

General Manager: Dr Ann Black

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If calling please ask for
Mary Anderson
Direct Dial: 01595 744992

Our Ref: EMA/TA1/1
Your Ref:

Date: 27 October 2010

Dear Sir/Madam

You are invited to the following meeting:

**Shetland Charitable Trust
Council Chamber, Town Hall, Lerwick
Wednesday 4 November 2010 at 10 a.m.**

Apologies for absence should be notified to Anne Cogle on 01595 744555.

Yours faithfully

(signed) Dr Ann Black

General Manager

AGENDA

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of Interest.
- (d) Confirm minute of the meeting held on 8 September 2010 (enclosed).

For Decision

1. Recommended Disbursement: Mareel. Report enclosed.
2. Review of Planned Maintenance: Progress Report. Report enclosed.
3. Schedule of Meetings 2011. Report enclosed.

For Information

4. Future Governance Arrangements of SCT. Report enclosed.
5. Fund Manager Transactions. Report enclosed.
6. Recommended Disbursements - Approvals. Report enclosed.
7. Recommended Disbursements - Social Care. Report enclosed.
8. Service Performance of Funded Organisations - Year End 31 March 2010. Report enclosed.
9. Management Accounts – Six Months ended 30 September 2010. Report enclosed.

The following items contain **confidential** information

For Decision

10. SHEAP Ltd. Report enclosed.

For Information

11. Sums due but Unpaid at 30 September 2010. Report enclosed.
12. Shetland Link-Up/Art Therapy. Verbal Update
13. ALS – Changes agreed under delegated authority. Report enclosed.
14. List of Deeds Executed. Report enclosed.

REPORT**To:** Shetland Charitable Trust

4 November 2010

From: Financial Controller

Report: CT101178

Recommended Disbursement: Mareel**1. Introduction**

- 1.1 This report seeks to clarify and amend the approval previously given in principle by Trustees regarding funding for the Mareel project.

2. Background

- 2.1 In order that Mareel secured capital funding from the Arts Lottery, a decision was required by Trustees in the early stages of the project.
- 2.2 On 14 February 2007, Trustees approved in principle and subject to the Budget Strategy in place at the time, to meet the estimated deficit on the new Cinema and Music Venue (Mareel), up to the level of the "worst case" scenario of £100,000. (Min. Ref. CT/01/07)
- 2.3 The intended recommendation was to seek approval to provide for a deficit of up to £100,000, in the first year of operation only. The fact that approval was being sought for one year only was not made clear in the above report, but was always the understanding of both parties.

3. Current Position

- 3.1 The original Business Plan assumptions have been updated and revised and as a result, Shetland Arts envisage that £100,000 will be required to help break even during the initial stages of operation. Part of this amount would be required prior to opening to cover any "up front" expenditure, such as marketing and purchases of stock, and the remainder once up and running, as required. Although the funding is small in relation to the overall capital cost of the project, the funds are significant in as much as they will have a major impact for Mareel's ability to operate effectively.

- 3.2 There have been various setbacks over the last three years, but construction is now well under way and it is hoped that Mareel will be operational by spring 2011.
- 3.3 Shetland Arts is substantially funded by the Trust. As part of the work of the Funded Bodies Review Group, the Trust asked the three big trusts, which included Shetland Arts, to identify savings of £0.5 million on their revenue funding. Shetland Arts share of the savings was 10% of Trust funding i.e. £77,338. This reduction in funding has meant that there are no reserves available, to fall back on if required.

4. Proposal

- 4.1 It is proposed that a one-off grant of up to £100,000 be offered, to assist with Mareel's first year's running costs, 30% of which is likely to be required by Shetland Arts, in advance of the opening date.
- 4.2 To clarify that the recommendation and subsequent approval in principle given at the Trustees meeting of 14 February 2007 was for a one-off sum only of up to £100,000.

5. Financial Implications

- 5.1 The overall approved budget for 2010/11 stands at £11,190,803. This one-off payment of £100,000 will increase the overall budget to £11,290,803.
- 5.2 There is no budget provision in the 2010/11 financial year to make this grant, so if approved, the amount of £100,000 would need to be met from the Trust's reserves.

6. Recommendation

- 6.1 I request that Trustees agree that the previous approval in principle, was to meet a one-off of up to £100,000;
- 6.2 I recommend that Trustees agree to award Shetland Arts a grant of up to £100,000, for the purposes outlined in Para. 3.2 and in accordance with the standard grant conditions.

REPORT**2.****To:** Shetland Charitable Trust

4 November 2010

From: General Manager

Report: CT1011075

**Review of Planned Maintenance
Progress Report****1. Introduction**

- 1.1 This report is presented to inform Trustees of the progress of the review of the Trust's Planned Maintenance Programme.

2. Background

- 2.1 At their meeting on 10 December 2009, Trustees received (at their request) a list of properties whose maintenance is funded by the Trust. Since the rest of the Trust's annual expenditure has been reviewed, it is appropriate that the Planned Maintenance Programme is also reviewed, to ensure consistency and value for money throughout the programme.
- 2.2 On 13 May 2010, Trustees received a report which set out a definition of maintenance (see Appendix 1) and indicated that work would be done over the summer to re-arrange the maintenance programme in two main headings, Statutory Testing and Planned Maintenance. A separate budget would be created which would contain operational plant, equipment and vehicles. The remit of the review is also set out in Appendix 1.
- 2.4 The list of assets maintained by Trust funds is attached as Appendix 2 to this report. Trustees are asked to note that the sail training vessel "Swan" has not been included in this review.

3. Present Position

- 3.1 For various reasons, the timetable for the revision of the planned maintenance budget has slipped, and will not now be complete until December 2010 at the earliest. Work is ongoing with the three big trusts (Shetland Recreational Trust, Shetland Amenity Trust and Shetland Arts Development Agency) to agree a document which sets out in detail the works which will and will not be included in Planned Maintenance. This document is close to being agreed by the three big trusts.

- 3.2 Items which will now be outwith the scope of maintenance will be funded either through the organisations' revenue budgets or through a new budget heading, operational vehicles, plant and equipment, whichever is appropriate.
- 3.3 It has become clear that there are significant differences in the way organisations calculate the cost of their maintenance programmes, mainly due to the different ways each organisation allocates overheads to their direct labour forces. As a result of this a significant piece of work remains to enable true comparisons to be made on costs.

4. Next Steps

- 4.1 It is proposed to hold another series of meetings with management, maintenance and finance staff in the trusts to agree a basis for charging labour to the planned maintenance programme which would ensure consistency of maintenance standards and funding across all trust buildings.
- 4.2 The new format will be used to present the 2011/12 budget.

5. Financial Implications

- 5.1 The proposals in paragraph 3 above may result in savings to the Planned Maintenance Programme, but some of these savings could be offset by an increase in the organisations' revenue budgets.

6. Recommendation

- 6.1 Trustees are recommended to note the progress of the review of planned maintenance.

Reference: EMA/sp/TA12

Report Number CT1011075-f

Definition of Maintenance

(Extract from report to Trustees on 13 May 2010)

The main purpose of maintenance is to preserve or retain an asset's operational status for its originally intended use. Periodic expenditure ensures that the asset continues to deliver the required services while being a safe and healthy place for employees, service users and the general public.

Remit – Operational Review of Planned Maintenance Programme

The objects of this review are:-

1. To agree a definition of maintenance which will re-focus the programme;
2. To identify and re-locate non-maintenance items, such as equipment (including IT equipment) and vehicles, which have sometimes been included in the programme;
3. To benchmark the programme using industry standards to demonstrate parity across the organisations participating in the programme, and to ensure value for money;
4. To classify maintenance into:-
 - a. cyclical maintenance which includes servicing and testing,
 - b. refurbishments, and
 - c. capital works
5. To compile a five year maintenance programme

Appendix 2

List of properties maintained by Shetland Charitable Trust

Owned and managed by Shetland Amenity Trust	<u>Offices / workshops</u> Garthspool Offices Staney Hill workshop, recycling unit and horticulture unit Glass recycling centre Haroldswick workshop Culvister site accommodation <u>Camping Bòds</u> Betty Mouats - Sumburgh Sail Loft – Voe Johnny Notions – Eshaness Voe House – Waas Skeld Shop – Skeld Aithbank – Fetlar Windhouse Lodge – Yell Nesbister – Whiteness Grieves House – Whalsay <u>Museums and Historic Buildings</u> Quendale Mill (leased) Sumburgh Lighthouse Scatness Visitor Centre Tangwick Haa Museum Eshaness Lighthouse Bressay Lighthouse Scalloway Museum Unst Heritage Centre Hamars- Unst Noss Pony Pund Shetland Museum & Archives and Hays Dock <u>Monuments</u> White Wife Gloup Memorial Hagdale Horse Mill Girista Lime Kiln Old Scatness Monument
Owned and managed by Shetland Recreational Trust	<u>Leisure Centres, with associated outbuildings</u> Clickimin Complex Unst Yell Whalsay North Mainland West Mainland <u>Pools</u> South Mainland Scalloway

