

# SCOTTISH POLICE BENEVOLENT FUND [SCIO]

Minutes of the 7th meeting of Trustees of the **Scottish Police Benevolent Fund** held within the Police Treatment Centre Auchterarder at 10.00am on Monday 20<sup>th</sup> May 2013.

## **PRESENT:**

### North Sub Committee

Ian Duncan  
Graeme Ednie      Chair  
David Hamilton

### East Sub Committee

Davy Cummings      Secretary  
Stewart Ross

### West Sub Committee

Donald Walker  
Andrea McDonald  
Fiona Morris

### Apologies

Amanda Givan

## **1. OPENING OF MEETING**

The Chairman opened the Meeting by welcoming everyone present and encouraged everyone to take an active part in the Meeting. He particularly welcomed Andrea McDonald and Fiona Morris to their first Trustees meeting.

## **2. APOLOGIES FOR ABSENCE**

Amanda Givan had intimated she would be on leave at the time of this meeting.

## **3. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous Meeting held on 26<sup>th</sup> April 2013 has been circulated and were approved by the committee.

**RESTRICTED**

#### 4. MATTERS ARISING

DH to provide statistical information from the Fund Website to the next and future meetings

The Trustees were advised that soft wear had been added to the website and that it would provide information in a number of ways including number of visits, pages visited and the method used to reach the site.

- ✓ DC to engage with Gemma Pettman in relation to promoting the work of the Fund.

This matter is on-going although initial contact has been made.

- ✓ GE to pursue a site within the PSoS intranet.

It was reported that this would form part of the Chairman's discussions with the CC on 5<sup>th</sup> June

DC to engage with ASP(S) RPOA(S) and Unison in an effort to securing attendance at their respective conferences

This is on-going and messages had been left with ASP(S).

DH make enquiry into allowing access to Ian Duncan including to possible provision of hard wear.

DH reported that this would require permission from the SPF as it involved giving non SPF member access to the Server albeit on a limited level. It was also highlighted this would affect FM as she did not currently have access to the SPF server.

DC, SR and AG should contact the previous Fund Treasurers to ensure the final money transfer were due to take place.

All reported that they understood the matter to be in progress.

All Trustees to forward details of local Debt Management Companies used by the previous Funds to the Secretary.

DH reported that he had had a meeting with a Debt management company and some good advice had been obtained from this. It was agreed this matter should be taken forward further and DH agreed to do this.

## 5. BUSINESS DEVELOPMENT

### 5.1 Communication and Marketing

The Chairman advised that he was aware the SPBF had not undertaken a specific launch day and sought views around the best way to raise awareness of the Fund.

Following a lengthy discussion the following was agreed;

- Action** DH to contact Tinker Taylor with a view to producing a short DVD
- Action** GE to discuss with the CC the possibility of using PSoS AV unit to produce the DVD
- Action** DC to discuss inputs at the SPC
- Action** GE and DC to Explore a launch day possibly in September

### 5.2 Future Events

It was agreed this matter had been covered previously and all Trustees agreed to consider alternative events for promoting the work of the Fund.

### 5.3 Information Technology

It was agreed this matter had been covered previously. Dh the introduced the possibility of raising capital for the Fund through the PSoS agreeing to use "easy search" as the nominated search engine for Force Internet use. After discussion it was agreed that he would provide the Chair and Secretary with a summary in order this could be taken forward.

- ✓ **Action** DH to supply details of "Easy search" to the Chair and Secretary
- ✓ **Action** GE to discuss the use of easy search with the CC
- ✓ **Action** DC to write to the General Secretary of the SPF regarding the use of easy search

## 6. FINANCE

### 6.1 Treasurers Update

The Chairman reported that the administration process to allow Marie Macgregor access to the Fund bank accounts was well under way. It was agreed that the Trustees were comfortable with their current position in relation to the membership listing available however it was decided Mairi should make contact with David Ross to obtain contacts for legacy Force payroll departments. This would then allow requests for monthly membership list to be obtained.

**Action** Mairi Macgregor to contact David Ross and obtain contact details for the legacy Force payroll department and thereafter arrange monthly lists for membership of the Fund.

It was also suggested by DH that the Fund should enter in to an information sharing protocol with the SPF.

The Chairman reported that previous information obtain in relation to making cash deposits to the Fund account was not accurate and this was causing some problems. It was agreed a deposit account should be opened with the Cooperative Bank to allow this process to run smoothly.

**Action** GE to open a deposit account with the Cooperative Bank

## 6.2 Consideration of Applications

The Trustees began by reviewing the following applications;

### Ref GNA0001

The Trustees were informed that a decision had been taken in the period between this and the previous meeting in light of new information and the grant of £1267.26 approved.

### Ref GWA/0003

An application on behalf of a non member of the fund was considered by the Trustees. This application was rejected.

**Action** **Restricted**

### Ref LWA/0002

An application from a member of the fund was considered by the Trustees. This application was rejected.

**Action** **Restricted**

### New Applications

#### Ref LWA/0001

An application from a member of the fund was considered by the Trustees. This application was rejected.

**Action** **Restricted**

A/0001

A request for a charitable donation was received from ???????. Following consideration the Trustees rejected the request.

**Action** DC to write to the author of the request.

A/0002

Following discussion it was decided this was a matter for the former Lothian and Borders Fund and the matter should be directed to that Funds Secretary (Supt. Douglas Lynch)

A/0003

A request for funding of a widows Christmas day out was received from the Retired Police Officers Association (Scotland) Ayrshire branch. Following lengthy discussion it was agreed the Secretary should obtain further information prior to an amount being agreed by the Trustees.

**Action** DC to obtain financial statement in respect of previous events to allow determination of a donation.

GNA/0003

The Trustees received an update on this application which had been previously requested. They agreed a grant of £2500 be made.

**Action Restricted**

LNA/0001

The Trustees were advised this applicant had now made contact and further information may be forth coming.

**7. NEW BUSINESS**

None received

**8. ANY OTHER COMPETENT BUSINESS**

GE advised there should be a move now to having the local sub committees structure up and running. This will allow much of the day to day business to be undertaken by them.

DC sought comment on the proposed application form addition of Additional Report – this was agreed.

**RESTRICTED**

## 9. CORRESPONDENCE

None received

## 10. DATE AND VENUE OF NEXT MEETING

The Meeting agreed the next meeting of Trustees will be the AGM held at 1600 hours on 11<sup>th</sup> June 2013 at the Grosvenor Hilton Hotel Glasgow

## 11. CLOSURE OF MEETING

The Chairman thanked everyone for their valuable and constructive contributions and concluded by wishing everyone a safe journey home.

**Graeme Ednie**  
Chairman

**David Cummings**  
Secretary

Provisional meeting dates:

|                               |                       |
|-------------------------------|-----------------------|
| Tuesday 11th June 2013        | AGM                   |
| Wednesday 11th September 2013 | 1st quarterly meeting |
| Wednesday 11th December 2013  | 2nd quarterly meeting |
| Wednesday 12th March 2014     | 3rd quarterly meeting |

All meetings convening at 1100 hours, venues to be confirmed.

**RESTRICTED**