865</b>	<b>-</b>	<b>-</b>	<b>125,967</b>	<b>124,810</b>	<b>125,532</b>
<b>Grand Total</b>	<b>325,310</b>	<b>1,004,108</b>	<b>380,246</b>	<b>62,000</b>	<b>1,771,664</b>	<b>1,589,928</b>	<b>1,711,549</b>





**Shetland Charitable Trust  
Management and Administration**

	2013/14 Budget	2014/15 Estimate
<b>Staffing Costs</b>		
Basic Pay and Allowances	370,000	290,000
Professional Membership Fees	1,500	1,000
Staff Recruitment costs	0	5,000
Travel and Subsistence	8,000	7,000
Training and Staff Development	8,000	3,000
<b>Sub Total Staffing Costs</b>	<b>387,500</b>	<b>306,000</b>
<b>Operating Costs</b>		
Insurance	10,000	10,000
Administration	5,000	5,000
Supplies and Services	8,000	7,000
Bank Charges	500	500
Professional Fees: Other	15,000	20,000
Miscellaneous Items	2,000	1,000
External Audit Fees	26,500	25,000
Trustees' Meeting Expenses	0	2,000
Trustees' Expenses	8,000	4,000
Operational Meeting Expenses	0	700
Legal Fees	80,000	50,000
Trustee Recruitment costs	2,000	2,000
<b>Sub Total Operating Costs</b>	<b>157,000</b>	<b>127,200</b>
<b>Property Costs</b>		
Energy Costs	5,000	5,000
Water Rates	2,000	2,000
Cleaning	3,500	3,500
<b>Sub Total Property Costs</b>	<b>10,500</b>	<b>10,500</b>
<b>Supplied Services</b>	- 70,000	0
<b>Bought In Services</b>		
Finance	30,000	38,500
Internal Audit	0	0
Committee Services	12,000	12,000
Computer Services	9,100	8,000
HR Services	0	3,000
Messenger Service	1,500	1,500
Insurance Admin	2,160	2,160
<b>Sub Total Bought In Services</b>	<b>54,760</b>	<b>65,160</b>
<b>Total</b>	<b>539,760</b>	<b>508,860</b>



**Charitable Organisations**

<b>Organisation / Project</b>	<b>Purpose</b>	<b>Key Targets 2014-15</b>
<p>Shetland Amenity Trust</p>	<p>To provide core funding to support the organisational and staffing costs, to support the diverse range of services and enable the Trust to lever in additional funding.</p> <p>Shetland Amenity Trust will continue to deliver an effective, holistic service which embraces all aspects of Shetland's cultural and natural heritage. The service supports, encourages and facilitates the sound management and sustainable development of Shetland's natural and cultural resources and facilitate access, both intellectual and physical, thereto for all.</p>	<p><u>Finance, Administration and Management</u></p> <p>Support the complex and diverse range of projects/services offered by the Trust.</p> <p>Ensure Finance Function continues to support the business needs of the organisation and meets all legal and regulatory requirements.</p> <p>Continue to review the structure and function of administration within the Trust to ensure that it effectively supports the Senior Management Team, Trustees and the wider organisation.</p> <p>Develop and secure a sustainable funding model for the delivery of the Trust's Architectural Heritage function, a key element of the over-arching Trust Deed.</p> <p>Following the successful restoration of the Sumburgh Head Lighthouse as a visitor centre and nature reserve, deliver a self-sustaining service for the benefit of the public in line with the Trust's objectives of promoting greater public access to Shetland's natural and cultural heritage. Anticipated paying visitors 10,000 in year 1.</p> <p>Manage the delivery of the Shetland Museum and Archives services. Encourage a sense of community ownership in the facility and through it promote Shetland's cultural and natural heritage to a wider audience. 90,000 visitors expected during the year.</p> <p><u>Interpretation</u></p> <p>Maintain the Shetland Interpretive Plan, ensuring that it addresses the needs of the Shetland community and supports funding initiatives.</p> <p>Continue to support the provision of interpretive panels where appropriate.</p> <p>Continue to support the network of community museums and history groups working in partnership ensuring that</p>

