

# SCOTTISH POLICE BENEVOLENT FUND

Registered Charity number SC043489

Minutes of the 1st quarterly Board of Trustees meeting of the Scottish Police Benevolent Fund on Monday 17<sup>th</sup> August 2020 at the SPF West Area Office, Merrylee House, Unit 5, Westpoint Business Park, 8 Marchfield Drive, Paisley, PA3 2RB – West Area hosting.

## 1. ATTENDEES:

Nigel Bathgate - (Chair) – (EAC)\* - NB  
Stephen Clark - (Secretary) – (EAC)\* -SC  
Richard Wood – (EAC)\* - RW  
Mairi MacGregor (Treasurer) – MM (via video conference)  
Gary Brown – (Operations Manager) - GB  
Bill Clark – (NAC)\*\*\* - BC (via video conference)  
Patrick Nicoll – (NAC)\*\*\* - PN  
Ross Polworth – (NAC)\*\*\* - RP (via video conference)  
Jenny Shanks – (WAC)\*\* - JS  
Catherine McNally – (WAC)\*\* - CM

\*EAC = East Area Sub-Committee

\*\*WAC= West Area Sub-Committee

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

## 2. OPENING OF MEETING:

The Chair (NB) opened the meeting and welcomed all present, including those on video conference.

NB acknowledged the ongoing COVID-19 health pandemic, and took the opportunity to express thanks to JS for organising the meeting room, facilities and refreshments at Merrylee House, all of which was in accordance with the current social distancing and hygiene guidance.

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).”*

## 3. APOLOGIES:

Lynne Gray – (WAC)\*\*

\*\*WAC = West Area Sub-Committee

*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

#### **4. MINUTES OF THE PREVIOUS MEETING:**

It was confirmed that the minutes of the last meeting (4<sup>th</sup> 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 12 applications for assistance – 7 were approved, 4 were declined and 1 was not presented due to ongoing enquiries – see below:

<b><u>LNH0001</u></b> -	Approved.
<b><u>GEH0005</u></b> -	Approved.
<b><u>GEH0006</u></b> -	Not presented – application ongoing.
<b><u>GWH0005</u></b> -	Declined.
<b><u>GWH0007</u></b> -	Declined.
<b><u>GWH0008</u></b> -	No decision – further information requested - application ongoing.
<b><u>GWG0037</u></b> -	Declined.
<b><u>GWH0009</u></b> -	Approved.
<b><u>GNH0003</u></b> -	Approved.
<b><u>GNH0005</u></b> -	Approved.
<b><u>GWH0004</u></b> -	Approved.
<b><u>GEH0004</u></b> -	Declined.
<b><u>GEXTH0003</u></b> -	Approved.
<b><u>GEXTH0004</u></b> -	Approved.

##### **5.2 TREASURERS REPORT:**

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

- Donations received (incl. the general public) = £3,621.77;
- Donations received via 'Just Giving' = £410.59;
- Total of bank accounts = £364,382.00;

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- The annual audit is ongoing and has been delayed due to the COVID-19 pandemic; and
- The SPBF investment (with Apollo Multi Asset Management) has been affected as a result of the pandemic and information suggests that it has lost approximately £300,000 in recent months. NB stated that he would make enquiries with the investment company via the charity's financial advisors (Prosperis Ltd) with a view to arranging the annual financial 'health check'.

### **5.3 NEW APPLICATIONS FOR MEMBERSHIP OF THE SPBF:**

The Trustees considered x 9 applications for new membership of the SPBF and all were approved.

### **6. CORRESPONDENCE:**

SC highlighted and read out a letter of thanks addressed to the charity from a previous applicant.

There was no further correspondence of note.

### **7. ANY OTHER COMPETENT BUISNESS:**

#### **7.1 STRUCTURE / INDEPENDENCE OF THE SPBF:**

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

#### **7.2 SPBF RISK REGISTER:**

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

#### **7.3 SPBF STRATEGY DOCUMENT, INCLUDING BUDGET PLAN:**

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

The BOT's were supportive of the idea and gave consent for GB to continue to liaise with the individual re the proposal. GB was tasked to carry out checks / due diligence in order to confirm the legitimacy and integrity of the individual concerned.

#### **7.4 RESTITUTION ORDERS:**

NB advised that the Scottish Government have progressed this subject and Restitution Orders are now in statute / legislation. Further pertinent updates will be provided as and when available.

#### **7.5 RAINBOW PIN BADGES RE COVID-19 PANDEMIC:**

GB reported that there was no update to report re this subject.

## **7.6 CEANGILL RE VIRTUAL MUSIC EVENT RE COVID-19 PANDEMIC:**

GB reported that there was no update to report re this subject.

## **7.7 GENERAL FUNDRAISING UPDATE:**

GB reported that he had made a number of enquiries / applications in recent months, however all approaches have been had been unsuccessful to date. GB commented that future applications need to be more focused and linked to an event? or spend?

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

The next meeting of the Board of Trustees (2<sup>nd</sup> quarterly BOT's meeting and the re-scheduled AGM) is scheduled to take place on:

- **2<sup>nd</sup> November 2020** - (AGM and 1<sup>st</sup> Quarterly meeting) at The Police Treatment Centre, Castlebrae, Castleton Road, Auchterarder, Perthshire, PH3 1AG.

\*Please note that this meeting date and the physical location / are both subject to potential change due to the ongoing health pandemic.

## **9. CLOSURE OF MEETING:**

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