Appendix 2

List of properties maintained by Shetland Charitable Trust

Owned and managed by Shetland Arts	Weisdale Mill
Leased and managed by Shetland Arts	Toll Clock Office
Owned by Shetland Charitable Trust, managed by Shetland Arts	Garrison Theatre
Owned and managed by Voluntary Action Shetland	Market House
Owned and managed by the Swan Trust	The Swan
Owned and managed by Shetland Charitable Trust	Office at 22-24 North Road Springfield Chalet

List of Properties owned by Shetland Charitable Trust not on the Maintenance Programme

Maintenance paid by SHEAP	Peak Load Boiler Station
Maintenance paid by SIC as part of the terms of their use	Care homes at Yell, Unst, Whalsay, Brae and Levenwick

REPORT

To: Shetland Charitable Trust

4 November 2010

From: General Manager

Report: CT1011077

Schedule of Meetings 2011**1 Introduction and Key Decisions**

- 1.1 The purpose of this report is to seek Trustees' approval as to the schedule of meetings up to December 2011. I propose to schedule 7 meetings for the year.

2 Proposed Schedule

- 2.1 For 2011, I propose the following meeting dates:

Thursday 10th February 2011
Thursday 24th March 2011
Thursday 12th May 2011
Thursday 23rd June 2011
Thursday 8th September 2011
Thursday 10th November 2011
Thursday 15th December 2011

- 2.2 The meetings will take place in the Town Hall Chamber and will start at 10.00 am.

3 Recommendations

- 3.1 I recommend that the Trustees adopt the diary of meetings set out above for 2011.

General Manager
Shetland Charitable Trust

Our Ref: SP/ TA1
Report Number CT1011077

2

REPORT**To:** Shetland Charitable Trust

4 November 2010

4.

From: General Manager

Report: CT1011080

Future Governance Arrangements of Shetland Charitable Trust**1. Introduction**

- 1.1 This report updates Trustees on the progress in seeking a legal opinion to determine if the constitution of the Trust requires to be changed in light of current OSCR opinion and Trust regulations.

2. Background

- 2.1 At their meeting on 8 September 2010, Trustees decided to ask Mr A Buchan, Chief Executive of Shetland Islands Council and Dr A Black, General Manager of the Trust, to jointly identify the most relevant senior member of the Scottish legal system to determine if the constitution of the Trust requires to be changed in light of current OSCR opinion and trust regulations, and to make such recommendations as are necessary for the future governance of the Trust. (Min Ref CT/57/10)

3. Present Position

- 3.1 A brief has been drafted in consultation with the Trust's legal advisers, and this has been shared with the Shetland Islands Council (SIC). A dialogue is in process with SIC.
- 3.2 The Trust is pressing for the legal opinion to be completed for the Trust meeting on 13 December 2010.

4. Financial Implications

- 4.1 There are no financial implications arising from this report. However it is recognised that there will be a cost attached to the advice when sought.

5. Recommendation

- 5.1 Trustees are asked to note the progress made, and to expect a further report in due course.

Reference: EMA/AB/TA38

Report Number CT1011080-f

CT1011080-f.doc

4

REPORT

To: Shetland Charitable Trust

4 November 2010

From: Financial Controller

Report: CT1011079

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 1-31 August 2010.

2.2 Appendix B lists the investment decisions made by Schroder Investment Management Limited during the period from 1-31 August 2010.

2.3 BlackRock Investment Management (UK) Limited made no purchases or sales during the period from 1-31 August 2010.

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 both the previous financial year and current financial year to date:

2010/11 to 8 Oct 2010

	£ million
Market Value at start	180.9
Market Movement	(2.2)
Injection/(Withdrawal)	(2.5)
Market Value at close	<u>176.2</u>

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

4. Recommendation

4.1 The Trustees are asked to note this report.

3

INSIGHT INVESTMENT MGMT REPORT – PURCHASES

NAME OF SECURITY	AREA	DATE	NUMBER OF UNITS	PURCHASE PRICE (£)
	QF = quoted fixed UF = unquoted fixed			
UNITED KINGDOM				
UK(GOVT OF) 4.5% STK 07/12/2042 GBP100	QF GB GB	10/08/2010	826,000.00	869,943.20
UK(GOVT OF) 4.25% STK 07/12/2046 GBP100	QF GB GB	19/08/2010	625,000.00	649,250.00
UK(GOVT OF) 4.25% STK 07/03/2011 GBP100	QF GB GB	16/08/2010	588,000.00	600,230.40
UK(GOVT OF) 1.25% I/L STK 22/11/27 GBP	QF GIL GB	03/08/2010	365,000.00	436,200.51
UK(GOVT OF) 4.25% GILT 07/12/2040 GBP	QF GB GB	19/08/2010	408,515.00	421,546.63
UK(GOVT OF) 4.25% GILT 07/09/39 GBP0.01	QF GB GB	17/08/2010	399,000.00	413,483.70
UK(GOVT OF) 2.5% I/L STK 23/08/11 GBP	QF GIL GB	03/08/2010	125,000.00	386,337.50
UK(GOVT OF) 4% GILT 22/1/2060 GBP0.01	QF GB GB	05/08/2010	368,000.00	354,810.88
UK(GOVT OF) 4.5% BDS 07/09/2034 GBP	QF GB GB	12/08/2010	246,000.00	256,971.60
UK(GOVT OF) 4.25% GILT 07/12/2040 GBP	QF GB GB	19/08/2010	221,485.00	228,240.29
UK(GOVT OF) 1.875% I/L STK 22/11/22 GBP	QF GIL GB	02/08/2010	178,000.00	213,160.67
UK(GOVT OF) 1.875% I/L STK 22/11/22 GBP	QF GIL GB	31/08/2010	93,000.00	116,540.21
UK(GOVT OF) 1.875% I/L STK 22/11/22 GBP	QF GIL GB	26/08/2010	93,000.00	116,235.11
ILF GBP LIQUIDITY FD	DEP	18/08/2010	50,000.00	50,000.00
ILF GBP LIQUIDITY FD	DEP	02/08/2010	147.83	147.82
TOTAL UNITED KINGDOM				<u>5,113,098.52</u>

OVERSEAS

UNITED STATES TREAS BDS 0 DEB 15/02/2040USD1000	QF GB US	09/08/2010	1,469,000.00	1,017,560.10
UNITED STATES TREAS BDS 0 DEB 15/02/2040USD1000	QF GB US	10/08/2010	855,000.00	593,940.73
TOTAL OVERSEAS				<u>1,611,500.83</u>

INSIGHT INVESTMENT MGMT REPORT – SALES

NAME OF SECURITY	AREA	DATE	NUMBER OF UNITS	SELLING PRICE (£)	PROFIT/(LOSS) (£)
	QF = quoted fixed UF = unquoted fixed				
UNITED KINGDOM					
UK(GOVT OF) 4% GILT 22/1/2060 GBP0.01	QF GB GB	09/08/2010	1,067,000.00	1,031,373.94	11,540.52
UK(GOVT OF) 2.75% GILT 22/01/15 GBP	QF GB GB	10/08/2010	849,000.00	877,101.90	10,555.90
UK(GOVT OF) 1.25% I/L STK 22/11/27 GBP	QF GIL GB	31/08/2010	93,000.00	117,380.20	8,875.39
UK(GOVT OF) 1.25% I/L STK 22/11/27 GBP	QF GIL GB	26/08/2010	93,000.00	117,122.80	8,617.99
UK(GOVT OF) 4% GILT 22/1/2060 GBP0.01	QF GB GB	16/08/2010	197,246.00	195,766.66	7,239.89
UK(GOVT OF) 0.625% I/L STK 22/03/40 GBP	QF GIL GB	03/08/2010	444,000.00	437,057.27	6,965.65
UK(GOVT OF) 4% GILT 22/1/2060 GBP0.01	QF GB GB	16/08/2010	200,383.00	198,479.36	6,954.26
UK(GOVT OF) 2.75% GILT 22/01/15 GBP	QF GB GB	12/08/2010	251,000.00	260,952.15	4,764.82
UK(GOVT OF) 4% GILT 22/1/2060 GBP0.01	QF GB GB	16/08/2010	120,684.00	119,634.05	4,284.87
UK(GOVT OF) 4% GILT 22/1/2060 GBP0.01	QF GB GB	16/08/2010	106,994.00	106,180.85	3,916.50
UK(GOVT OF) 2.75% GILT 22/01/15 GBP	QF GB GB	10/08/2010	319,000.00	329,495.10	3,902.43
UK(GOVT OF) 2.5% I/L STK 26/07/16 GBP	QF GIL GB	03/08/2010	120,000.00	370,416.00	3,795.57
ILF GBP LIQUIDITY FD	DEP	13/08/2010	290,000.00	290,000.00	0.01
ILF GBP LIQUIDITY FD	DEP	12/08/2010	20,000.00	20,000.00	0.00
UK(GOVT OF) 0.625% I/L STK 22/03/40 GBP	QF GIL GB	02/08/2010	222,000.00	213,611.60	-1,434.21
UK(GOVT OF) 4.25% STK 07/03/2011 GBP100	QF GB GB	05/08/2010	341,000.00	348,324.68	-2,351.59
BOS(SHARED APP) A/BKD FRN 7/2072 GBP(BR)	UF CB GB	31/08/2010	45,072.09	45,072.09	-20,754.74
TOTAL UNITED KINGDOM				<u>5,077,968.65</u>	<u>56,873.26</u>