<p>Shetland Amenity Trust (continued)</p>		<p>investment in this sector is safeguarded for future generations</p> <p>Working along with Shetland Heritage Association, develop and rationalise a coherent strategy of support for community museums and heritage groups.</p> <p>Maintain the suite of interpretive leaflets.</p> <p>Maintain the Shetland Heritage and Culture website and online presence for the Heritage Hub.</p> <p>Consider and develop innovative interpretive initiatives of the highest quality, thereby setting new standards for the better interpretation of Shetland.</p> <p>Continue to develop and publish works under the Trust's Heritage Publications banner.</p> <p><u>Natural Heritage</u></p> <p>Maintain, enhance and develop the present functions of the SBRC database. Around 10,000 new records to be entered over the year.</p> <p>Oversee and manage the targets for the Ranger Service delivered under the Service Level Agreement with Shetland Islands Council.</p> <p>Support the service provision at the Sumburgh Head Lighthouse, Visitor Centre and Nature Reserve.</p> <p>Manage Geopark Shetland as per the Action Plan agreed by the Shetland Geology Working Group and maintain membership of the Global Geopark Network.</p> <p>Following the 2 year funding package provided by the Scottish Government, develop and deliver a viable business plan and funding strategy to secure long-term funding for Geopark Shetland.</p> <p>Ensure that all species of endemic and threatened hawkweeds are in cultivation (working with Woodlands Team).</p> <p>Secure funding, organise and deliver the annual Shetland Nature Festival. Target to equal last years participation of almost 1,000 people.</p>
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<p>Shetland Amenity Trust (continued)</p>		<p><u>Archaeology</u></p> <p>Enhance and develop the use of the SMR database, responding to land management issues and other enquires; developing the marine aspect of the SMR, maintaining and developing the SMR database.</p> <p>Continue to promote the case for World Heritage Status for “Mousa, Old Scatness and Jarlshof: the Crucible of Iron Age Shetland”, following their recognition and inclusion as sites on the UK Tentative List.</p> <p>Secure funding to develop Old Scatness as a world-class visitor centre with use of innovative architecture to protect and showcase the site.</p> <p>Continue to work closely with Shetland Islands Council on development management issues.</p> <p>Work with the local community to deliver a seasonal visitor attraction at the Viking Unst sites.</p> <p>Develop future archaeological projects, such as a second phase of the Viking Unst project or the West Side Prehistory project and identify sources of funding.</p> <p>Complete the publication of the 17<sup>th</sup> Viking Congress proceedings held in Shetland in 2013.</p> <p>Complete and publish the Iron Age and Post Medieval volumes of Old Scatness and the Viking Unst volume. Progress other publications as appropriate.</p> <p>Working with local groups, help to develop their needs and aspirations in relation to archaeology in their areas.</p> <p><u>Place Names</u></p> <p>Record place names from oral and archive sources.</p> <p>Maintain the Shetland Place Names database and linked digital mapping, and develop a strategy for public access.</p> <p>Become the recognised authority on location and recording of Shetland place names.</p>
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<p>Shetland Amenity Trust (continued)</p>		<p>Research and publish information on Shetland place names.</p> <p>Record information on Shetland's inshore fishing meids.</p> <p>Develop links with educational establishments and prepare resources in partnership with other Trust staff.</p> <p>Provide accurate visitor information on location, pronunciation and meaning of place names for use in publications and by tour guides and rangers.</p> <p>Promote the project at local, national and international events.</p> <p>Represent the Trust on Shetland ForWirds committee and provide support for the promotion and development of the dialect.</p> <p><u>Environmental Improvements</u></p> <p>Continue and expand core activities such as community recycling of food and drink cans, glass and the salvage of architectural building materials for public renovation projects. Expected recycling: 450 tonnes glass and more than 5 tonnes aluminium during the year.</p> <p>Engage with the community at all levels to increase awareness and understanding of Shetland's environment and the actions they can take to protect and enhance it.</p> <p>Following successful upgrading of the facilities at Cunningsburgh, deliver sustainable glass recycling operations focussing on recycled glass pavers and other high quality recycled products.</p> <p>Undertake Da Voar Redd Up activities and community involvement environmental improvement and litter prevention initiatives. Expect over 50 tonnes of rubbish to be collected.</p> <p>Continue the valued Muck and Bruck operations throughout Shetland.</p> <p>Ensure the Trust remains at Gold Level in the Green Business and Tidy Business Award Schemes and is a contender in award/recognition schemes in relation to the</p>
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<p>Shetland Amenity Trust (continued)</p>		<p>above projects.</p> <p><u>Woodlands</u></p> <p>Explore funding opportunities to enhance, preserve and develop aspects of Shetland's flora and habitats.</p> <p>Secure a suitable arboretum site and explore funding opportunities.</p> <p>Continue to support and promote local tree planting initiatives. Aim to plant around 3,000 trees annually.</p> <p>Initiate or support projects which reintroduce native/endemic species in appropriate natural habitats.</p> <p>Review the Shetland Woodland Strategy.</p> <p>Cooperate with the Forestry Commission and other bodies in relation to forestry grants, woodland development, etc.</p> <p>Pursue biomass initiatives, e.g. Short Rotation Coppice (SRC).</p> <p>Develop propagation programmes at the Staney Hill Horticultural Unit using traditional methods and tissue culture. Propagation of 6,000 plans targeted annually.</p> <p>Bring remaining endemic Shetland hawkweed species into cultivation.</p> <p>Maintain an effective advisory service and demonstrative role in Shetland's woodland development.</p> <p>Rebrand and update existing Tree Planting information notes and expand the series.</p> <p>Plan an active role in the development of the Open Space Strategy for Shetland.</p> <p>Undertake landscaping works at Trust and other properties, where appropriate.</p>
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<p>Shetland Arts Development Agency</p>	<p>To encourage, support, inspire, promote, develop and deliver activities in the fields of: dance; drama; theatre; film; literature; music; crafts; and visual arts with a view to the advancement of arts and culture and improving the quality of life for the inhabitants of the Shetland Isles.</p> <ul style="list-style-type: none"> <li>• Exhibitions by local, national and international artists and makers at Bonhoga</li> <li>• Promote and support Visual Arts</li> <li>• Promote and support Crafts development</li> <li>• Provide Drama development opportunities</li> <li>• Develop Dance activities</li> <li>• Promote and support Literature development</li> <li>• Promote and support Music development</li> <li>• Encouraging Film and Digital Media development</li> <li>• Encourage performances at Mareel and the Garrison Theatre</li> </ul>	<p><b>Bonhoga</b></p> <p>The following lists the 2014/15 exhibitions programme:-</p> <p><u>Ora Blue</u> – Explores symbiotic alliances between art and imaginative sustainable developments, including water and air cleansing plants.</p> <p><u>Shetland Open</u> - Welcomes entries from amateur, professional and student artists and craft makers. This year's theme is "home".</p> <p><u>Message in a Bottle</u> – Showcasing the diversity of Bill Brown within the medium of ceramics.</p> <p><u>20:20</u> – To commemorate the 20<sup>th</sup> anniversary of opening of Bonhoga.</p> <p><u>Common Thread</u> – Exhibition by Jen Deschenes presents a visual narrative through textiles.</p> <p><u>Peerie Christmas</u> – Best selected art and craft collections.</p> <p><u>Artists Rooms - Fallen</u> – Iconic photographs by Don McCullin, provide an extremely powerful contemplation of humanity.</p> <p>Targets:- Sessions 5, Audience attendances 60,000, Participants 40, Participations 25, Exhib/Concerts etc 19, Groups 2.</p> <p><b>Visual Arts</b></p> <p>Support groups and organisations. Supervise space2face restorative arts project in partnership with the Community Mediation Team. Administer the Visual Art and Craft Award scheme with SIC Economic Development and Creative Scotland (funding dependent).</p> <p>Targets:- Sessions 122, Participants 45, Participations 338, Exhib/Concerts etc 1, Residencies/Commissions 2, Groups 28.</p> <p><b>Craft Development</b></p> <p>Reduction in 2014/15 as Officer retiring. Target is to increase participation by young people through proposed SADA/SIC programme to deliver Creative Scotland's</p>
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<p>Shetland Arts (Continued)</p>		<p>“Arts Strategy for Young People”. Advocacy for craft continues within the Visual Arts &amp; Craft Awards, a partnership with Alzheimer Scotland and the Bonhoga Gallery Programme.</p> <p>Targets:- Sessions 37, Participants 27, Participations 218, Groups 15.</p> <p><b>Drama Development</b></p> <p>Continue development of Shetland Youth Theatre with two major projects and planning for 21<sup>st</sup> anniversary project. Continue support and development of Splinters Youth Theatre and other drama groups where appropriate. Use drama as a methodology with other groups when feasible. Support individuals in developing their potential.</p> <p>Targets:- Sessions 120, Audience attendances 600, Participants 150, Participations 1,400, Exhib/Concerts 4, Groups 6.</p> <p><b>Dance Development</b></p> <p>Continue and enhance provision of traditional dance in a variety of settings. Identify gaps in provision and explore ways to meet demand. Use dance with other agencies where feasible. Where possible support development of existing dance groups and dance practitioners.</p> <p>Targets:- Sessions 50, Audience attendances 100, Participants 100, Participations 500, Exhib/Concerts etc 4, Groups 10.</p> <p><b>Literature Development</b></p> <p>Organise and promote the annual book festival, Wordplay 2014. Organise creative writing residency for primary schools, in partnership with SIC Creative Links. Support and facilitate creative writing groups including Annsbrae and Supported Living and Outreach. Continue to support organisations and to support new and established writers.</p> <p>Targets:- Sessions 200, Audience attendances 700, Participants 685, Participations 1,086, Residencies/Commissions 1, Groups 12.</p>
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<p>Shetland Arts (continued)</p>		<p><b>Music Development</b></p> <p>Deliver full time NC and HNC Music courses, Vocational Pathway courses for school pupils and provide support for BA Applied Music. Deliver and develop Fiddle Frenzy and the Guitar Festival, and workshops by visiting artists. Provide a varied programme of music at Mareel and rural venues. Support local music promoters, festival organisers and Creative Industry practitioners.</p> <p>Targets:- Sessions 793, Audience attendances 15,570, Participants 95, Participations 4,680, Exhib/Concerts etc 129, Residencies/Commissions 1, Groups 6, Courses 4, Quarterly number trainees/students enrolled at external organisations 32.</p> <p><b>Film and Digital Media Development</b></p> <p>Organise and promote the annual Film Festival, Screenplay 2014. Continue to programme cinema spaces in Mareel so as to ensure there are films for broad range interest groups and to continue audience development. Where possible, continue to support individual film-makers and film making groups, and also national production companies.</p> <p>Targets:- Sessions 5, Audience attendances 90,000, Participants 10, Participations 30, Exhib/Concerts etc 2,700, Groups 4.</p> <p><b>Mareel and Garrison Theatre</b></p> <p>Actively encourage and promote the use of the Garrison Theatre and Mareel by as many local groups as possible. When financially viable, promote the provision of professional touring theatre. Increase the number of days that the Garrison is active as a venue. Run educational tours as requested.</p> <p>Targets:- Sessions 15, Audience Attendances 700, Participants 75, Participations 1,000, Exhib/Concerts etc 10, Groups 10.</p>
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<p>Shetland Recreational Trust</p>	<p>To provide wide range of leisure and sport activities and facilities at 8 locations throughout Shetland. The facilities are professionally operated, well maintained to a high standard with appropriate opening hours. The facilities are seen as places for whole communities to meet, socialise and play. They are a major attraction for local residents and an important factor in attracting tourists.</p>	<p>1. Maintain opening hours, so far as is possible within the approved budget.</p> <p>Annual Target Opening Hours:</p> <table data-bbox="823 416 1417 707"> <tr> <td>Clickimin Leisure Complex</td> <td>4,900</td> </tr> <tr> <td>Unst Leisure Centre</td> <td>3,690</td> </tr> <tr> <td>Yell Leisure Centre</td> <td>3,500</td> </tr> <tr> <td>North Mainland Leisure Centre</td> <td>3,640</td> </tr> <tr> <td>Whalsay Leisure Centre</td> <td>3,740</td> </tr> <tr> <td>South Mainland Pool</td> <td>2,410</td> </tr> <tr> <td>Scalloway Pool</td> <td>2,860</td> </tr> <tr> <td>West Mainland Leisure Centre</td> <td>3,920</td> </tr> </table> <p>2. Maintain existing admission rates, and promote new users</p> <p>Annual Target Admissions</p> <table data-bbox="823 931 1417 1223"> <tr> <td>Clickimin Leisure Complex</td> <td>380,000</td> </tr> <tr> <td>Unst Leisure Centre</td> <td>28,500</td> </tr> <tr> <td>Yell Leisure Centre</td> <td>40,000</td> </tr> <tr> <td>North Mainland Leisure Centre</td> <td>50,000</td> </tr> <tr> <td>Whalsay Leisure Centre</td> <td>50,000</td> </tr> <tr> <td>South Mainland Pool</td> <td>28,500</td> </tr> <tr> <td>Scalloway Pool</td> <td>32,500</td> </tr> <tr> <td>West Mainland Leisure Centre</td> <td>52,000</td> </tr> </table> <p>3. Maintain an average of 400 SRT and rural subscription members.</p> <p>4. Maintain an average of 470 corporate subscription members.</p> <p>5. Achieve attendances of 26,000 through swimming classes and courses.</p> <p>6. Achieve attendances of 25,000 in sport and exercise classes.</p> <p>7. Continue to provide Senior Leisure Clubs for older adults at West Mainland, Clickimin, Unst, Whalsay and Yell.</p> <p>8. Maintain attendance figure of 3,400 for Senior Leisure Clubs.</p> <p>9. Achieve attendances at health promoting classes of:</p>	Clickimin Leisure Complex	4,900	Unst Leisure Centre	3,690	Yell Leisure Centre	3,500	North Mainland Leisure Centre	3,640	Whalsay Leisure Centre	3,740	South Mainland Pool	2,410	Scalloway Pool	2,860	West Mainland Leisure Centre	3,920	Clickimin Leisure Complex	380,000	Unst Leisure Centre	28,500	Yell Leisure Centre	40,000	North Mainland Leisure Centre	50,000	Whalsay Leisure Centre	50,000	South Mainland Pool	28,500	Scalloway Pool	32,500	West Mainland Leisure Centre	52,000
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<p>Shetland Recreational Trust (continued)</p>		<table border="0"> <tr> <td>Neurology</td> <td style="text-align: right;">800</td> </tr> <tr> <td>Exercise after stroke</td> <td style="text-align: right;">300</td> </tr> <tr> <td>Cardiac Rehabilitation Phase IV</td> <td style="text-align: right;">370</td> </tr> </table> <p>10. Work in partnership with local event organisers to deliver a minimum of 6 large scale community events at Clickimin for the people of Shetland.</p> <p>11. Ensure that at least 90% of all SRT actions for 2014-15 are completed for the delivery of the Shetland Sports Strategy.</p> <p>12. Undertake an annual survey to assess customer satisfaction rates with the services and facilities being provided by SRT.</p> <p>13. Ensure that a consistent charging policy is implemented across all facilities, including standard and concessionary charges for those below 18 years of age, people with a disability and older adults (60+). Charges for 2014-15 to be increased by a minimum of 2%.</p> <p>14. Undertake a survey of non-users to understand why some people do not make use of the services and facilities provided by SRT.</p> <p>Produce minimum of 8 case studies which highlight the positive impact of SRT services on the lives of service users.</p>	Neurology	800	Exercise after stroke	300	Cardiac Rehabilitation Phase IV	370
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<p>Disability Shetland (Recreation Club and Social Activities)</p>	<p>1. To support the running costs of the Recreation Club, including hiring venues, transport, volunteer expenses and training.</p> <p>2. To contribute to the costs of delivering the Social Activities project.</p>	<p>Adult Sport Sessions (14)</p> <p>Adult Swimming Sessions (10)</p> <p>Swimming Medals Ceremony (1 annually)</p> <p>Yoga sessions (20)</p> <p>Bowls Competition (1 annually)</p> <p>New trained volunteers (10)</p> <p>Youth Sports Club sessions (40)</p> <p>Youth Sports Awards Ceremony (1)</p> <p>Social Activities Wednesday Club (44)</p> <p>Case studies</p>
<p>The Swan Trust</p>	<p>To make the Swan available for viewing, restored in good working order and registered as an approved sail-training vessel.</p> <p>To encourage young people to sail on the Swan, to appreciate Shetland's sailing and fishing history and experience our wildlife and culture.</p>	<p>School children (300)</p> <p>Youths under 25 (70)</p> <p>Adults (50)</p> <p>1 organised trip per annum with youth trainees from Shetland Sail Training (Nordic Sail booked for 2014)</p> <p>Service user surveys</p> <p>Activity reports demonstrating outcomes to service users</p> <p>Case studies</p>
<p>The New Shetlander</p>	<p>To provide a contribution towards the printing, distribution and administration costs of producing the New Shetlander, net of sales and subscriptions.</p>	<p>Production of New Shetlander</p> <p>Target: 4 issues</p> <p>Promotional Event for Shetland Dialect</p> <p>Target: 1</p> <p>Magazine Sales</p> <p>Target: 1000 per quarter</p> <p>Subscribers</p> <p>Target: 100 per quarter</p>

