

SCOTTISH POLICE BENEVOLENT FUND

Registered Charity number SC043489

Minutes of the 4th quarterly Trustees meeting of the Scottish Police Benevolent Fund held on Monday 11th May 2015 at Atholl Place, Pitlochry.

1. Present

North Sub Committee

Graham Sloan
David Hamilton
Martyn Turner

East Sub Committee

Nigel Bathgate
Amanda Givan
Grant McDowall

West Sub Committee

Martin Bertram
Andrea Macdonald
Fiona Morris

Treasurer

Mairi MacGregor

Invited Guests

Niall Gunn

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

The Secretary advised that everyone was in attendance and there were no apologies.

4. Approval of Minutes

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The Secretary, Scottish Police Benevolent Fund [SCIO]
c/o Scottish Police Federation, 19 Union Street, Inverness. IV1 1PP
Tel: 0300 303 0028*

The minutes of the previous meeting were agreed by all present.

5. Matters Arising

5.1 Action Log

There are no outstanding actions on the log at present.

5.2 Staffing

The Chair advised that there was still no update from the SPF staffing review. It was agreed that a meeting with the SPF should be arranged by the Chair and Secretary in order to clarify the position for Mairi MacGregor who whilst still employed by the SPF was performing Treasurer and admin duties for the SPFB. It was agreed that costings and a job description would be useful for any discussions with SPF.

5.3 Fund Liaison Officers

The Chair advised that the Fund Liaison Officer position had been advertised and he would circulate information on the appointment when he was advised by Heather Hyslop. There was concern particularly from the West Sub Committee that the role had been unavailable since September 2014 and was causing difficulties. It was again highlighted that the Sub Committees in the North and East felt they received no benefit from this particular role.

When the post was filled it was agreed it would be useful to invite the successful candidate to the next meeting.

6. Standing Items

6.1 Consideration of applications

Trustees considered the following applications for financial assistance;

LWB0024	Declined
GEB0016	Declined
GNB0008	Approved
GWB0011	Deferral Granted

The Secretary agreed to advise the applicants accordingly.

6.2 Treasurers Update

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c/o Scottish Police Federation, 5 Woodside Place, Glasgow. G3 7QF
Tel: 0141 332 5234*

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The Treasurer reported that she is in the process of going through an audit which will give us an accurate report of how the fund is performing and this would be presented at the AGM in August.

The Treasurer advised that £1001 had been received in donations in the last quarter from the general public. £270 had also been received from the collections boxes in circulation and another £33.70 from the Just Giving facility on the web page.

The Treasurer reported that she was still having difficulty in obtaining payroll details from some of pay units and it was agreed that the Treasurer should write to Elaine Ward to progress this as soon as possible. The Treasurer also highlighted that 4 legacy payrolls were not taking advantage of Give As You Earn and this was due to legacy arrangements which were still in place and needed to be updated. It was agreed that a meeting needed to be arranged with the PTC and St Georges with a view to a new CAF agreement being made in the area of GAYE.

The Treasurer indicated that Niall Gunn was in attendance and would give an update on how the investments are performing.

Niall Gunn thereafter distributed Apollo performance figures among the Trustees. He confirmed that the figures covered the 6 months from September 2014 to 31st March 2015 and showed the SPBF investment of £1.75m had been increased to £1.85m. He advised that the timing of the investment had been good and that the gains of the fund would not necessarily be as high in future.

Niall Gunn talked through the figures and performance at length. He advised that the fund performed discreetly until 31/3/15 with a cumulative performance of 5.64% in year 1.

Niall explained the breakdown of the fund and went into detail around asset allocation and the tactical reasons for the advantages of this kind of fund. Niall clarified to the Trustees the background to some of the investment funds.

It was confirmed that the Bank of England base rate was +3% and that the investment was doing well in terms of funds and risk. He advised that there would likely be a rise in the interest rates in the US around October 2015 and a similar rise was likely in the UK this financial year. Niall confirmed that there had been a good start to the investment and he was monitoring it on a monthly basis via Skye meetings with Apollo and he was pleased by the way the money was being managed.

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Niall stated that the Fund Manager was happy to come to discuss the investment at a future meeting but he suggested that would be more suitable around the 1 year anniversary. It was agreed that Niall and the Apollo Fund Manager be invited to the Trustee meeting on 2nd November 2015 to be held at the Police Treatment Centre.

Niall left the meeting at 1130 hour for another appointment.

6.3 Business Development

6.3.1 Communication & Marketing

David Hamilton updated that the 3 videos being prepared by Tinker Taylor are progressing well and at an advanced stage. Initially it was the intention to have the 3 cases all within easy reach for production reasons other but due to a number of factors this has not been the case and the budget had increased by £500 due to the logistics. The Trustees agreed that this was not a significant amount and the additional costs were approved.

General discussion around marketing ideas ensued with the suggestion of pen drives with a video already saved on it among several ideas. All Trustees were encouraged to give some thought to marketing ideas and slogans and get them to David Hamilton as soon as possible.

David also reminded everyone of the website and Twitter account for circulating news stories and urged those around the table to forward him details for inclusion.

Information Technology

There was no update on this subject.

7. New Business

No new business

8. AOCB

- I. The Chair confirmed that 2 recent bequests had been made to the Charity and a solicitor had to be engaged to clarify certain aspects. It was hoped that the clarification would mean that we would be in a better position in the future for any further bequests and would not need to repeat this exercise.

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- II. The PFEW had recently hosted a charities event and it had been hailed as extremely useful by those charities attending. It was suggested that the SPBF hosted some form of Scottish charities event perhaps at the Police Treatment Centre. Trustees were asked to consider this idea and forward any views to the Chair.
- III. The Chair raised the issue of training for Trustees. He was aware that many other charities including the PDT have a bespoke folder for all Trustees with details of the job description, responsibilities etc. The Chair was keen to produce something for the SPBF Trustees along similar lines. There was unanimous support for this suggestion and the Chair agreed to progress this for the next meeting.

9. Correspondence

There had been a number of letters of thanks for assistance since the last meeting and these were shared with the Trustees.

The Chair also confirmed he had received a letter from the Chief Constable in response to a concern he expressed with HR/Finance processes. The Chief Constable was supportive and agreed to ensure that proper advice was issued.

10. Time and Date of Next Meeting

The Secretary advised the next meeting would be the 1st quarterly meeting to be held following the AGM on Monday 17th August 2015 at Fettes Avenue, Edinburgh.

Dates of future meetings

AGM	Monday 17 th August 2015 - Fettes
1 st Trustee Meeting	Monday 17 th August 2015 - Fettes
2 nd Trustee Meeting	Monday 2 nd November 2015 - PTC

11. Closure of Meeting

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

He was thanked by the Meeting in the customary manner.

Martin Bertram
Chair

Amanda Givan
Secretary

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