OVERSEAS

UNITED STATES TREAS BDS 0 DEB 15/02/2040USD1000	QF GB US	19/08/2010	879,000.00	654,043.03	44,529.59
UNITED STATES TREAS BDS 0 DEB 15/02/2040USD1000	QF GB US	19/08/2010	878,000.00	653,035.02	44,215.00
UNITED STATES TREAS BDS 0 DEB 15/02/2040USD1000	QF GB US	17/08/2010	567,000.00	419,723.03	26,555.66

INSIGHT INVESTMENT MGMT REPORT - SALES

NAME OF SECURITY	AREA	DATE	NUMBER OF UNITS	SELLING PRICE (£)	PROFIT/ (LOSS) (£)
TOTAL OVERSEAS				<u>1,726,801.08</u>	<u>115,300.25</u>

SCHRODERS REPORT - PURCHASES

NAME OF SECURITY	AREA	DATE	NUMBER OF SHARES	PURCHASE PRICE (£)
	QE = quoted equity UE = unquoted equity			

UNITED KINGDOM

ROCKSPRING HANNOVER PROPERTY UNIT TRUST	UP UT GB	17-Aug-10	163.00	1,928,925.70
THREADNEEDLE INV STRATEGIC PROPRTY FUND IV T	UP UT GB	04-Aug-10	128.00	128,000.00

TOTAL UNITED KINGDOM				<u>2,056,925.70</u>
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OVERSEAS

NO OVERSEAS INVESTMENTS PURCHASED

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

NAME OF SECURITY	AREA	DATE	NUMBER OF SHARES	SELLING PRICE (£)	PROFIT/ (LOSS) (£)
	QE = quoted equity UE = unquoted equity				

UNITED KINGDOM

NO UK INVESTMENTS SOLD

TOTAL UNITED KINGDOM				<u>0.00</u>	<u>0.00</u>
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OVERSEAS

NO OVERSEAS INVESTMENTS SOLD

TOTAL OVERSEAS				<u>0.00</u>	<u>0.00</u>
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REPORT

6.

To: Shetland Charitable Trust

4 November 2010

From: General Manager

Report No. CT1011081

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 - £1,994

- 2.1 The following community development grants were approved by the Head of Service, Community Development in the period from 21 August to 15 October 2010: -

Name of Organisation	Grant Approved (£)
Cunningsburgh Public Hall	1,000
Ollaberry Public Hall	994

3. Community Support Grants - £29,331

3.1 The following community support grants were approved by the Head of Service, Community Development in the period from 21 August to 15 October 2010: -

Name of Organisation	Grant Approved (£)
Scalloway Youth Centre Management Committee	14,858
Livister Youth Centre	9,846
Firth and Mossbank Under 5's Group	483
Virkie Mother & Toddler	320
Germatwatt Centre	3,824

4. Community Arts Grants - £3,202

4.1 The following community arts grants were approved by the Head of Service, Community Development in the period from 21 August to 15 October 2010: -

Name of Organisation/ Individual	Grant Approved (£)
Shetland Film Club	1,945
David Marsh	100
Shetland Needleworkers	425
Mrs Elizabeth Garrick	290
Ms Joy Duncan	175
Mr Robin Willmore	92
Ms Joy Duncan (2 nd)	175

5. Recommendation

5.1 Trustees are asked to note the approvals listed in paragraphs 2.1, 3.1 and 4.1.

Shetland Charitable Trust
Date: 20 October 2010
Our Ref: AJ/DA1

Report Number CT1011081

REPORT

7.

To Shetland Charitable Trust

4 November 2010

From: General Manager

Report No. CT1011082

RECOMMENDED DISBURSEMENTS – SOCIAL CARE**1. Background**

- 1.1 This report concerns approvals by the Council's Head of Community Care in the period to 15 October 2010, in terms of Report Number CT/030/94, which was approved by the Trustees on 8 April 1994.

2. Social Assistance Grant Scheme - £4,774.79

- 2.1 The Head of Community Care approved the following;-

	(£)
13 Social Assistance Grants of up to £2,000 (Appendix A)	4,743.82
Add: Additional funding	225.91
Less: Refund to budget	(194.94)

- 2.2 The grants would be allocated from the Social Assistance Grant Scheme budget head.

3. Recommendations

- 3.1 Trustees are asked to note the following approval by the Head of Community Care: -

- a) the Social Assistance Grants
referred to in paragraph 2.1, totalling £4,774.79

Shetland Charitable Trust

Date: 22 October 2010

Ref: AJ/DS1

Report No: CT1011082

SOCIAL ASSISTANCE GRANT SCHEME as at 15 October 2010

	£
Funds available in 2010/2011	35,000.00
Less previously allocated	15,251.51

Less the following: -

<u>Reference</u>	<u>Amount</u>
10/11 38	£ 225.00
10/11 39	£ 365.84
10/11 40	£ 175.00
10/11 41	£ 524.53
10/11 42	£ 184.00
10/11 43	£ 55.00
10/11 44	£ 248.99
10/11 45	£ 80.00
10/11 46	£ 225.99
10/11 47	£ 170.00
10/11 48	£ 339.99
10/11 49	£2000.00
10/11 50	£ 149.48

(13) Approvals by Executive Director, Education and Social Care **4,743.82**

Plus: Additional funding Ref 10/11 23
16.82

Ref 10/11 31	96.06
Ref 10/11 34	37.98
Ref 10/11 35(b)	5.05
Ref 10/11 33	70.00

Less: Refund to the budget Ref 10/11 15 194.93
Ref 10/11 27 0.01

Balance of Funds remaining **14,973.70**

I confirm the above grants have been approved, for the relief of vulnerable persons in need by reason of age, ill health, disability or financial hardship.

Executive Director, Education and Social Care
Agent for the Trustees of Shetland Charitable Trust

REPORT**To:** Shetland Charitable Trust

4 November 2010

From: General Manager

Report number: CT1011083

Service Performance of Funded Organisations – Year Ending 31 March 2010**1 Introduction**

- 1.1 The purpose of this Report is to present Trustees with information regarding the services, which are being provided by the various organisations to which the Trust provides funding. The Report is for noting, following consideration of the information provided.

2 Background

- 2.1 Trustees may recall that as part of the budgeting process, Service Co-ordinators are required, on behalf of the Trust, to determine:
- the strategic service framework within which any bid for funding from the SCT should be considered;
 - an appropriate level and standard of service to be provided and express that in a Service Statement or Service Level Agreement (as appropriate);
 - the appropriate cost at which to buy that service with due regard to comparable information and funding from other sources; and
 - an appropriate monitoring and evaluation framework to ensure that services are being delivered to the required standard.
- 2.2 This Report now seeks to measure how successful the organisations are at delivering that given range of services to the community.

3 Present Position

- 3.1 Appendix A is a complete set of the summaries of the progress reports provided in response to our request for service based information. The Grant Offer Letter, which organisations sign up to prior to any money being released, states 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".

In some cases, we ask for the information on a quarterly basis, some every 6 months and for smaller organisations we only need the information on an annual basis.

3.2 Table 1 below provides a summary of progress and/ or highlights any major variations to the targets set, with explanations as required.