<p>Shetland Churches Council Trust</p>	<p>To maintain church buildings and support community events, along with support for training and education.</p>	<p><u>Appropriate management of trust affairs</u>  To hold regular meetings of Trustees, around 6 per year, to consider Grant applications and to receive reports from Trust representatives on various groups that the trust is involved in.</p> <p><u>Maintenance and enhancement of church buildings</u>  To continue to assist Christian congregations with the upkeep and repair of their buildings, particularly where they have a wider architectural or community benefit, in order to ensure that these buildings can continue to provide satisfactory places of worship.</p> <p><u>To facilitate the provision of access to church buildings and to the activities taking place therein, for those who have disabilities or other physical impairments</u>  To ensure, where reasonably practical, that access to church buildings is free so that people with disabilities can use them without restrictions and that other disabilities are mitigated.</p> <p><u>To facilitate congregations of differing denominations to come together and provide an opportunity for all people in Shetland to join with the whole church in worship</u>  To work together to co-ordinate and facilitate services and events.</p> <p><u>To encourage members of congregations to be trained to carry out their functions despite the high cost of travel to mainland training</u>  To help defray some of the costs of travel from Shetland, to enable people, including youth, to participate fully in activities.</p> <p><u>To provide Christian representation on secular organisations and to be "salt" in the community</u>  Sit on committees and bodies dealing with issues such as drugs and alcohol, Emergency Forum, etc</p>
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<p>Shetland Befriending Scheme</p>	<p>Offering young people the opportunity to form a trusting relationship with an adult to promote his/her personal development</p>	<p>To continue to provide a high quality Befriending Service to Children and young People Shetland wide.</p> <p>Target: Up to 25 children &amp; young people will receive a service per annum</p> <p>To continue to support, monitor and review matches occurring on a regular basis to ensure the befriending is benefiting the young person</p> <p>Target: 75% of children &amp; young people will achieve a positive outcome</p> <p>To continue to actively promote the service to the Shetland Community and engage in recruitment drives to seek new volunteers</p> <p>Target: Ongoing</p> <p>To recruit up to 8 new volunteers in the next financial year to offer the befriending service to young people</p> <p>Target: Between April 2014 and March 2015</p> <p>To have up to 8 newly trained volunteers ready to be matched to a young person</p> <p>Target: Between April 2014 and March 2015</p> <p>Case studies</p>
<p>Shetland Islands Citizens Advice Bureau</p>	<p>Providing an independent advice and information service to:</p> <ol style="list-style-type: none"> <li>1. Ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities, or of the services available to them, or through an inability to express their need effectively and</li> <li>2. To exercise a responsible influence on the development of social policies and services, both</li> </ol>	<p>New client contacts (3,200)</p> <p>New client issues (6,000)</p> <p>Repeat client contacts (5,500)</p> <p>Repeat client issues (11,000)</p> <p>Employment tribunals (or negotiated settlements, including ACAS) (10)</p> <p>Confirmed employment annual financial gains (£20,000)</p> <p>Confirmed annual financial gains across all subject areas, excluding Welfare Rights and employment gains (£50,000)</p> <p>Welfare Rights Appeal Tribunals (30)</p> <p>Welfare Rights Reconsiderations (40)</p>

