Minutes of the 1st quarterly Board of Trustees meeting of the Scottish Police Benevolent Fund on Monday 19th August 2019 at The Police Treatment Centre, Castlebrae, Castleton Road, Auchterarder PH3 1AG.

1. ATTENDEES:

Nigel Bathgate - (Chair) – (EAC)\* – NB Stephen Clark - (Secretary) – (EAC)\* -SC Jenny Shanks – (WAC)\*\* - JS Mairi MacGregor (Treasurer) – MM

Grant McDowall – (EAC)\* - GM Martyn Turner – (NAC)\*\*\* - MT Catherine McNally – (WAC)\*\* Lynne Gray – (WAC)\*\* - LG

Gary Brown – (NAC)\*\*\* - GB

Sarah Vesty, SPF (Observer) - SV

\*EAC = East Area Sub-Committee

\*\*WAC= West Area Sub-Committee

\*\*\*NAC = North Area Sub-Committee

1. OPENING OF MEETING:

The Chair (NB) acknowledged the previous AGM and welcomed all present to the 1st Quarterly meeting of the new year.

In accordance with the AGM, NB highlighted the need for future financial planning and budgeting.

NB advised that following the AGM it was his intention to write to the Chief Constable, Mr Livingstone seeking a financial donation towards the Charity. It was acknowledged that to date the Charity had not received any donations from The Police Service of Scotland since its inception.

NB reminded all Trustees of their duties and responsibilities with regards to acting in the sole best interests of the charity. And accordingly he read out the following statement:

“All Trustees are reminded of the need to declare any personal or professional interest, direct or indirect, in any applications that are considered during this meeting, with a view to avoiding any potential conflict of interest and in the best interests of the charity. Any such declaration will result in the individual removing themselves from any discussion and decision regarding the application(s). ”

1. APOLOGIES:

Bill Clark – (NAC)\*\*\*

1. MINUTES OF THE PREVIOUS MEETING:

It was confirmed that the minutes of the last meeting had previously been disseminated and they were approved by those present as an accurate reflection of the meeting.

1. **ELECTION OF CHAIR:**

Nigel Bathgate was proposed, seconded and duly re- elected as Chair of the Scottish Police Benevolent Fund.

1. **ELECTION OF SECRETARY:**

Stephen Clark was proposed, seconded and duly re-elected as Secretary of the Scottish Police Benevolent Fund.

1. **ELECTION OF TREASURER:**

Mairi MacGregor was proposed, seconded and duly re-elected as Secretary of the Scottish Police Benevolent Fund.

1. **MOTIONS:**

NB presented the only motion which was to amend the levels that can be authorized by local area committees of the SPBF in terms of Grants and Loans and to re-instate the previous levels, namely - Grant = £5000 and Loan = £10,000.

Explanatory note:

The last 12 months has seen a significant impact on the expenditure of the charity. The Board of Trustees have the overall responsibility for the management of these funds as well as the integrity of the charity now and in the future. The future liquidity of the charity is crucial to continue with support for donating members who find themselves in times of significant financial hardship. The Board of Trustees through the Treasurer can overturn local area decisions in any case but a revaluation of the levels will give greater financial control and financial scrutiny that the Auditors have identified in their annual report.

Following some discussion a vote of the Trustees took place and the motion was approved.

1. STANDING ITEMS:
	1. CONSIDERATION OF APPLICATIONS:

The Trustees considered a total of 14 applications for assistance – 4 were approved, 8 were declined, 1 application was still to be processed, and 1 application was to be continued in terms of a request for more information – see below:

**LWG0001A** - Declined.

**GWG00019** - Declined.

**GWG0004** - Approved.

**GWF0046** - Declined.

**GWG0006** - Declined.

**GNG0005** - Declined.

**GWG0010**– Not presented – application ongoing.

**No ref. no.** - Declined. (No ref. number available at the meeting).

**G/EXTG0001** – Declined.

**G/EXTG0002** - Approved.

**G/EXTG0003** - Approved.

**G/EXTG0004** - More information required – SC to contact the organisation.

**G/EXTG0005** - Declined.

**G/EXTG0006** - Approved.

* 1. TREASURERS REPORT:

As per the Auditor’s report at the previous AGM.

MM provided an update re Ms Jean Richardson’s will / donation – matters are progressing via the solicitor acting on behalf of Ms Richardson.

MM reported that the bank accounts total = £197,000.

* 1. NEW APPLICATIONS FOR MEMBERSHIP OF THE SPBF:

The Trustees considered 4 applications for new membership of the Scottish Police Benevolent Fund and all were approved.

1. CORRESPONDENCE: None.
2. ANY OTHER COMPETENT BUISNESS:

11.1 Structure / Independence of the SPBF:

MM advised that she has obtained costings for new premises and payroll. She is awaiting information re insurance and pension matters.

NB confirmed that no action will be taken until all relevant information is available.

11.2 Promotional Items:

SC advised that he has received responses from all of the Trustee’s with regards to finalising the range of potential promotional items. The £20,000 spend was approved at a previous meeting.

11.3 Restitution Orders:

NB advised the Trustee’s that meetings with the Scottish Government and other interested parties are continuing. Currently nothing of note to report. Pertinent updates will be provided as and when available.

11.4 Media:

GB requested that all Trustees use social media - Twitter, Facebook etc to promote and raise the profile of the Charity.

GB also requested that any newsworthy items are forwarded to him for publication on the charities website.

1. DATE AND VENUE OF NEXT MEETINGS:

The next meeting (2nd Quarterly) of the Board of Trustees is scheduled to take place at 1000hrs on Monday 4th November 2019 at The Police Treatment Centre, Castlebrae, Castleton Road, Auchterarder, Perthshire, PH3 1AG. MT to Chair the meeting in the absence of NB re A/L.

Future meetings are scheduled as follows:

* 10th February 2020 - (3rd Quarterly Board of Trustees meeting) at the PTC Auchterarder;
* 11th May 2020 - (4th Quarterly Board of Trustees meeting) at the PTC Auchterarder; and
* 17th August 2020 - (AGM and 1st Quarterly meeting) at the SPF West Area Office, Merrylee House, Unit 5, Westpoint Business Park, 8 Marchfield Drive, Paisley, PA3 2RB – West Area hosting.
1. CLOSURE OF MEETING:

The Chair thereafter closed the meeting and thanked everyone for their commitment, attendance, contribution and participation, and he wished everyone a safe journey home.