Table 1: Summary of Key Issues

Organisation	Comment
COPE Ltd	COPE Ltd is currently undergoing a period of consolidation and is seeking to recruit more board members to strengthen the board. Future funding arrangements for COPE are under review by Shetland Islands Council Community Care Service and Shetland Charitable Trust. A new funding mechanism is being developed and should be in place by April 2011.
Couple Counselling Shetland	Couple Counselling Shetland continues to deliver services locally. However the organisation is finding it very difficult to recruit more volunteer counsellors, and therefore finding it hard to meet service demand.
Disability Shetland Recreational Club	The 3 year external funding secured for the Co-ordinator post is scheduled to finish after the end of financial year 2010/11. Disability Shetland has applied to a number of external funding sources to fund this post beyond March 2011 but so far has not secured further funding.
Shetland Befriending Scheme	Shetland Befriending Scheme continues to be a successful service. SBS are currently exploring the need for a befriending service targeted at older people.
Shetland Islands Citizens Advice Bureau	CAB continues to be very busy. The Welfare Rights service has produced impressive results which CAB state is directly attributable to the additional funding of this service from SCT in financial years 2008/09 and 2009/10. However the reduction in funding for 2010/11 is likely to reduce service delivery due to lack of capacity.
Shetland Recreational Trust	SRT continues to work closely with Shetland Charitable Trust and Shetland Islands Council Schools Service to review school and community use and agree an appropriate funding mechanism going forward.
Shetland Amenity Trust	The main issue faced by Shetland Amenity Trust continues to be its difficulty in finding sufficient funding to support the Community Museums, Visitor Centres & History Groups at a sufficient or equitable level. There are two principal aspects to this; <ul style="list-style-type: none"> • The established network of community museums struggling with increased running costs; and • Nineteen newer heritage groups receive no funding. SAT has addressed this issue and some of its actions are to: <ul style="list-style-type: none"> • Identify additional, secure, funding sources • Actively seek ways for individual groups to reduce their running costs Continue dialogue with SCT, the Council and Shetland Heritage

	Association to try and find an acceptable level of support for the sector.
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3.3 For information, we await Final Accounts to March 2010 from the following organisation:

- Shetland Recreational Trust

4 Financial Implications

4.1 There are no financial implications arising from this Report.

5 Conclusions

5.1 In terms of performance, there are no major issues of concern with regard to service delivery to report to Trustees. However, several organisations have gone through significant change and we will work together to ensure that the changes bring measurable benefits in time.

6 Recommendations

6.1 I recommend that Trustees:

- a) Consider the content of Appendix A;
- b) Highlight issues or areas where Trustees might wish to receive further information or clarification; and
- c) Otherwise, note the satisfactory service performance of the organisations that received funding from Shetland Charitable Trust.

Shetland Charitable Trust
27 October 2010

File: DA1
Report Number CT1011083

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Children's Service

**Shetland Befriending Scheme
2009/10 Grant - £55,935**

Purpose:

Offering young people the opportunity to form a trusting relationship with an adult to promote his/her personal development, self esteem, self confidence and emotional growth.

Key Targets for 2009/10	Actual service delivery
To continue to provide a service Shetland wide.	Shetland Befriending Scheme provides a Shetland wide befriending service to children and young people
To continue to support, monitor and review matches to ensure the befriending is benefiting young person	At year end the Befriending Scheme had 33 young people on its matching list – 64% of service demand.
To promote the service	Shetland Befriending Scheme promotes the service in a variety of ways including adverts in the local press, attendance at community events, flyers, email shots, display stands, and inclusion in various community newsletters and publications. This promotion was an important feature to volunteer recruitment.
Recruit up to 6 new volunteers	21 new volunteers were successfully recruited by Shetland Befriending Scheme during 2009/10. A number of other enquiries and meetings were also held throughout the year from potential volunteers.
Deliver one group 8-week training sessions for new volunteers	A total of three 8-week group training sessions held during the year for new volunteers.
To have up to 6 newly trained volunteers ready to be matched	8 volunteers fully trained and ready for matching with a client in this section, and 1 more volunteer returned to the service after having a break.
To offer 3 sessions of peer support to working volunteers	6 sessions carried out on a variety of health and care issues.
To offer a minimum of 6 group activity days for volunteers and their young person to participate in	9 group activities were held with 1 further activity cancelled. These were generally well attended and activities included an outdoor education day, Swan trip, art and cookery sessions.
To offer credited/non credited training to volunteers as and when the opportunity arises	A number of training courses provided to volunteers.
General Client Information & case studies	General client information and case study received.

Purpose

The Appendices set out the purpose of most of the organisations for which funding was provided from Shetland Charitable Trust for the financial year 2009/10. It sets out the key targets that were agreed for the funding provided and compares actual performance over the periods as stated.

The Appendix is presented by service area:

- Children's Services
- Community Care
- Culture
- Sport and Leisure
- Infrastructure Services

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Shetland Youth Information Service
2009/10 Grant - £188,840

Purpose:

To motivate, challenge and enhance the lives of young people in Shetland by providing support and information services, which are developed and delivered in partnership with young people.

Key Targets for 2009/10	Actual service delivery
Contact with young people – 3,000	4,457 contacts with young people. Use of the drop in centre at the Market Cross, Lerwick continues to be steady with almost 100 in attendance each week. A varied programme of opportunities and information is available to meet needs expressed by young people.
One to one work with young people – 200	62 young people received a one to one service. Successful outcomes achieved in most cases.
Regular outreach sessions – 110	40 outreach sessions delivered. However SYIS has decided to stop the drop-in sessions at the three Junior High schools due to lack of demand. SYIS has offered its one-to-one service to schools as an alternative.
Outreach contacts – 600	903 outreach contacts
Outreach one to one – 40	9 one to one outreach sessions delivered
Young people's group sessions – 10	7 Young Peoples group sessions delivered.
Website contacts – 2,500	5,091 website contacts
General client information and case studies	General client information and case studies received

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Community Care

**Shetland Islands Citizens Advice Bureau
2009/10 Grant - £147,850**

Purpose:

Providing an independent advice and information service to:

1. Ensure the 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;
2. To exercise a responsible influence on the development of social policies and services, both locally and nationally.

Key Targets for 2009/10	Actual Service delivery
New client contacts (3,000)	3,965 (17% rise on 2008/09)
New client issues (4,500)	8,000 New computer system able to record greater number of categories. This provides more useful and accurate data.
Repeat client contacts (6,000)	7,935 (14% rise on 2008/09)
Repeat client issues (10,000)	13,340
Employment tribunals (or negotiated settlements including ACAS) - 10	7 completed. 6 were successful and one abandoned due to lack of client co-operation
Confirmed employment annual financial gains (£20,000)	£28,541 Actual gains down from 2008/09
Confirmed annual financial gains across all subject areas, excluding Welfare Rights (£30,000)	£332,840 Of the total financial gains made £265,924 of "low income low assets" bankruptcy applications were made by Bureau on behalf of its clients.
Welfare Rights Appeal tribunals (35)	51 13% increase on appeals heard during 2008/09. Bureau successfully appealed 81% of cases

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Welfare Rights Reviews / Supersessions (50)	116 58% increase from 2008/09. Vast majority of Bureau's requests for reviews and supersessions are successful.
Welfare Benefit Health Checks (125)	199
Welfare Rights Confirmed annual financial gain (£500,000)	£1,353,388 30% increase from 2008/09. Confirmed annual financial gains exceed £1m for third consecutive year running
Total debt managed, including Monday Advice Project (£3,000,000)	£4,397,263 This total includes new debt of £2,701,517
Customer satisfaction results	Random selection postal survey carried out during 2009/10 to 300 of Bureau's service users - 83 returned. Survey results were very positive with 96% of service users indicated it would use CAB again.

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**COPE Ltd
2009/10 Grant - £154,967**

Purpose:

Providing training, support and employment opportunities to adults with learning or physical disabilities

Key Targets for 2009/10	Actual service delivery
To provide training, support and employment opportunities for 50 people with disabilities in Shetland.	60 placements were provided during 2009/10. COPE's various enterprises and outlets continue to be well used and supported throughout the community.
10 school placements expected to be made available	10 placements made available, with 4 to 5 requests received from schools each quarter
Progress the Whalsay project	<p>680 hours of supported work placements provided per week</p> <p>The Whalsay project continues to make steady progress. COPE is developing a Business Plan for this enterprise proposed for the Net Store building, Symbister. An architect has been employed to work up designs to the Planning Permission stage.</p> <p>However COPE is carefully reviewing the capital and revenue implications of this project to determine if it can be a viable enterprise.</p>

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Couple Counselling Shetland
2009/10 Grant - £12,000

Purpose:

Providing a counselling service to resolve or reduce relationship problems.

Key Targets for 2009/10	Actual service delivery
<p>Recruit two counsellors to be trained and accredited by Relate Scotland (2 year programme)</p> <p>General client information</p> <p>Case studies</p>	<p>One counsellor is fully trained and accredited with another counsellor still undergoing training.</p> <p>198 appointments during the year from clients aged between 17 and 65 years old. Service users reside throughout Shetland with main areas using service from Lerwick (43%) and North Mainland (27%).</p> <p>Clients are supported on a wide range of issues including affairs, constant arguments and communication problems, health issues, financial issues, gambling, alcohol problems and difficulties with children.</p> <p>After clients have had their last session, they are handed a questionnaire and asked to assess service performance. Service user feedback continues to be positive.</p> <p>No case studies provided, due to confidential nature of the service.</p>

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Disability Shetland Recreation Club
2009/10 Grant - £12,641

Purpose:

To support the running costs of the Recreation Club, including hiring venues, transport, volunteer expenses and training;

To contribute to the costs of delivering the Social Activities project at Montfield.