	locally and nationally.	<p>Welfare Rights Reviews/Supersessions (65)</p> <p>Welfare Benefit Health Checks (200)</p> <p>Welfare Rights confirmed annual financial gain (£800,000)</p> <p>Total debt managed, including Money Advice Project (£2,500,000)</p> <p>Annual surveys – 1 client satisfaction survey &amp; 1 client profile survey annually</p> <p>Case studies – 3 every 6 months</p>
COPE Limited	To provide training, support and employment opportunities to adults with learning or physical disabilities	<p>To provide training, support and employment opportunities for 50 people with disabilities in Shetland.</p> <p>Expected to support a range of placements within the COPE enterprises</p> <p>Information will be provided about the number of participants moving on to other employment and training opportunities</p>
Shetland Link Up	Providing support to people who are affected by mental health problems	<p>Attendance at SLU Mixed Group (1,000)</p> <p>Total client contacts (1,500)</p> <p>Number of clients actively receiving a service at any one time (22)</p> <p>Number of volunteers at SLU(2)</p> <p>Total volunteer hours (200)</p> <p>Information will be provided about number of clients moving on with positive outcomes</p> <p>Satisfaction Outcome (75%)</p>
Market House and Voluntary Action Shetland (also covers Disability Shetland management)	<p>1. To provide a central point for the voluntary sector, providing office space, storage, administrative support, sign-posting, advice and information to the voluntary sector in Shetland.</p> <p>2. To provide an effective</p>	<p><u>Building the Third Sector relationships with Community Planning</u></p> <p>Being a full partner on Shetland Community Planning Partnership involved in the development role of the single outcome agreement and in delivering national and local targets.</p> <p>Representing the third sector on strategic forums and partnerships both locally and</p>



	<p>management, financial and administrative service to the Board, staff, volunteers and service users at Disability Shetland.</p>	<p>nationally.</p> <p>Ensuring the third sector organisations, are given the opportunity to respond to relevant consultants both at local and national level with various levels of support as needed.</p> <p>Striving to ensure that third sector and their issues are raised and supported through the community planning process, therefore raising the profile of the third sector in Shetland.</p> <p>Playing a key role in the participation and promotion of third sector organisations at the scenario planning project.</p> <p>Using and promoting the national standards for community engagement to communicate with the third sector using a variety of media, to meet their needs, offer support and advice.</p> <p>Providing premises as a recognised "Hub" for developing and supporting third sector organisations.</p> <p><u>Supporting and developing a strong third sector</u></p> <p>Identifying, designing, delivery, and co-ordination of training to enable third sector organisations to operate more effectively, legally and efficiently. Using a range of agencies for deliver including local and national providers by means of bringing in people, video links and where necessary travel to the mainland to ensure quality training available.</p> <p>Working closely with partners at operational level to ensure best use of local knowledge giving appropriate support and advice.</p> <p>Linking with Supporting Voluntary Action programme and other local and national learning opportunities to ensure all staff are given the opportunity for development and up skilled to reflect the changing climate and need of the third sector.</p> <p>Promoting collaborative and partnership working to ensure resources and expertise are shared to encourage efficiencies in monetary and time management terms.</p> <p>Ensuring the wealth of expertise and</p>
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<p>Market House and Voluntary Action Shetland (continued)</p>	<p>knowledge in the staff team are effectively used to provide support service with ongoing staff development and opportunities for updating knowledge and practice.</p> <p>Supporting third sector organisations to access funding opportunities from within Shetland, and from National and European sources.</p> <p>Maintaining and strengthening links with funders to enable updates and deadlines to be communicated to the third sector in a timely manner.</p> <p><u>Social Enterprise Development</u></p> <p>Linking with national learning opportunities for both staff and members of social enterprises such as various Supporting Voluntary Action Programme, Be Smarter and Social Enterprise Academy Leadership Programmes working together where possible to have a shared understanding.</p> <p>Using results and findings from local Social Economy research commission by VAS and partners to give a baseline to inform and shape development of enterprising behaviour and growth.</p> <p>Establishing a network to facilitate a peer support forum to identify their needs, share good practice and knowledge.</p> <p>Ensuring a representative from the social enterprise network has a place on relevant strategic partnership.</p> <p>VAS with partners work together to promote and encourage enterprising behaviour in the Shetland.</p> <p>Identifying opportunities for cross regional working, involving national and local intermediaries in the provision of services.</p> <p>Identifying ways of addressing barriers to enterprising behaviour to enable opportunities for all in the third sector.</p> <p>Working with both public and third sector organisations to further develop the procurement process, by means of supporting and up skill both and by providing an arena in which they can engage with confidence in the procurement process.</p>
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<p>Market House and Voluntary Action Shetland (continued)</p>		<p><u>Volunteer Development</u></p> <p>Meeting with employers across all sectors to encourage, develop and support volunteer opportunities.</p> <p>Assessing potential volunteers and matching accordingly with volunteering opportunities. Ensuring both the needs of the organisation and volunteer are being met.</p> <p>Working with employers to develop and offer employee assisted volunteering programmes.</p> <p>Delivering a training programme on the benefits of volunteering to “hard to reach” groups to ensure volunteering is accessible to all, including young people following the national guidelines on Getting in Right for Every Child.</p> <p>Delivering National Soltaire Awards for youth volunteering and working in partnership with the local Rotary Club to further develop volunteering awards.</p> <p>Providing a varied training programme for volunteers, to enable them to be effective volunteers and use the transferable skills gained in other areas of life.</p> <p>Monitoring placement and progress of volunteers and organisations using the Managing Intelligence Platform.</p>
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<p>Shetland Accordion and Fiddle Club</p>	<p>To provide opportunities for the performance of accordion and fiddle music at a festival. To provide the opportunity for visiting musicians to meet and play with local musicians thereby imparting knowledge and styles to each other. To provide an opportunity for young Shetland musicians to broaden their horizons and perform to large audiences. The Trust's contribution is to assist with travel expenses for visiting musicians.</p>	<p><u>Shetland Accordion &amp; Fiddle Festival October 2014</u></p> <p>To maintain and build on the very high standard achieved in previous years.</p> <p><u>To encourage as wide a range of traditional music as possible</u></p> <p>To bring musicians from Scandinavia, Scotland, England, Ireland and Italy to the festival.</p> <p><u>To encourage the development of young musicians, both local or visiting</u></p> <p>Organise specific "youth sessions" at the Festival Club</p> <p><u>To maintain and improve media coverage of the event to help promote both the Festival and traditional music in Shetland</u></p> <p>Club membership - Over 600 members</p> <p>Audience numbers at various venues – 2,700</p> <p><u>To maintain the number of club members from outside Shetland thus boosting off season Tourism</u></p> <p>Over 200</p> <p><u>To maintain revenue from tickets, raffles and memberships</u></p> <p>£35k +</p> <p>SAFC will carry out a customer satisfaction survey and report results to SCT. Content to be agreed with Service Co-ordinator</p>
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<p>Shetland Folk Festival Society</p>	<p>To assist with the costs of providing artists to perform at the 34th Shetland Folk Festival and to help cover the costs of providing transport and venues.</p>	<p>Festival Club – a central meeting place for members and artists</p> <p>1 youth event - featuring young musicians from throughout Shetland</p> <p>Concerts – approximately 23 concerts are held throughout Shetland with 5,000+ in attendance</p> <p>Outreach Concert – one held in either Unst, Fetlar, Out Skerries, Whalsay or Fair Isle, with up to 100 in attendance</p> <p>Additional Support Needs Concert – private concert for adults and children with additional support needs, with up to 100 in attendance</p> <p>1 private music session with participants at Eric Gray Resource Centre</p> <p>Playgroup Concert – one held annually each year, with up to 300 in attendance.</p> <p>School Visit – at least one visit to a primary school for exchange of music and culture.</p> <p>SFFS will provide information on total number of tickets (per venue) and memberships sold</p> <p>SFFS will provide information on how many tickets/memberships are purchased from visitors to Shetland</p> <p>SFFS will carry out a customer satisfaction survey and report results to SCT. Content to be agreed with Service Co-ordinator</p>
<p>Local Charitable Organisations</p>	<p>To provide grants to local charitable groups, where their activities or services are of a social or welfare nature, and provided predominantly by volunteers.</p>	<p>Groups supported include: Dunrossness Interchurch Fellowship and Samaritans</p>
<p>Royal Voluntary Service</p>	<p>To enable older people to get more out of life by delivering practical support and a range of community based services tailored to individual need</p>	<p>Achieve 10% growth in the number of users of RVS Community Services with a baseline of 232.</p> <p>Achieve a 10% increase in the number of service user interactions by March 2015 with a baseline of 3491.</p> <p>Achieve a 10% increase in the number of service user interactions for Good Neighbours</p>

