

SCOTTISH POLICE BENEVOLENT FUND

Registered Charity number SC043489

Minutes of the 3rd quarterly Board of Trustees meeting of the Scottish Police Benevolent Fund on Monday 8th February 2021. The meeting was held via video conferencing due to the COVID-19 health pandemic.

1. ATTENDEES:

Catherine McNally - (Chair) – (WAC)** - CM
Stephen Clark - (Secretary) – (EAC)* -SC
Richard Wood – (EAC)* - RW
Mairi MacGregor (Treasurer) – MM
Gary Brown – (Operations Manager) - GB
Bill Clark – (NAC)*** - BC
Patrick Nicoll – (NAC)*** - PN
Ross Polworth – (NAC)*** - RP
Graham Ross – (EAC)** - GR

*EAC = East Area Sub-Committee

**WAC= West Area Sub-Committee

***NAC = North Area Sub-Committee

2. OPENING OF MEETING:

The Chair (CM) opened the meeting and welcomed all present. The continued use of video conferencing facilities to host the meeting due to the ongoing COVID-19 health pandemic was again acknowledged.

CM reminded all Trustees of their duties and responsibilities with regards to acting in the sole best interests of the charity and the following statement was read out:

“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:

Jenny Shanks – (WAC)**

Lynne Gray – (WAC)**

4. MINUTES OF THE PREVIOUS MEETING:

It was confirmed that the minutes of the last meeting (2nd quarterly meeting) had previously been disseminated and received by all Trustees. The minutes were approved by those present as an accurate reflection of the meeting.

5. STANDING ITEMS

5.1 CONSIDERATION OF APPLICATIONS:

The Trustees considered a total of 8 applications for assistance – 4 were approved and 4 were declined – see below summary:

Please address all communications to:

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

<u>GWH0015</u> –	Approved.
<u>GWH0016</u> -	Declined.
<u>GWH0019</u> -	Declined.
<u>GNH0009</u> -	Approved.
<u>LWH0005</u> -	Declined.
<u>GNH0010</u> -	Approved.
<u>GEH0007</u> -	Approved.
<u>GWH0017</u> -	Declined.

5.2 TREASURERS REPORT:

MM presented the Treasurer's report, which included the following information: -

- Summary of charitable activities up until 08/02/21 (from 1st April 2020) is as follows – Total Income = £383,969.40; Total Expenditure = £178,443.31 (Grants awarded = £115,312.75 / Loans awarded = £1,200);
- Donations received (incl. the general public) = £5548.42;
- Donations received via 'Just Giving' = £2850.52;
- A further additional and final payment of £91978.00 has been received from the legacy of Miss Jean Kerr Richardson's estate, which is a total of £291,978.00; and
- The total monies in the charities bank accounts = £ 474,741.64.

5.3 NEW APPLICATIONS FOR MEMBERSHIP OF THE SPBF:

MM reported that no new applications had been received since the last meeting.

6. CORRESPONDENCE:

SC reported that there was no correspondence of note to highlight to the BOT's.

7. ANY OTHER COMPETENT BUISNESS:

7.1 STRUCTURE / INDEPENDENCE OF THE SPBF:

CM highlighted the charities current lack of provision of IT equipment to each of Trustee to allow them to fulfil their role, including the necessary due diligence when dealing with applications and sensitive information.

This was discussed and the BOT's approved in principle that all Trustees should, if requested, be provided with the necessary IT facilities, i.e. a laptop computer, to enable them to fulfil their role effectively, safely and securely. It was agreed that any equipment purchased by the charity would remain the property of the SPBF and be returned following the resignation of any Trustee.

***ACTION** - GB to make enquiries including the specification and costs re the provision of suitable equipment, associated software etc. GB to report back to the BOT's in due course.

7.2 SPBF RISK REGISTER:

No update – in view of the current health pandemic and the associated restrictions the BOT's agreed to carry this matter over to the next meeting.

7.3 CEANGILL RE VIRTUAL MUSIC EVENT RE COVID-19 PANDEMIC & SUPPORT FOR THE EMERGENCY SERVICES:

GB reported that the even went ahead as planned, and that it was a success in terms of the number of social media 'views and posts'. However, the fundraising element was not as successful as had been hoped with approximately £1700.00 raised for the 4 named charities, including the SPBF – monies to be donated in due course.

GB advised that the organisers are hoping to host future events.

7.4 SPBF INVESTMENT PORTFOLIO:

The BOT's reflected on the challenging nature of the past 11 months re the ongoing COVID-19 health pandemic and the impact that it has had on the world, including global economies and investments.

It was acknowledged that the SPBF's investment did not avoid the turbulence and had been adversely affected at the beginning of the pandemic last year.

As such the BOT's agreed that it would be prudent to invite the charities independent advisors (Prosperis Ltd) to the next meeting (on 10th May 2021) in order to provide the Trustees with an update on the charity's investment, along with any potential recommendations for consideration.

***ACTION** – CM to contact Mr Gunn at Prosperis Ltd and invite him / a representative to attend the next BOT's meeting in May.

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

The dates for the forthcoming BOT's meetings are scheduled as follows: -

- **10th May 2021** - 4th quarterly meeting; and
- **16th August 2021** – AGM and 1st quarterly meeting.

*Please note that above meeting dates, including the location / meeting facilities are all subject to potential change due to the ongoing health pandemic.

9. CLOSURE OF MEETING:

CM closed the meeting and thanked everyone for their commitment, contribution and participation.