Key Targets for 2009/10	Actual service delivery
Sport Sessions (14)	14 sessions delivered
Swimming Sessions (10)	10 sessions delivered
Swimming Sessions (Unst, 60)	60 sessions delivered
Swimming Gala (annually)	1 competition held *
Yoga sessions (10)	10 sessions delivered
Bowls Competition (annually)	1 competition held. 53 people attended
"Wootton Lass" Trips (20)	5 trips delivered **
New trained volunteers (15)	12 volunteers recruited and trained
Social Activities at Montfield	A good range of activities, games and speakers provided during the year. The Social Activities project met 50 times during the year.
Satisfaction outcome – 100%	Achieved. A service evaluation was carried out during 2009/10. 100% of service users indicated they were satisfied with services and activities provided.
Client information	No information received
Case studies	No case studies received

* The annual swimming gala was held in September 2009 and this event was considered very successful with 42 people attending.

** The target number of "Wootton Lass" trips was not been achieved in 2009/10. The Boat hoist was successfully replaced in June 2009, and 18 clients enjoyed scenic boat trips on the Westside of Shetland, Burra and Trondra last summer.

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Voluntary Action Shetland
2009/10 Grant - £144,412

Purpose:

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

Key Targets for 2009/10	Actual service delivery
Understanding the voluntary sector	Voluntary Action Shetland (VAS) have been working in partnership with HIE and Shetland Island Council to commission a study into the social economy in Shetland. Funding was secured and contract awarded, with research to be completed during 2010.
Communicating with voluntary sector	<p>VAS has been involved with a number of strategic partnerships, forums and working groups in Shetland. VAS has also attended and participated in a range of community events throughout the year.</p> <p>VAS disseminated information to over 90 voluntary organisations and communicated to the voluntary sector through the local media, its Voluntary Voice publications, the Community Portal website, and newsletters and e bulletins.</p>
Representing the interests of the voluntary sector locally	<p>VAS is involved in numerous networks, strategic groups and partnerships in Shetland and represents the interests of local community groups.</p> <p>VAS also has a presence at national level being part of the Scottish Council for Voluntary Organisations (SCVO) network and regularly attends national events and meetings.</p>
Providing support services	VAS delivers various services to local community groups including business planning, advice on funding, legal and governance frameworks, management advice, monitoring and evaluation systems, assistance with policies and procedures, and training. Other support services provided are office space, postage, finance and payroll duties and message collection service.

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<p>Promoting Good Practice</p>	<p>VAS also continued to provide management support to Disability Shetland and to support Shetland Befriending Scheme.</p> <p>VAS continues to encourage good practise by local groups and deliver help and advice including disclosure checks, training opportunities, guidance with policies and procedures, governance information and completing OSCR returns.</p>
<p>Growing the Sector</p>	<p>VAS assisted local voluntary organisations to secure external funding and donations totalling £565,631 during financial year 2009/10 for a range of projects and services – many of whom are based in Market House. VAS assisted with the completion of application forms and/or acting as a referee on funding bids.</p> <p>Several new services and projects were also assisted with governance and advice.</p> <p>Training needs for local volunteers and community groups were also looked at in partnership with Shetland College and Shetland Islands Council.</p>

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**Shetland Link Up
2009/10 Grant - £47,994**

Purpose:

Providing support to people who are affected by mental health problems.

Key Targets for 2009/10	Actual Service Delivery
Attendance at Mixed Group (1,000)	1,226
Total client contacts (1,500)	1,743
Average number of clients actively receiving a service at any one time (22)	28 active clients
Number of volunteers (2)	6
Total volunteer hours (200)	494
Satisfaction Outcome (75%)	Satisfaction survey carried out each quarter – average result for 2009/10 was 85%
General client information	Service users come from all over Shetland. Almost half the clients reside in the central mainland of Shetland. The majority of clients are between 26-55 years of age. Clients are fairly even in terms of gender split, with slightly more men than women. Case studies received.

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Culture

Shetland Arts
2009/10 Grant - £773,376

Purpose: 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.

Key Targets for 2009/10	Actual service delivery
Exhibitions by local, national and international artists and makers at Bonhoga	<p>Shetland Arts Development Agency (SADA) has had a variety of exhibitors on show during the year at Bonhoga.</p> <p>Exhibitors included new and established artists from within Shetland and further afield, and covered a range of art genres including visual art, crafts and photography.</p> <p>SADA organised Gallery education activities and schools workshops in conjunction with the Council's Creative Links Team.</p> <p>The touring Exhibition programme continues at a number of venues across Shetland and SADA has created a new Galley Programming Group to focus on raising quality of exhibitions in Bonhoga and associated learning activities.</p> <p>Bonhoga's cafe and shop facilities continue to be well used.</p>
Promoting and supporting Visual Arts	<p>The Visual Arts Development Officer (VADO) secured external funding and successfully launched the "Space to Face" project. This project, undertaken in partnership with Shetland's Community Mediation Team and Restorative Youth Justice service, is employing four artists to work with young offenders on the creation of art work to offer to the victims of their crimes. This is the first of project of its kind in Scotland and has been positively received to date.</p> <p>The VADO has also been closely involved with Power of Place (Shetland Festival of Architecture) working with Shetland Islands Council and Shetland Architectural Society to bring greater community involvement and participation in decision making about public buildings and spaces in Shetland. Workshops and events are planned for 2010. VADO was also successful securing funding of £5,000 to continue its micro grant scheme targeted at visual artists in Shetland.</p>

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<p>Support Crafts development</p>	<p>Funding has also been secured for research and development for a residency for a Visual Artist on board the Swan for the 2011 Tall Ships celebration.</p> <p>Other partnership working includes creating a piece of public art at Sandwick for the new Hjalmland Housing scheme, working on the “Portage” proposal and Continuing Professional Development for teachers and artists at Bonhoga, related to the Curriculum for Excellence.</p> <p>The Crafts Arts Development Officer (CADO) has been involved in the “Portage” proposal, a Scottish Arts Council initiative relating to new and innovative ways of curating and exhibiting arts and crafts. A lot was learned during this process and funding bids have been submitted on three separate proposals.</p> <p>The CADO has worked closely with Shetland Museum and Archives in the Gunnister Identity Project and Exhibition to compliment the main exhibition in the Shetland Museum. This work included an artist giving a talk on the “GMan project” and associated workshops in two local primary schools.</p> <p>Funding of £7,700 was secured to continue the Working Up3 Craft Award Scheme – a micro grant scheme designed to assist local craft makers. During the year awards were made to 17 local craft makers on a range of developments within their practise.</p> <p>Other areas of work included securing funding for a Contemporary Textile Exhibition, education and outreach programme for 2010, providing mentoring and advice for local craft makers, participating in the new Galley Programming Group and helping to establish a new Rural Craft Development Forum. The first meeting of the Rural Craft Development Forum was in Perth in January 2010 and will be coming to Shetland in August 2010.</p>
<p>Provide Drama development opportunities</p>	<p>SADA’s Drama Development Officer (DDO) has spent considerable time supporting Splinters Youth Drama Group in the North Mainland of Shetland. The DDO has also worked closely with the YUF Theatre on their spring 2010 project.</p> <p>The DDO has delivered workshops to various schools and has helped other drama groups with rehearsals and performances throughout the year.</p>

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<p>Develop Dance activities</p>	<p>The DDO has provided assistance with the Skills for Work scheme, which supports young people who are about to be interviewed for employment or further education.</p> <p>The DDO also delivered a paper to the Community Planning Conference on arts as part of the Cultural Strategy agenda.</p> <p>A review of drama development is planned to get underway during 2010.</p> <p>A range of dance activities took place during 2009/10. Company Chordelia returned to Shetland early in the year performing at the Garrison Theatre and the Asian Dance Company Dance Ihayami performed in the Town Hall in Lerwick. The latter was particularly well received and SADA hope to maintain a relationship with this company.</p> <p>Traditional Dancer Worker (Maria Leask) continued to work across Shetland with schools and other groups including the Eric Gray Centre, Fernlea Wishart Care Centre and WRVS social clubs.</p> <p>Over 80 dance workshops were held in schools in Urafirth, Sound, Whiteness, Aith, Ollaberry, North Roe, Dunrossness, Hamnavoe, Brae, Burravoe and Sandness.</p> <p>SADA provided a series of “belly dancing for families” at the Whiteness and Weisdale Hall which were well received.</p> <p>In addition to this dancer Martin Robinson delivered a month long residency in October 2009 to develop dance practise and choreography skills amongst young dancers.</p>
<p>Encourage Literature development and seek out partnership projects</p>	<p>The main event during the year was the Wordplay Festival that took place in September 2009. A festival club was introduced this year and feedback from the event was very positive.</p> <p>In November 2009 John Hudson undertook a creative writing residency and this included workshops and one-to-one sessions with local writers.</p> <p>Ongoing work continues with the Annsbrae Just Writing Group, the Independent Living Project Literature Group, the Lerwick Writers Group and Westside Writers Group.</p>