<p>Royal Voluntary Service (continued)</p>	<p>and Befriending with a baseline of 240.</p> <p>Achieve a 10% growth in the number of passenger journeys by March 2015, based on a baseline figure of 250.</p> <p>Continue 2 established lunch clubs:- Cunningsburgh/ Quarff and Islesburgh. Increase attendance at clubs by 10% on a baseline figure of 24 for Cunningsburgh/Quarff and 22 for Islesburgh. Increase the range of activities offered. This includes:</p> <ul style="list-style-type: none"> <li>• The provision of an escort for the SCT funded bus service to Islesburgh Club.</li> <li>• To continue offering a range of activities, developing the social aspects of the Islesburgh club, on a minimum of two days a week. This will require the recruitment of a Service Assistant.</li> </ul> <p>Continue 6 social clubs:- Brae, Burra, Sandwick, Walls, Whalsay and Northmavine.</p> <p>72 people to be registered as active volunteers by March 2015.</p> <p>10% increase in volunteer hours delivered by RVS by March 2015, based on a baseline of 1253.</p> <p>Undertake service user survey by March 2015.</p> <p>Undertake stakeholder survey by March 2015.</p> <p>Produce reports on results of service user and stakeholder surveys by March 2015.</p> <p>Produce quarterly Case studies.</p> <p>Investigate the feasibility of delivering new services in partnership with local services in particular as part of the Reshaping Care agenda. Specifically for 2014/15 to include investigations on Meals and Wheels delivery.</p>
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### Schemes

<b>Organisation / Project</b>	<b>Purpose</b>	<b>Key Targets 2014-15</b>
Support Grant Aid Scheme	An open grant aid budget designed to assist community groups and voluntary organisations that cater exclusively or primarily for under 18's or junior sections of adult groups with their annual operating and programme costs.	Demand for this budget varies, but it normally assists about 12 qualifying groups. It is recommended that this budget be reduced by 25% in line with SIC's budget for the scheme.  This grant aid scheme is under review during 2014/15.
Arts Grant Aid Scheme	To assist community groups and individuals with financial assistance towards a wide range of art genres (such as music, dance, drama, arts, literature and crafts).	This scheme is demand led, and to date has assisted up to 18 different individuals and 10 groups in financial year 2013/14.
Senior Citizens Clubs	Grants to senior citizens clubs, usually to help with transport costs, to enable their members to participate in social events, entertainment and club outings.	Grants of up to £2,100 to 15 active Senior Citizens Clubs throughout Shetland. Up to 1,000 older people participate in these clubs.
Support to Rural Care Model	To support the rural care model in Shetland	To offset the high unit cost of locating small care homes in rural communities.
Social Assistance Grants	Small grants given to reduce hardship or to improve living conditions, where individuals have been assessed as being in need of material or financial assistance.	To meet clients' assessed needs where no other options exist.
Bus Services: Elderly and Disabled (sponsored through infrastructure but for	Providing daily transport to/from Community Care establishments for elderly and disabled clients for trips to lunch clubs, leisure activities, post offices, shops or other	The grant from the Charitable Trust covers 24% of the budgeted spend for this area and contributes to part of the following:  The service to Islesburgh Lunch Club is provided to approaching 20 people each day (Monday to Friday), both from their homes to

<p>Community Care service users)</p>	<p>outings as required. This is available to clients attending Islesburgh Lunch Club, Eric Gray Resource Centre, King Eric House, Stepping Stones Club and Disability Shetland.</p>	<p>the Centre and back again, equating to 520 trips or approximately 10,400 passenger journeys per year for this purpose alone. The geographical spread across Lerwick is varied and includes the centre, north and south addresses.</p> <p>In terms of access to Taing Day Care Services, there are approaching 10 regular passengers and day care is access on five days of the week, totalling 5200 passenger journeys per year. There are 31 shoppers who currently access our buses to transport them to the shops, in each case this is one return trip per week, totalling 3,224 passenger journeys per year.</p>
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- a) that the Grantee provides evidence that it maintains charitable status;
- b) that the Grantee will comply with every request from any authorised officer or agent of the Charitable Trust for the supply of such information as is required for the proper monitoring of the grant, including the minutes of formal meetings where appropriate;
- c) that the Grantee undertakes to spend the grant, and any interest earned thereon, solely in the interests of Shetland and its inhabitants for the grant purpose specified, acknowledging that individuals or bodies who do not form part of the community may benefit indirectly from this service;
- d) that the grant offer letter is accepted and returned within six weeks of the letter date;
- e) that the Grantee makes every effort to obtain external funding which might further reduce sums presently sought from the Charitable Trust;
- f) that the Grantee accounts for the application of the grant in statements to the Charitable Trust, the statements to be of a format and frequency to be agreed by the Financial Controller;
- g) that the Grantee provides service performance reports as required for the proper monitoring of the grant, the reports to be of a format and frequency to be agreed by the Service Co-ordinator;
- h) that the Grantee provides within six months of the end of the period for which the grant was given, accounts prepared in accordance with current regulations, showing how the grant was applied and what surplus remains (if any);
- i) that any unused monies at the end of the period funded be applied in the first instance to a general reserve in line with the Charitable Trust's agreed policy and thereafter be repayable to the Charitable Trust;
- j) that in the event of any of the foregoing conditions being breached, the grant may be repayable, in whole or in part, at the sole discretion of the Trustees of the Charitable Trust.

For conditions b), f), g) and h) you will be required to provide:-

- b) information on request;
- f) quarterly management accounts, within six weeks of the period end;
- g) six monthly service performance reports, within six weeks of the period end;
- h) accounts in the form prescribed by your legal form, and complying with the Statement of Recommended Practice.

The grant should not be used by the Grantee to offset costs in order to compete unfairly with the private sector. A full cost recovery model should be followed in order to ensure fair competition when bidding for all contracts.

Grants over £20,000 will be paid in two instalments, the first on receipt of the grant offer letter, duly signed, and the second on receipt of your required financial statements for the previous year.



## REPORT

To: Shetland Charitable Trust

Date: 27 February 2014

From: Chief Executive

Report No: CT1402003

### MANAGEMENT ACCOUNTS – NINE MONTHS ENDED 31 DECEMBER 2013

#### 1 Introduction and Key Decisions

- 1.1 This report presents the Trust's Management Accounts to the end of December 2013, for noting. These Management Accounts deal with revenue budgets and expenditure.

#### 2 Management Accounts

- 2.1 Table 1 below shows the Summary Budget for the Charitable Trust for 2013/14 and the expenditure in the nine months to 31 December 2013.

**Table 1: Summary Management Accounts 2013/14**

Item	Current Budget £m	Spend to Dec. 13 £m
<b>Charitable Expenditure</b>		
Schemes and Organisations	8.2	6.6
Maintenance/Capital Programme	1.6	1.5
Operating Costs	0.5	0.4
<b>Total</b>	<b>10.3</b>	<b>8.5</b>

- 2.2 A more detailed analysis of the expenditure programmes is set out in Appendix 1.
- 2.3 The total budget for Schemes and Organisations is £8.2 million, of which £6.6 million has been spent to date. Where the running costs of projects are greater than £20,000, grant assistance is normally paid out in 2 stages - the first payment is made in April and the second is subject to a review of the organisation's accounts from the previous year.
- 2.4 The Maintenance Funding Programme includes £1.5 million which is paid to the major Trusts in two instalments with 50% of the budget being paid at the beginning of the year on submission of their

3  
maintenance programme for the year. The second instalment is paid on receipt of a satisfactory statement of the first six months' expenditure.

- 2.5 Table 2 below sets out the revisions/enhancements to the original budget for 2013/14 to give the current budget.

**Table 2: Budget Amendments**

<b>Original Budget Approved 21 February 2013</b>	<b>£10,290,844</b>
<b>Approvals Presented 23 May 2013</b>	
Voluntary Action Shetland	£12,000
Peer Education Project	
<b>Revised budget as at 30 September 2013</b>	<b><u>£10,302,844</u></b>

**3 Financial Implications**

- 3.1 No direct financial implications flow from this information report.

**4 Recommendations**

- 4.1 I recommend that Trustees note the satisfactory financial performance to December 2013, as shown in the Management Accounts in Appendix 1.

