

SCOTTISH POLICE BENEVOLENT FUND

Registered Charity number SC043489

Minutes of Extraordinary Board of Trustees meeting of the Scottish Police Benevolent Fund on Monday 28th September 2020. The meeting was held via video conferencing due to the on-going COVID-19 health pandemic.

1. PRESENT:

Nigel Bathgate - (Chair) – (EAC)* – NB
Jenny Shanks – (WAC)** - JS
Patrick Nicoll – (NAC)*** - PN
Ross Polworth – (NAC)*** - RP
Catherine McNally – (WAC)** - CM

Stephen Clark (Secretary) – (EAC)* - SC
Richard Wood – (EAC)* - RW
Bill Clark – (NAC)*** - BC
Lynne Gray – (WAC)*** - LG

Mairi MacGregor - (Treasurer) - MM

*EAC = East Area Sub-Committee

**WAC= West Area Sub-Committee

***NAC = North Area Sub-Committee

2. OPENING OF MEETING:

The Chair (NB) welcomed all present and thanked everyone for their attendance.

NB reminded all Trustees of their duties and responsibilities with regards to acting in the sole best interests of the charity. 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).”

3. APOLOGIES:

Gary Brown – (Operations Manager)

4. CONSIDERATION OF APPLICATIONS:

The Trustees considered 2 applications for assistance and both were approved - see below:

GEH0007 - Approved

GWH0008 - Approved

5. ANY OTHER COMPETENT BUSINESS:

Accountancy software:

MM explained that since the SPBF was formed in 2013 the charity has utilised accountancy software from a company called 'Sage'. Although the existing software has served its purpose it is now becoming out of date and requires an upgrade.

Please address all communications to:
The Secretary, Scottish Police Benevolent Fund [SCIO]
c/o RYCA, 28 High Street, Nairn, IV12 4AU.
Tel: 0300 303 0028

MM explained that there is currently an offer available from 'Sage' to upgrade the software to its latest version, which will provide benefits 'business benefits' and improve efficiencies in terms of the audit process etc. MM advised that the offer includes a free 3-month trial, followed by a monthly fee of £12.00 thereafter. MM sought the endorsement of the BOT's to accept the offer and this was unanimously approved.

Annual Audit – 2019/20:

MM explained that the audit remains on-going. She advised that it is going well, albeit it is taking significantly longer than in previous years as a direct result of the pandemic.

MM commented that the audit is on track to be completed prior to the AGM, which was delayed and is now scheduled to take place on 2nd November 2020.

6. DATE AND VENUE OF NEXT MEETING(S):

The next meeting of the Board of Trustees, i.e. the re-scheduled AGM and the 2nd quarterly BOT's meeting are forecasted to take place on:

- ***2nd November 2020** - (AGM and 2nd Quarterly meeting) – due to the on-going pandemic it is likely that this meeting will be facilitated via video conferencing facilities – TBC.

*Please note that the above meeting details remain subject to potential change due to the on-going pandemic.

7. CLOSURE OF MEETING:

NB thereafter closed the meeting and thanked everyone for their commitment, attendance, contribution and participation.