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<p>Promote Music development</p>	<p>Poet Choman Hardi completed a month long residency in March 2010 and she delivered creative writing workshops in a number of local Junior High schools, as well as providing readings and workshops with the Lerwick Writers Group, Westside Writers Group and Shetland library.</p> <p>Music Development Officer (MDO) has worked on a number of activities and events.</p> <p>The MDO worked closely with the Young Promoters Group who successfully organised a gig at the Youth Music Forum conference and promoted a silent disco in May 2009.</p> <p>Fiddle Frenzy and the Peerie Willie Guitar festivals were successfully organised and delivered, with concerts held in venues throughout Shetland. Workshops also provided an opportunity to develop tutors and students at both events.</p> <p>The MDO co-ordinated a number of visiting acts to perform in Shetland including Scottish Opera, Seckou Keita (African percussion) and Italian baroque ensemble Arcomelo.</p> <p>Other activities the MDO has been involved in during the year included arranging the Firey Sessions concert at Up Helly Aa, delivering training on operating sound recording equipment, co-ordinating evening classes in music technology and guitar as well as securing funding from Scottish Arts Council to progress jazz development. Music courses were also developed with Shetland College.</p>
<p>Encourage Film and Digital Media development</p>	<p>SADA entered into partnership with Shetland Film Club. Shetland Film Club helped SADA with the Screenplay Film Festival in August 2009 by extending the event to venues across Shetland.</p> <p>Screenplay Festival attendances increased three fold largely due to the new outreach function of the event. Outreach activities in education, care homes and youth clubs were also delivered during the year.</p> <p>Local writers, actors and technicians were supported to produce a DVD of local short films at the Screenplay event.</p> <p>The Mirrie Dancers project was delivered, Shetland's biggest ever public art project. This project involved the public creating ten exterior illuminations in sites across Shetland.</p>

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<p>Provide performances at Garrison Theatre to entertain, challenge and attract audiences</p>	<p>The project also included “Light labs” for the general public and the project also linked up with schools and lace knitters to be used as installations in Mareel.</p> <p>SADA was approached by Shetland Islands Council and companies interested in making films in Shetland. SADA provided one company with information, support and contacts through its existing networks. SADA will continue to work in partnership with the Council to deal with any future enquiries and requests from film companies.</p> <p>Film and media equipment continues to be well used by a range of groups and individuals.</p> <p>Film making workshops were also delivered by SADA to younger members of the local film makers group Maddrim Media. This workshop helped familiarise them with camera and film equipment and further developed their skills.</p> <p>The Garrison Theatre continues to be exceptionally busy with monthly film showings, bookings mostly coming from local groups.</p> <p>In the winter months the pantomime dominated activities, as well we the production of “Allo Allo” by Islesburgh Drama Group. Other activities include adhoc band hires for practise, performances from visiting companies and events such as the County Drama Festival.</p> <p>A Development Plan for the Garrison Theatre is planned and the opening of Mareel should ease the pressure on the Garrison and further development and expand usage.</p>
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Shetland Arts Development Agency Attendance figures – 2009/10

	2009/10 Estimate	2009/10 Actual
Attendance at performances - own venue (exc. Film)		
Number of performances	80	69
Total attendances	12,800	11,219
Attendance at visual arts/crafts exhibitions (Own Venue)		
Number of exhibitions	42	120
Total attendances	65,300	90,740
Participation in education & outreach events (Own Venue)		
Number of events	240	110
Total attendances	3,170	2,462
Attendance at performances - other venues (exc. Film)		
Number of performances	70	64
Total attendances	4,965	5,819
Attendance at visual arts/crafts exhibitions (Other Venues)		
Number of exhibitions	15	68
Total attendances	52,000	86,318
Participation in education & outreach events (Other Venues)		
Number of events	646	692
Total number of participants	9,450	14,470
Support for artists / artistic development / professional training		
Number of events	166	450
Total number of participants	700	1,509

Shetland Arts Development Agency Attendance figures – 2009/10

Dance		
Total performances	7	7
Total attendances	700	299
Drama		
Total performances	13	14
Total attendances	850	1,071
Music		
Total performances	33	23
Total attendances	4,700	3,677
Literature		
Total performances	26	5
Total attendances	1,115	265
Film (Garrison)		
Total performances	200	190
Total attendances	20,600	18,268

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**Shetland Accordion and Fiddle Festival
2009/10 Grant - £12,000**

Purpose:

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.

Key Targets for 2009/10	Actual service delivery
Maintain and build on the high standard of previous years	Festival Club based in Islesburgh Community Centre and was busy during the weekend.
Encourage as wide a range of traditional music as possible by bringing musicians from Scandinavia, Scotland, England and Ireland	Visiting musicians mainly came from the Scottish mainland, but there were also representatives from England, Ireland and Norway.
Maintain festival club membership – 600 members	685 memberships sold
Maintain audience numbers at the various venues – 2,900	2,782 tickets sold
Maintain the number of club members from out with Shetland thus boosting off season tourism – 250	Visiting spectators mainly came from the Scottish mainland, but a number travelled from Northumberland, England, Ireland and even a couple from New Zealand – 251 sold to visitors
Ensure that the festival covers all areas of Shetland – at least 2 island venues	Concerts took place between Bigton and Baltasound
Maintain/increase revenue generated from ticket sales, raffles and memberships - £33k	To be confirmed
Satisfaction survey – 100% satisfaction	No satisfaction survey carried out. However local press coverage was an improvement on the previous year and lots of other positive feedback received from people who attended

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Shetland Folk Festival Society
2009/10 Grant - £18,000

Purpose:

To assist with the costs of providing artists to perform at the 29th Shetland Folk Festival and to help cover the costs of providing transport and venues.

Key Targets for 2009/10	Actual service delivery
Festival club - a central meeting place for members and artists available during the festival	Festival club was again busy and well used throughout the weekend. Facilities included storage, function room, bar and catering facilities, session rooms and workshop areas.
One "open to all" concert held on Thursday lunchtime for festival weekend	Opening concert held and very well attended
4 workshops including Shetland dancing	4 workshops held including Shetland dancing
1 youth event (free attendance) featuring young musicians from throughout Shetland	One afternoon youth event was held
Concerts – approximately 20 concerts are held throughout Shetland with 5,000+ in attendance	21 concerts held throughout Shetland with 5,139 tickets sold (98%)
Outreach concert – one in Unst, Fetlar, Out Skerries or Fair Isle, with 150 in attendance	Concert held in Baltasound, Unst. 139 attended.
Special Needs concert – held annual in Bells Brae School, with 100 in attendance	One afternoon concert held
Playgroup concert – one held annually each year, with 300+ in attendance	One playgroup concert held
SFFS will provide information on the total number of tickets (per venue) and memberships sold	Information received on each venue. Total ticket sales for the Festival were 5,139. Total memberships sales for the Festival were 1,744
SFFS will provide information on how many tickets/memberships are purchased from visitors to Shetland	Visitors to Shetland purchased 359 memberships (included in the above total)
SFFS will carry out a customer satisfaction survey and report results to Shetland Charitable Trust.	Customer satisfaction survey to be introduced at 2010 Festival.
At least one visit to a primary school for exchange of music	South Nesting Primary School was visited by artistes

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Sport and Leisure

Shetland Recreational Trust
2009/10 Grant - £2,781,550

Purpose:

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.