Reference: MJ/DA5  
Date: 6 February 2014

Report No: CT1402003

**Shetland Charitable Trust Management Accounts**  
**Charitable Expenditure : Period to 31 December 2013**

**Appendix 1**

	Current 12 month budget	Actual spend to 31 Dec	year to date variance
	£	£	£
Shetland Amenity Trust	1,052,728	1,052,728	0
Shetland Arts Development Agency	696,038	580,030	116,008
Shetland Recreational Trust	2,518,550	2,518,550	0
<b><u>Other Charitable Organisations</u></b>			
Disability Shetland Recreation Club	12,641	12,641	0
The Swan Trust	44,650	44,650	0
VAS - New Shetlander	670	670	0
Shetland Churches Council Trust	54,055	54,055	0
Shetland Befriending Scheme	54,418	54,418	0
Citizens Advice Bureau	147,383	147,383	0
COPE Limited	154,967	154,967	0
Couple Counselling Shetland	12,000	12,000	0
Shetland Link Up	47,994	47,994	0
Voluntary Action Shetland	144,367	144,368	-1
VAS - Peer Education Project	12,000 *	12,000	0
Festival Grants	30,000	30,000	0
Local Charitable Organisations	14,000	7,552	6,448
Royal Voluntary Service	47,622	47,622	0
<b>Sub Total Charitable Organisations</b>	<b>5,044,083</b>	<b>4,921,628</b>	<b>122,455</b>
<b><u>Schemes</u></b>			
Community Development Grants	14,272	5,951	8,321
Community Support Grants	72,321	37,069	35,252
Arts Grant Scheme	35,000	25,084	9,916
Senior Citizens Clubs	20,000	15,531	4,469
Support to Rural Care Model	2,491,000	1,245,500	1,245,500
Social Assistance Grants	5,000	1,032	3,968
Buses for Elderly and Disabled	49,980	29,155	20,825
Supported Employment	8,000	0	8,000
<b>Sub Total Schemes</b>	<b>2,695,573</b>	<b>1,359,322</b>	<b>1,336,251</b>
<b><u>Direct Schemes</u></b>			
Springfield	1,500	819	681
Xmas grant Scheme	432,000	367,997	64,003
Planned Maintenance	1,589,928	1,558,306	31,622
<b>Sub Total Direct Schemes</b>	<b>2,023,428</b>	<b>1,927,121</b>	<b>96,307</b>
Trust Administration	539,760	496,449	43,311
Surplus Grants Refunded	0	-197,026	197,026
<b>Total</b>	<b>10,302,844</b>	<b>8,507,494</b>	<b>1,795,350</b>

\* These budgets have been modified by subsequent decisions of the Trust

**Shetland Charitable Trust Management Accounts**  
**Management and Administration : Period to 31 December 2013**

**Appendix 1**

	Current 12 month budget £	Actual spend to 31 Dec £	year to date variance £
<b>Staffing Costs</b>			
Basic Pay and Allowances	370,000	341,357	28,643
Professional Membership Fees	1,500	1,370	130
Travel and Subsistence	8,000	4,370	3,630
Training and Staff Development	8,000	217	7,783
<b>Sub Total Staffing Costs</b>	<b>387,500</b>	<b>347,314</b>	<b>40,186</b>
<b>Operating Costs</b>			
Insurance	10,000	9,809	191
Administration	5,000	2,700	2,300
Supplies and Services	8,000	4,544	3,456
Bank Charges	500	275	225
Professional Fees: Other	15,000	32,075	-17,075
Miscellaneous Items	2,000	3,733	-1,733
External Audit Fees	26,500	24,525	1,975
Trustees Expenses	8,000	2,985	5,015
Legal Fees	80,000	42,606	37,394
Trustee Recruitment Costs	2,000	0	2,000
<b>Sub Total Operating Costs</b>	<b>157,000</b>	<b>123,252</b>	<b>33,748</b>
<b>Property Costs</b>			
Energy Costs	5,000	1,306	3,694
Water Rates	2,000	875	1,125
Cleaning	3,500	-96	3,596
<b>Sub Total Property Costs</b>	<b>10,500</b>	<b>2,085</b>	<b>8,415</b>
<b>Supplied Service</b>	<b>-70,000</b>	<b>0</b>	<b>-70,000</b>
<b>Bought In Services</b>			
Finance	30,000	1,286	28,714
Committee Services	12,000	12,000	0
Computer Services	9,100	8,352	748
Messenger Service	1,500	0	1,500
Insurance Admin	2,160	2,160	0
<b>Sub Total Bought In Services</b>	<b>54,760</b>	<b>23,798</b>	<b>30,962</b>
<b>Total</b>	<b>539,760</b>	<b>496,449</b>	<b>43,311</b>

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## REPORT

To: Shetland Charitable Trust

Date: 27 February 2014

From: Chief Executive

Report: CT1402004

### CAPITAL WORKS BRIDGING LOAN SCHEME

#### 1. Introduction

- 1.1 This report updates Trustees on the Capital Works Bridging Loan Scheme.

#### 2. Background

- 2.1 On 18 March 2010, Trustees agreed to provide short term bridging finance to community organisations undertaking capital projects. The interest free loans are used to alleviate cash flow problems when waiting for funding from EU/Scottish Government SRDP/LEADER/ERDF and/or lottery grants to come through. (Min. Ref. CT/15/10)
- 2.2 Funding for capital projects is only released once work has been completed and invoices paid. This creates an almost insurmountable cashflow burden for most organisations.
- 2.3 A total of £1 million was set as the maximum available at any one time.

#### 3. Present Position

- 3.1 Appendix A lists each bridging loan made to date. 18 organisations have received a bridging loan, 12 have fully repaid their loans and 1 has made a part payment. In total £1,345,832 has been repaid. Some £414,941 remains due to be repaid by 6 organisations as they receive their grants.
- 3.2 Feedback on the scheme from organisations has been very positive.

#### 4. Financial Implications

- 4
- 4.1 There are no new implications arising from this report. However, it should be noted that the provision of interest free loans means that the capital involved is not generating investment return. The lost return to the Trust could be approximately £35,000 pa.

**5. Conclusion**

- 5.1 Eighteen capital projects undertaken by community groups throughout Shetland might not have taken place without the support of the Trust's Scheme.

**6. Recommendation**

- 6.1 Trustees are recommended to note this report.

Reference: AJ/DC14  
Date: 7 February 2014

Report Number CT1402004



Shetland Charitable Trust Capital Works Bridging Loan

CT1402004 – Appendix A

PROJECT	BRIDGING G LOAN £	REPAID £	DUE TO SCT £	NOTE
Burrae Pier	25,650	25,650		
Ollaberry Hall	110,000	110,000		
Bressay Sports Park	114,537	114,537		
Scalloway Museum	345,000	345,000		
Fair Isle Hall	62,000	62,000		
Sandsayre Pier	170,000	170,000		
Sandness Hall	100,000	100,000		
Northmaine Club	26,640	26,640		
Hillswick Hall	100,000	60,000	40,000	This project has been delayed due to problems with the contractor, and Leader will only pay 75% of their grant until the project is complete. Expected completion by end March 2014 and full repayment April 2014.
Fetlar Electric Minibus	35,600	35,600		
Mareel	276,505	276,505		
Sumburgh Lighthouse	120,000		120,000	Work nearing completion and expected repayment April 2014.
Aith Public Hall	9,900	9,900		
Germatwatt Centre	10,000	10,000		
Shetland Skatepark Assoc.	62,179		62,179	Works completed and waiting on final invoices to enable retentions to be paid. Expect to be in a position to repay loan by end February 2014.
South Nesting P.Hall	88,442		88,442	Project recently completed and repayment expected soon.
Hoswick Visitor Centre	46,000		46,000	Works starting beginning Feb 14 with expected repayment May 2014.
Collafirth Marina	58,320		58,320	Works starting beginning Feb 14 with expected repayment April 2014.
<b>TOTALS</b>	<b>1,760,773</b>	<b>1,345,832</b>	<b>414,941</b>	





**REPORT**

To: Shetland Charitable Trust

27 February 2014

From: Chief Executive

Report: CT1402005

**FUND MANAGER TRANSACTIONS**

**1. Introduction**

1.1 Shetland Islands Council provides Treasury support to Shetland Charitable Trust under the terms of a Service Level Agreement (SLA).

**2. Investment Decisions**

2.1 Appendix A lists the investment decisions made by Insight Investment Management Limited during the period from 1st October to 31st December 2013.

2.2 Appendix B lists the investment decisions made by BlackRock during the period from 1st October to 31st December 2013.

