

# Scottish Police Benevolent Fund

The Scottish Police Charity

## Minutes of the 3rd Quarterly Trustees meeting of the Scottish Police Benevolent Fund held on Monday 6<sup>th</sup> February 2017 at the Police Treatment Centre, Castlebrae.

### 1. Present

#### North Sub Committee

David Hamilton (Secretary)  
Martyn Turner  
Bill Clark

#### East Sub Committee

Grant McDowall

Nigel Bathgate  
Steve Clark

#### West Sub Committee

Martin Bertram (Chair)  
Catherine McNally  
Fiona Morris

#### Treasurer

Mairi MacGregor

### 2. Opening of Meeting

The Chair opened the Meeting by welcoming everyone present and invited all present to take an active part in proceeding and contribute to discussion and debate.

### 3. Apologies for Absence

There were no absences

### 4. Approval of Minutes

The Minutes of meetings held on

- 31<sup>st</sup> October 2016

were noted and approved.

### 5. Matters Arising

#### 5.1 Emergency Meetings

The Secretary circulated a paper on Out of committee business. This was endorsed by the Committee and will be incorporated into the Manual of Guidance.

## Presented a paper on

### 6 Standing Items

#### 6.1 Consideration of Applications

Trustees considered the following applications for financial assistance;

GWD0021	Approved.
GWD0022	Approved.
GWD0023	Approved with conditions
GWD0026	Approved
LWD0027	Deferred
GED0009	Approved with conditions
LED0003	Rejected
LED0004	Approved
GED0010	Approved

The Secretary would advise applicants accordingly.

#### 6.2 Staffing

Still no development on Fund Liaison Officer.

Mairi working Monday – Wednesday now. Work will continue to review Mairi's

#### 6.3 Treasurers Update

#### 6.4 Business Development

There was no items of note and it was agreed to remove this item and blend it with the Communications and Marketing Topic

#### 6.5 Communication & Marketing

##### 6.4.1 Folders

The Secretary reminded the committee that we had plenty of promotional folders available for distribution to members.

##### 6.4.2 Communications

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A helpful discussion regarding communications and fund awareness was held. Mairi would supply some key facts and figures to Stevie and he would prepare a piece on his initial reflections as a Trustee. His draft piece would then be distributed to Trustees and then published across the Force.

## **7 New Business**

Agreed that this item could be removed from the Agenda

## **8 AOCB**

### **8.1 Police Charities (UK)**

The Chair advised the Board that Police Charities (UK) was a new body that purported to be a portal for Police Charities. The Trustees agreed that they would have to be convinced. About the merits of this.

### **8.2 SCVO Gathering**

It was agreed not to take a stand at the SCVO Gathering event on 22nd and 23rd Feb 17 at SECC but that it may be useful for Trustees to visit.

### **8.3 Resourcing Arrangements**

Future Resourcing arrangements were considered by the Trustees and it was agreed that a subgroup of the Chair, Secretary and an East Area representative would meet to investigate further and develop proposals for Trustees

### **8.4 Out of Committee Business**

The Secretary briefed the Trustees on the original intentions of the Fund and addressed the issue of emergency funding applications.

The Trustees agreed that

- a) The Charity was neither intended to be or equipped to be an Emergency Response charity;
- b) That urgent claims for assistance could only be considered up to the existing spending limits (£1000 grant of £5000 loan) with a minimum of 3 trustees i.e. existing emergency provisions;
- c) Any additional formal meetings of the Trustees (beyond quarterly) should be exceptional and would require full governance arrangements including the requisite notice, an invite to all Trustees and be fully minuted.
- d) The Secretary should prepare an out of meeting Guide for Trustees summarising the process and spending authorities.

### **8.5 Funding Adjustment Authority**

The Trustees granted the Chairman, Secretary and Treasurer (as many as practicable) the Authority to grant up to an additional £100 of funding to a previously approved loan or grant. This would ensure that small additional amounts could be granted without full reference to all the Trustees.

## **9 Correspondence**

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The Secretary advised Trustees of a note of thanks from a recent beneficiary to the fund whose family had been supported following his daughters illness and also from the Beatson Cancer Charity in relation to a recent donation.

## **10 Time and Date of Next Meeting**

The Secretary advised the next meeting would be the AGM at 1000 hours on Monday 6<sup>th</sup> February 2017 at the Police Treatment Centre

## **11 Closure of Meeting**

The Chair thanked everyone present for their active and constructive participation and closed the Meeting by wishing them a safe journey home.

**Martin Bertram**  
Chair

**David Hamilton**  
Secretary

14<sup>th</sup> May 2014

The Chairman advised that with effect from 1<sup>st</sup> July he would be moving to a new role as Vice Chair of the Scottish Police Federation and consequently in terms of the Constitution and Manual of Guidance would cease to be eligible to fulfil a role as Trustee for 'N' Division.

He drew the meetings attention to Rules 58 to 61.3 and after a brief discussion, at 1420 hours Graeme vacated the Chair and temporarily left the meeting.

Martin Bertram took over temporary Chair duties and the meeting discussed the implications of Graeme's new role within SPF. The meeting agreed that, in accordance

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with the Constitution and the Manual of Guidance, Graeme would require to step down from his Trustee duties when he took up his new national position. The meeting also agreed it was necessary to identify an interim Chair in order to facilitate a hand over and continuation of ongoing business until the AGM and consequently nominations were sought for the role. Martin Bertram and David Hamilton were both proposed and seconded for the position and a secret ballot was undertaken. The votes were not counted at that time.

I agree to include in any claim for damages pursued by me against the third party in respect of the accident resulting in my injury such sums as may be specified by The Police Treatment Centres as the costs of its provision of my treatment