Key Targets for 2009/10	Actual service delivery
Maintain existing opening hours and user numbers.	See table below
Achieve target users of 740,000.	See table below
Contribute and support the "Active Shetland Strategy"	Active Shetland Strategy is in final draft format and should be sent to all parties involved for approval in due course.
Develop a Health & Fitness Strategy for the SRT	The Health and Fitness Manager has produced a draft SRT Marketing Strategy. On approval of this document, a Health and Fitness Strategy will follow.
Provide hands-on Health & Fitness education to primary children by organising and delivering up to 20 visits to Clickimin Leisure Complex	The Health and Fitness Education visits to Clickimin Leisure Complex have been extremely successful. 450 children along with 40 teachers and carers have benefited from these visits which included a presentation highlighting the background of SRT including facts and figures, healthy eating, fitness and benefits to the heart. The pupils also had a demo on how to make a healthy option "smoothie" drink, then received a tour of the complex and took part in an "express" workout. Feedback received from schools and pupils afterwards were very positive.
Create a children's activity events team to promote health & fitness and work within NHS Weight Management Strategy	<p>Led by the Health and Fitness Manager, the Clickimin Leisure Complex Activity Team meets regularly to identify new innovative activities for all ages.</p> <p>The Activity team have put together a comprehensive Easter Holiday programme which is expected to increase participant numbers.</p> <p>The Activity Team are also working on a 2010 World Cup theme with several football events,</p>

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<p>To carry out eight public consultations for customer satisfaction surveys</p>	<p>a "Skools Oot" programme for in-service days and a full Summer Holiday schedule.</p> <p>Planning is also underway for other activities and events in 2010/11.</p> <p>A number of satisfaction surveys have been completed across the SRT. Overall results have been very positive with 90% of customers rating SRT services as "good" or "excellent."</p>
<p>Increase number of activities available to the over 55's by 5</p>	<p>The Health and Fitness Manager has been working at developing a new "tea dance" activity aimed at the senior citizens community for 2010. Other activities piloted in 2009 have been Senior Aquaerobics and Senior Spinning (cycling). Both have been a success with steady attendances and will be continued in 2010.</p>
<p>Develop an SRT Marketing Strategy</p>	<p>The Health and Fitness Manager is also in the early stages of planning a "Senior Fitness Activity and Well Being conference to promote SRT services and facilities on offer, and provide advice to older people. This event expected to take place during 2010.</p>
<p>Investigate alternative systems of providing energy to all SRT facilities</p>	<p>A draft SRT Marketing Strategy has been approved and is awaiting consideration and approval by SRT Trustees.</p>
<p>Provide a central reception within the Clickimin Leisure Complex</p>	<p>Initial discussions have been held with Scottish Power and SSE to look at alternatives. More meetings required to investigate further.</p>
<p>Provide a central reception within the Clickimin Leisure Complex</p>	<p>No progress to report.</p>
<p>Improve access within Clickimin Leisure Complex by providing passenger life linking all floors</p>	<p>Feasibility Study has been completed; currently trying to identify possible sources of funding.</p>
<p>Provide a 45 sq metre extension to Yell Leisure Centre for fitness facilities</p>	<p>Design has been completed. Unable to progress any further until budgeted cost of £100k has been sourced.</p>
<p>Provide a 45 sq metre extension to Scalloway Pool for fitness facilities</p>	<p>Design has been completed. Unable to progress any further until budgeted cost of £100k has been sourced.</p>
<p>Provide a 45 sq metre extension to South Mainland Pool for fitness facilities</p>	<p>Design has been completed. Unable to progress any further until budgeted cost of £100k has been sourced.</p>

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Construct a porch to provide a draught lobby at West Mainland Leisure Centre	Design has been completed. Unable to progress any further until budgeted cost of £41k has been sourced.
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Actual SRT opening hours in 2009/10

Facility	Actual Opening Hours per Annum	Target Opening Hours per Annum
Clickimin Leisure Complex	5,600	5,600
Unst Leisure Centre	3,800	3,841
Yell Leisure Centre	3,700	3,760
North Mainland Leisure Centre	4,100	3,874
Whalsay Leisure Centre	3,900	3,710
South Mainland Pool	3,300	3,178
Scalloway Pool	3,500	3,270
West Mainland Leisure Centre	3,900	3,924

Actual SRT admission numbers in 2009/10

Facility	Actual Admissions at 3 months	Actual Admissions at 6 Months	Actual Admissions at 9 Months	Actual Admissions at 12 Months	Annual Target Number of Admissions
Clickimin Leisure Complex	89,312	190,340	294,526	424,158	422,000
Unst Leisure Centre	7,340	13,114	18,085	23,396	26,000
Yell Leisure Centre	10,319	18,935	28,608	41,034	42,000
North Mainland Leisure Centre	14,846	43,941	53,815	64,004	66,000
Whalsay Leisure Centre	11,832	20,700	42,036	47,746	50,000
South Mainland Pool	9,387	18,649	27,179	36,184	44,000
Scalloway Pool	10,343	18,525	27,315	35,509	44,000
West Mainland Leisure Centre	14,938	29,844	42,000	55,068	54,000
Total	168,317	354,068	533,564	727,099	740,000

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The Swan
2009/10 Grant - £48,900

Purpose:

To make the Swan available for viewing, restored in good working order and registered as an approved sail-training vessel.

To encourage young people to sail on the Swan, to appreciate Shetland's sailing and fishing history and experience our wildlife and culture.

Key Targets for 2009/10	Actual service delivery
Usage:	
Shetland schools (15)	10
Orkney schools (10)	8
Special Needs (3)	2
Youth Groups (3)	7
Analysis:	
School children (400)	319
Youths under 25 (100)	58
Adults (300)	314
Percentage of users who were satisfied with the service provided (80%)	Satisfaction survey not carried out. However informal feedback the Trust received from service users was generally very positive.
Percentage of users who would return for another trip (80%)	As above. However the Swan Trust hopes to consider its service user evaluation system and record results for use in future service monitoring reports.
Report demonstrating activity of the Swan	<p>The Swan has had a fairly successful 2009 sailing season and has combined local sailing trips with a number of charters out with Shetland.</p> <p>Shetland schools again made good use of the Swan with primary children in Sandwick, Skeld, Happyhansel and Whiteness and Weisdale all enjoying charters before the summer holidays. Throughout the summer months the Swan also delivered several private charters and a number of trips for group bookings.</p> <p>Trips out with Shetland included sailing for schools in Orkney, attending the Boat Festival in Portsoy, a private charter to Faroe during the summer months and a trip to Aberdeen.</p> <p>The Swan Trust was also involved in training and delivering a party of youths to participate in the Small ships race from Greenock to Belfast. This proved to be a very successful and enjoyable event for the trainees involved, and the Swan used the charter to help promote Lerwick as a port for the 2011 Tall Ships event. In addition to this, the Swan Trust has commissioned a</p>

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	<p>local firm to develop its website to make it more user friendly, and to become the focus of its marketing and for booking enquiries.</p> <p>During the winter months the Swan has again successfully completed a thorough programme of maintenance in advance of the 2010 sailing season. Committee volunteers carried out many of the smaller tasks required such as cleaning and painting.</p> <p>The Swan Trust appointed a new paid skipper and bosun during the winter months. These appointments and the early bookings for 2010 season should make for another busy and successful season.</p>
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Infrastructure Services

**Shetland Amenity Trust
2009/10 Grant - £1,080,228**

Shetland Amenity Trust continues to be an active, broad based and successful Trust, running the Shetland Museum and Archives and a range of heritage and culture services, many by means of service level agreement with the Council. The Trust has had numerous successes in the year, notably bringing in significant external funding for Shetland projects and steering Shetland's application for Geopark status through to successful award of membership of the European Geoparks Network and the UN Global Geoparks Network.

Key Performance Targets	Actual service delivery
<p><u>Administration and Management</u> Support the diverse range of projects / services offered by the Trust</p>	<p>New structure in place and successfully delivering Trust's administrative requirements Ongoing assessment of performance and needs, reviewed monthly by Admin Manager and Team.</p>
<p><u>Interpretation</u> Support local history groups and develop the Heritage Hub linked to the new Shetland Museum and Archives.</p>	<p>New accountability structure for more formal (but simple) reporting of outcomes to the Trust developed. This to support the annual accounts currently received from each grant recipient – completed. Design, manufacture & Install 52 panels. Re-brand 28 existing and design 4 new leaflets.</p>
<p><u>Natural Heritage</u> Maintain and develop the Shetland Biological Records Centre Continue efforts to secure funding for the Sumburgh Head Project, which will provide a Natural Heritage Visitors' Centre and high quality tourist accommodation</p>	<p>SBRC continues to record data and input this into the database HLF funding secured, balance of funding being sought through SRDP, with decision originally due in March 2010, may now be late 2010/ early 2011.</p>
<p><u>Archaeology</u> Maintain sites and monuments records</p>	<p>Archaeologically sensitive developments identified and appropriate recommendations made for mitigation through imposition of conditions or predetermination fieldwork New sites found during developer funded work added to SMR over the winter Over 8,000 recorded sites & monuments now on SMR database all having summary descriptions.</p>