2.3 Appendix C lists the investment decisions made by Schroder Investment Management Limited during the period from 1st October to 31st December 2013.

2.4 These appendices list purchases in order of transaction size and sales in order of the size of the gain or loss made on the transaction.

2.5 The Fund Managers make investment decisions based on the terms of Investment Management Agreements.

**3. Movement on Charitable Trust Funds**

3.1 The following table shows the movement on the Charitable Trust funds for the current financial year, 2013/14, up to 31st January 2014:

2013/14	£ million
Mkt Value at 1 Apr 2013	187.9
Market Movement	6.8
Injection/(Withdrawal)	(7.6)
Mkt Value at 30 Sep 2013	<u>187.1</u>

(These are unaudited figures and are for information only.)

**4. Recommendation**

4.1 The Trustees are asked to note this report.

## INSIGHT INVESTMENT MGMT REPORT - PURCHASES

NAME OF SECURITY	DATE	NUMBER OF UNITS	PURCHASE PRICE (£)
<b>UNITED KINGDOM</b>			
UK(GOVT OF) 1.75% BDS 07/09/22 GBP0.01	15/10/2013	1,523,000.00	1,417,303.80
UK(GOVT OF) 2.25% TSY GILT 07/03/14 GBP	24/10/2013	1,323,000.00	1,332,380.07
UNITED KINGDOM(GOVERNMENT OF) 3.5% GILT 22/07/68 GBP0.01	08/10/2013	820,000.00	819,098.00
ILF GBP LIQUIDITY FD	31/10/2013	745,000.00	745,000.00
UK(GOVT OF) 0.125% IDX/LKD 11/19 GBP	29/10/2013	648,000.00	705,420.62
UK(GOVT OF) 0.125% IDX/LKD 11/19 GBP	03/10/2013	646,000.00	692,696.61
UK(GOVT OF) 1.25% IDX-LKD 22/11/27 GBP	15/10/2013	299,000.00	457,805.83
UK(GOVT OF) 0.75% I/L STK 22/11/2047	05/11/2013	303,000.00	455,712.42
ILF GBP LIQUIDITY FD	09/10/2013	360,000.00	360,000.00
ILF GBP LIQUIDITY FD	28/11/2013	360,000.00	360,000.00
UK(GOVT OF) 1.25% IDX-LKD 22/11/27 GBP	07/11/2013	232,000.00	355,690.01
UK(GOVT OF) 0.75% I/L STK 22/11/2047	30/10/2013	214,000.00	327,243.68
ILF GBP LIQUIDITY FD	18/10/2013	320,000.00	320,000.00
UK(GOVT OF) 0.625% IDX/LKD 22/03/40 GBP	12/11/2013	213,000.00	281,593.01
UK(GOVT OF) 1.25% IDX-LKD 22/11/27 GBP	17/10/2013	183,000.00	280,926.50
ILF GBP LIQUIDITY FD	02/10/2013	280,000.00	280,000.00
UK(GOVT OF) 1.125% I/L STK 22/11/37 GBP	22/10/2013	165,000.00	258,570.32
UK(GOVT OF) 0.125% IDX LKD 22/03/24 GBP	07/11/2013	238,000.00	255,187.94
UK(GOVT OF) 0.75% IDX-LKD 22/3/34 GBP	13/11/2013	206,000.00	251,317.69
UK(GOVT OF) 0.125% IDX/LKD 11/19 GBP	03/10/2013	172,000.00	184,708.38
UK(GOVT OF) 0.125% IDX/LKD 11/19 GBP	04/10/2013	171,000.00	183,674.96
UNITED STATES OF AMER TREAS BONDS 0.625%TIPS 02-15-2043 US	20/11/2013	342,000.00	171,469.58
ILF GBP LIQUIDITY FD	07/10/2013	160,000.00	160,000.00
UK(GOVT OF) 0.125% IDX LKD GIL 3/44 GBP	05/11/2013	147,000.00	155,139.86
UK(GOVT OF) 1.125% I/L STK 22/11/37 GBP	08/10/2013	97,000.00	152,900.64
UK(GOVT OF) 1.125% I/L STK 22/11/37 GBP	31/10/2013	82,000.00	130,670.83
UK(GOVT OF) 0.625% IDX/LKD 22/03/40 GBP	05/11/2013	78,000.00	104,615.71
ILF GBP LIQUIDITY FD	01/11/2013	90,000.00	90,000.00
UK(GOVT OF) 0.25% IDX LKD GILT 22/3/52	03/10/2013	68,000.00	76,205.96
ILF GBP LIQUIDITY FD	09/12/2013	70,000.00	70,000.00
ILF GBP LIQUIDITY FD	04/10/2013	40,000.00	40,000.00
ILF GBP LIQUIDITY FD	06/11/2013	40,000.00	40,000.00
UK(GOVT OF) 0.125% IDX/LKD 11/19 GBP	29/10/2013	35,000.00	38,140.09
UK(GOVT OF) 0.125% IDX LKD GILT DUE 22 MAR 2029 GBP0.01	08/10/2013	35,000.00	37,781.40
ILF GBP LIQUIDITY FD	11/10/2013	35,000.00	35,000.00
UK(GOVT OF) 0.25% IDX LKD GILT 22/3/52	07/10/2013	24,000.00	27,105.33
ILF GBP LIQUIDITY FD	22/11/2013	25,000.00	25,000.00
ILF GBP LIQUIDITY FD	27/11/2013	25,000.00	25,000.00
ILF GBP LIQUIDITY FD	08/10/2013	15,000.00	15,000.00
UK(GOVT OF) 0.125% IDX LKD GIL 3/44 GBP	08/10/2013	12,000.00	12,822.36
ILF GBP LIQUIDITY FD	01/11/2013	918.99	918.92
ILF GBP LIQUIDITY FD	02/12/2013	817.34	817.36
ILF GBP LIQUIDITY FD	01/10/2013	527.60	527.51