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<p>Develop the Business Plan and secure funding for the next phase of the Old Scatness Broch project, including the provision of a purpose built Visitors' Centre offering a range of quality visitor facilities</p>	<p>Links with schools including classroom sessions delivered to over 200 school children Viking and Pictish excavation report in press Iron Age and Post Medieval volumes now in first draft Ongoing work to secure longer-term funding and development options.</p>
<p><u>Place Names</u> Develop the Shetland Place Names project and database</p>	<p>7280 entries on database at 31 March 2010. Database and GIS used for searches for individuals, groups including Housing Associations and Community Councils and Trust exhibitions, presentations and publications</p>
<p>Develop educational links</p>	<p>Chapter on kleber place names for archaeological book on soapstone published July 2009 Information on Shetland place names around the world collated and used for displays during Hamefarin in June 2010.</p>
<p><u>Environmental Improvement</u> Provide recycling and waste management services, including the operation of the Muck and Bruck squads, free removal of scrap vehicles, agricultural machinery and household items Develop community recycling initiatives, using the Trust's recycling centre Support communities with a variety of environmental projects</p>	<p>12 educational visits, 2 country shows attended and Shetland Showcase Exhibition attended More than 60 requests for uplift of redundant agricultural equipment completed. 180 end of life vehicles depolluted with Certificates of Destruction issued for each vehicle 11 illegal dumps cleared, closed and landscaped. 8 tonnes of aluminium recycled 2033 inkjet cartridges recycled.</p>
<p>Da Voar Redd Up</p>	<p>4,200 volunteers involved in Da Voar Redd Up with over 60 tonnes of bruck collected and disposed of 795 end of life vehicles uplifted.</p>
<p><u>Woodlands</u> Maintenance of existing plantations Develop the community woodlands project enabling the re-operation of the plant tissue culture facility</p>	<p>Quantities of saleable and plantable material has increased, better working conditions and more local seed collections Part I of plant tissue culture training course completed Wind-to-heat system installed, enabling heated and improved propagation beds. Installation of wind turbine at Horticultural Unit completed.</p>

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Shetland Churches Trust
2009/10 - £54,115

Key Performance Targets	Actual service delivery
<p>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>6 meetings held</p>
<p>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>4 awards for external works 6 awards for internal works 1 award covered both</p> <p>Geographical spread: Yell to Fair Isle, including Whalsay</p>
<p>To ensure, where practical, that entrances are not a barrier to wheel-chair bound users and that other impairments, such as deafness, are mitigated by provision of 'Loop' systems</p>	<p>5 grants given relating to either disabled access or disabled toilets</p>
<p>Support the organisation of a week of teaching on the Bible.</p>	<p>A week in September, each night attended by c.300 people</p>
<p>To work together to co-ordinate and facilitate services and events for the Hamefairin, Tall Ships Race and the opening of Mareel.</p>	<p>In the early planning stages.</p>
<p>Provide travel grants to defray some of the costs of travel from Shetland, so as to 'level the playing field' as compared to similar people in mainland churches</p>	<p>Grant awarded to 2 people</p>
<p>Sit on committees and bodies dealing with issues such as drugs and alcohol, Emergency Forum, etc</p>	<p>Representatives on 3 bodies</p> <p>Christmas "Church advertising" campaign on SIBC Linklines revamped and new author appointed</p>

REPORT

9.

To: Shetland Charitable Trust

4 November 2010

From: Financial Controller

Report No: CT1011084

MANAGEMENT ACCOUNTS – SIX MONTHS ENDED 30 SEPTEMBER 2010**1 Introduction and Key Decisions**

- 1.1 This report presents the Trust's Management Accounts to the end of September 2010, 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 2010/11 and the expenditure in the six months to 30 September 2010.

Table 1: Summary Management Accounts 2010/11

Item	Current Budget £m	Spend to Sept 10 £m
Charitable Expenditure		
Schemes and Organisations	8.7	3.5
Maintenance/Capital Programme	1.2	0.7
One-Off Projects	0.6	0.4
Operating Costs	0.6	0.3
Total	11.1	4.9

- 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 £8.7 million, of which £3.5 million has been spent to date. Where the running costs of projects are greater than £20,000, grant assistance is 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 £1.1 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 maintenance programme for the year. The second instalment will be 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 2010/11 to give the current budget.

Table 2: Budget Amendments

Original Budget	Presented 11 February 2010	10,302,150
Enhancements	Presented 11 February 2010	
	Fire Upgrades Rural Care Homes	396,281
	CLAN 123	250,000
Approvals	Presented 18 March 2010	
	WRVS	£47,622
Enhancement	Presented 24 June 2010	
	VAS – ICT Replacement	£19,750
Approvals	Presented 8 September 2010	
	COPE (Source - SDT Surplus)	£175,000
Revised budget	as at 30 September 2010	<u>£11,190,803</u>

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 September 2010, as shown in the Management Accounts in Appendix 1.

Financial Controller
Shetland Charitable Trust
Our Ref:LF/DA5

Report No: CT1011084
Date: 13 October 2010

Shetland Charitable Trust Management Accounts
Charitable Expenditure : Period to 30 September 2010

Appendix 1 *

	Current budget £	Actual spend to 30 September £	year to date variance £
Shetland Amenity Trust	1,052,728	526,364	526,364
Shetland Arts Development Agency	696,038	348,019	348,019
Shetland Recreational Trust	2,518,550	1,259,275	1,259,275
Other Charitable Organisations			
Disability Shetland Recreation Club	12,641	12,641	0
The Swan Trust	48,900	24,450	24,450
VAS - New Shetlander	670	670	0
Shetland Churches Council Trust	54,075	27,038	27,037
Shetland Youth Information Service	188,840	94,420	94,420
Shetland Befriending Scheme	54,418	27,209	27,209
Citizens Advice Bureau	132,265	66,133	66,132
COPE Limited	329,967 *	252,484	77,483
Relate Shetland	12,000	12,000	0
Shetland Link Up	47,994	23,997	23,997
Voluntary Action Shetland	144,367	72,184	72,183
VAS - ICT Replacement	19,750 *	19,750	0
Festival Grants	30,000	30,000	0
Local Charitable Organisations	14,000	7,552	6,448
Womens Royal Voluntary Service	47,622 *	23,811	23,811
Cost of change (Trusts)	0	641	-641
Sub Total Charitable Organisations	5,404,825	2,828,638	2,576,187
Schemes			
Community Development Grants	22,272	10,136	12,136
Community Support Grants	64,321	34,102	30,219
Arts Grant Scheme	35,000	18,983	16,017
Sheltered Housing Heating	25,500	0	25,500
Senior Citizens Clubs	23,000	17,809	5,191
Support to Rural Care Model	2,491,000	622,750	1,868,250
Social Assistance Grants	35,000	16,589	18,411
Houses for Elderly and Disabled	49,980	21,650	28,330
Supported Employment	8,000	0	8,000
Sub Total Schemes	2,754,073	742,019	2,012,054
Direct Schemes			
Springfield	1,500	289	1,211
Xmas grant Scheme	578,000	705	577,295
Planned Maintenance	1,261,660	731,934	529,726
Sub Total Direct Schemes	1,841,160	732,928	1,108,232
One-Off Projects			
Fire Upgrades in Rural Care Homes	396,281 *	134,003	262,278
CLAN 123	250,000 *	250,000	0
Sub Total One-Off Projects	646,281	384,003	262,278
Trust Administration	544,464	275,057	269,407
Surplus Grants Refunded	0	-1,011	1,011
Total	11,190,803	4,961,635	6,229,168

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

**Shetland Charitable Trust Management Accounts
Management and Administration : Period to 30 September 2010**

Appendix 1

	Current budget £	Actual spend to 30 September £	year to date variance £
Staffing Costs			
Basic Pay and Allowances	355,000	186,743	168,257
Professional Membership Fees	2,000	140	1,860
Travel and Mileage	3,500	2,743	757
Training and Staff Development	7,000	301	6,699
Sub Total Staffing Costs	367,500	189,927	177,573
Operating Costs			
Insurance	10,000	9,675	325
Administration	3,250	1,544	1,706
Supplies and Services	4,260	2,134	2,126
Bank Charges	1,000	233	767
Professional Fees: Other	10,000	3,268	6,732
Miscellaneous Items	1,200	733	467
External Audit Fees	20,000	14,688	5,313
Trustees Allowances	7,500	3,101	4,399
Trustees Expenses	2,800	685	2,115
Legal Fees	40,000	8,372	31,628
Sub Total Operating Costs	100,010	44,433	55,577
Property Costs			
Energy Costs	3,500	1,856	1,644
Water Rates	0	2,287	-2,287
Cleaning	6,000	837	5,163
Sub Total Property Costs	9,500	4,980	4,520
Bought In Services			
Finance	41,630	21,853	19,777
Personnel Advice	2,559	0	2,559
Committee Services	11,750	11,750	0
Computer Services	9,400	0	9,400
Insurance Admin	2,115	2,115	0
Sub Total Bought In Services	67,454	35,718	31,736
Total	544,464	275,057	269,407