TOTAL UNITED KINGDOM

11,733,445.39**OVERSEAS**

NO OVERSEAS INVESTMENTS PURCHASED

TOTAL OVERSEAS

0.00

## APPENDIX A)

## INSIGHT INVESTMENT MGMT REPORT - SALES

NAME OF SECURITY	DATE	NUMBER OF UNITS	SELLING PRICE (£)	PROFIT/ (LOSS) (£)
<b>UNITED KINGDOM</b>				
UK(GOVT OF) 4.5% STK 07/12/2042 GBP0.01	08/10/2013	962,000.00	1,148,021.94	32,901.65
UK(GOVT OF) 1.75% BDS 07/09/22 GBP0.01	24/10/2013	1,409,000.00	1,330,405.98	27,953.16
UK(GOVT OF) 0.125% IDX LKD 22/03/24 GBP	03/10/2013	649,000.00	693,239.13	26,133.32
UK(GOVT OF) 0.125% IDX LKD 22/03/24 GBP	04/10/2013	172,000.00	184,420.06	6,230.27
ILF GBP LIQUIDITY FD	25/10/2013	5,000.00	5,000.00	
ILF GBP LIQUIDITY FD	30/10/2013	5,000.00	5,000.00	
ILF GBP LIQUIDITY FD	14/11/2013	30,000.00	30,000.00	
ILF GBP LIQUIDITY FD	23/10/2013	255,000.00	255,000.00	
ILF GBP LIQUIDITY FD	15/10/2013	400,000.00	400,000.00	
ILF GBP LIQUIDITY FD	16/10/2013	1,020,000.00	1,020,000.00	
ILF GBP LIQUIDITY FD	13/11/2013	280,000.00	280,000.00	-0.01
ILF GBP LIQUIDITY FD	08/11/2013	475,000.00	475,000.00	-0.01
HOSPITAL CO DARTFO 3.003%-IDX LKD 31/10/31 GBP	31/10/2013	886.95	1,248.49	-341.34
UK(GOVT OF) 0.125% IDX LKD GIL 3/44 GBP	20/11/2013	161,000.00	170,609.78	-566.72
UK(GOVT OF) 0.125% IDX LKD GILT DUE 22 MAR 2029 GBP0.01	29/10/2013	35,000.00	38,406.09	-624.69
UK(GOVT OF) 0.125% IDX/LKD 11/19 GBP	15/10/2013	430,000.00	462,526.66	-1,187.55
UK(GOVT OF) 0.125% IDX/LKD 11/19 GBP	30/10/2013	683,000.00	744,924.12	-1,363.41
UK(GOVT OF) 0.75% IDX-LKD 22/3/34 GBP	08/10/2013	42,000.00	52,360.88	-1,912.81
UK(GOVT OF) 1.25% IDX-LKD 22/11/27 GBP	27/11/2013	234,000.00	359,278.71	-1,916.43
UK(GOVT OF) 0.625% IDX/LKD 22/03/40 GBP	07/10/2013	31,000.00	41,787.14	-2,032.99
UK(GOVT OF) 1.125% I/L STK 22/11/37 GBP	13/11/2013	144,000.00	223,294.33	-2,623.36
UK(GOVT OF) 1.125% I/L STK 22/11/37 GBP	05/11/2013	67,000.00	105,549.98	-2,876.68
UK(GOVT OF) 0.125% IDX/LKD 11/19 GBP	17/10/2013	559,000.00	603,001.64	-3,260.80
UK(GOVT OF) 0.75% IDX-LKD 22/3/34 GBP	07/11/2013	112,000.00	138,721.06	-4,192.87
UK(GOVT OF) 0.625% IDX/LKD 22/03/40 GBP	03/10/2013	86,000.00	115,252.93	-4,967.24
UK(GOVT OF) 0.75% IDX-LKD 22/3/34 GBP	03/10/2013	149,000.00	184,156.87	-5,186.33
UK(GOVT OF) 0.75% IDX-LKD 22/3/34 GBP	08/10/2013	139,000.00	172,855.59	-5,896.50
UK(GOVT OF) 1.25% IDX-LKD 22/11/27 GBP	31/10/2013	138,000.00	216,520.23	-5,974.31
UK(GOVT OF) 0.75% I/L STK 22/11/2047	04/10/2013	106,000.00	160,486.74	-6,113.02
UK(GOVT OF) 0.75% IDX-LKD 22/3/34 GBP	01/10/2013	225,000.00	277,657.42	-7,399.90
UK(GOVT OF) 1.125% I/L STK 22/11/37 GBP	05/11/2013	412,000.00	648,746.64	-17,382.47
UK(GOVT OF) 1.25% IDX-LKD 22/11/27 GBP	29/10/2013	447,000.00	699,601.43	-17,615.75
UK(GOVT OF) 0.375% IDX-LKD GILT 22/3/62	30/10/2013	253,000.00	327,114.39	-27,561.59
TOTAL UNITED KINGDOM			<u>11,570,188.23</u>	<u>-27,778.39</u>
<b>OVERSEAS</b>				
NO OVERSEAS INVESTMENTS SOLD				
TOTAL OVERSEAS			<u>0.00</u>	<u>0.00</u>

## APPENDIX B)

## BLACKROCK REPORT - PURCHASES

NAME OF SECURITY	DATE	NUMBER OF SHARES	PURCHASE PRICE (£)
<b>UNITED KINGDOM</b>			
BLACKROCK ADVS(UK) CHARITRAK COMMON INVEST INC	18/12/2013	136,815.92	1,650,000.00
BLACKROCK ADVS(UK) CHARITRAK COMMON INVEST INC	01/10/2013	1,689.01	20,166.78
TOTAL UNITED KINGDOM			<u>1,670,166.78</u>

**OVERSEAS**

BLACKROCK AM (IE) BGI PACIFIC RIM INDEX ACC	18/12/2013	13,142.75	350,000.00
BLACKROCK AM (IE) BGI PACIFIC RIM INDEX ACC	16/12/2013	754.46	20,134.65
TOTAL OVERSEAS			<u>370,134.65</u>

## BLACKROCK REPORT - SALES

NAME OF SECURITY	DATE	NUMBER OF SHARES	SELLING PRICE (£)	PROFIT/ (LOSS) (£)
<b>UNITED KINGDOM</b>				
NO UK INVESTMENTS SOLD				
TOTAL UNITED KINGDOM			<u>0.00</u>	<u>0.00</u>
<b>OVERSEAS</b>				
NO OVERSEAS INVESTMENTS SOLD				
TOTAL OVERSEAS			<u>0.00</u>	<u>0.00</u>

**SCHRODERS REPORT - PURCHASES**

NAME OF SECURITY	DATE	NUMBER OF SHARES	PURCHASE PRICE (£)
<b>UNITED KINGDOM</b>			
THREADNEEDLE PROPERTY UNIT TRUST	24/10/2013	2,061.94	499,999.99
INDUSTRIAL PPTY INVESTMENT FD	12/11/2013	810.63	453,164.68
MAYFAIR CAP PPTY (MCPUT)	01/11/2013	421.42	435,109.23
HERMES PROPERTY UT	19/11/2013	49,624.00	233,014.45
LOTHBURY PROPERTY PROPERTY FUND(GBP)	03/12/2013	120.34	184,999.96
INDUSTRIAL PPTY INVESTMENT FD	31/10/2013	153.00	81,458.33
INDUSTRIAL PPTY INVESTMENT FD	31/10/2013	122.00	64,953.70
TOTAL UNITED KINGDOM			<u>1,952,700.34</u>

**OVERSEAS**

NO OVERSEAS INVESTMENTS PURCHASED

TOTAL OVERSEAS	<u>0.00</u>
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**SCHRODERS REPORT - SALES**

NAME OF SECURITY	DATE	NUMBER OF SHARES	SELLING PRICE (£)	PROFIT/ (LOSS) (£)
<b>UNITED KINGDOM</b>				
NO UK INVESTMENTS SOLD				
TOTAL UNITED KINGDOM			<u>0.00</u>	<u>0.00</u>
<b>OVERSEAS</b>				
NO OVERSEAS INVESTMENTS SOLD				
TOTAL OVERSEAS			<u>0.00</u>	<u>0.00</u>





## REPORT

To: Shetland Charitable Trust

27 February 2014

From: Chief Executive

Report No. CT1402006

### RECOMMENDED DISBURSEMENTS – APPROVALS

#### 1. Background

- 1.1 On 30 March 2000, Trustees approved a report which authorised the then Director of Education and Community Services to act on behalf of the Trust and approve applications for community development and community support grants to organisations operating within Shetland. (Min. Ref. CT/19/00)
- 1.2 On 8 February 2006, Trustees approved a report which authorised the then Head of Service – Community Development to act on behalf of the Trust and approve applications for community arts grants to organisations and individuals operating within Shetland. (Min. Ref. CT/02/06)
- 1.3 It is a requirement that all approvals are reported to subsequent Trust Meetings.

#### 2. Community Development Grants - £1,000

- 2.1 The following community development grants were approved by the Director of Development Services in the period from 1 November 2013 to 10 February 2014:-

Name of Organisation/ Individual	Grant Approved (£)
Scalloway Parent & Toddler Group	1,000

#### 3. Community Support Grants - £31,390

- 3.1 The following community support grants were approved by the Director of Development Services, in consultation with Shetland Arts, in the period 1 November 2013 to 10 February 2014: -



<b>Name of Organisation</b>	<b>Grant Approved (£)</b>
Whitedale Youth Club	1,208
Germatwatt Centre	3,687
Shetland Guide Association – Lerwick District	3,427
Brae Youth Centre	9,230
Livister Youth Centre	6,403
Mossbank Community & Youth Centre	2,982
Virkie Mother & Toddlers Group	334
Scalloway Parent & Toddler Group	1,023
1 <sup>st</sup> /2 <sup>nd</sup> Lerwick Sea Scout Group	2,296
Hjaltland Explorer Scout Group	800

**4. Community Arts Grants - £4,490**

4.1 The following community arts grants were approved by the Director of Development Services, in consultation with Shetland Arts, in the period 1 November 2013 to 10 February 2014: -

<b>Name of Organisation/ Individual</b>	<b>Grant Approved (£)</b>
Yell Arts & Crafts Group	750
Ms Joy Duncan	190
Mrs Elizabeth Garrick	265
Mr David Marsh	95
Maddrim Media	1,500
Ms Susan Timmins	357
Ms Roxanne Permar	357
Ms Joy Duncan	162
Mr David Marsh	205
Mrs Elizabeth Garrick	165
Ms Julia McGinlay (on behalf of Pryde McGinlay)	444

**5. Recommendation**

5.1 Trustees are asked to note the approvals listed in paragraph 2.1 and 3.1 and 4.1 above.

Our Ref: MJ/DA1  
Date: 10 February 2014

Report Number CT1402006