

# 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 16<sup>th</sup> August 2021 at The Police Treatment Centre, Castlebrae, Castleton Road, Auchterarder, PH3 1AG.

## 1. ATTENDEES:

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

\*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, with a specific warm welcome extended to Richard North who was attending his first Board of Trustees (BOT's) meeting as a newly elected Trustee for the West Area.

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: None.

## 4. MINUTES OF THE PREVIOUS MEETING:

It was confirmed that the minutes of the last meeting (4th quarterly Board of Trustees 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. ELECTION OF CHAIR:

Catherine McNally was proposed, seconded and duly re- elected as Chair of the Scottish Police Benevolent Fund.

*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

## **6. ELECTION OF SECRETARY:**

Graham Ross was proposed, seconded and duly elected as Secretary of the Scottish Police Benevolent Fund.

## **7. ELECTION OF TREASURER:**

Mairi MacGregor was proposed, seconded and duly re-elected as Treasurer of the Scottish Police Benevolent Fund.

## **8. STAFF PAY REVIEW:**

In accordance with the SPBF staff contracts SC explained that this review should be carried out annually at the 1<sup>st</sup> quarterly BOT's meeting.

MM and GB were asked to excuse themselves from the meeting, which they did.

The BOT's proceeded to discuss this matter, following which a pay rise of 3% was approved for 2021/22 for all SPBF staff members (x2). It was agreed that the pay rise would take effect from today's date, i.e. 16/08/2021.

## **9. STANDING ITEMS**

### **9.1 CONSIDERATION OF APPLICATIONS:**

A total of 13 applications were on the meeting agenda for presentation / consideration, of which 7 were approved, 5 were declined and 1 application was continued due to ongoing enquiries – see summary below: -

<b><u>GEXTH0007</u></b> –	Declined.
<b><u>GEXTJ0001</u></b> –	Enquiries remain ongoing re the application.
<b><u>GEXTJ0002</u></b> -	Declined.
<b><u>GEXTJ0003</u></b> -	Declined.
<b><u>GEXTJ0004</u></b> -	Approved.
<b><u>GEXTJ0005</u></b> -	Approved.
<b><u>GEXTJ0006</u></b> -	Approved.
<b><u>GEJ0004</u></b> -	Approved.
<b><u>LWJ0001</u></b> -	Declined.
<b><u>GWJ0002</u></b> -	Declined.
<b><u>GWJ0003</u></b> -	Approved.

*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

**GWJ0008** -

Approved.

**GWH0017** -

Approved.

## **9.2 TREASURERS REPORT:**

MM presented the Treasurer's report, which included the following information re the 1<sup>st</sup> quarter of the financial year 2021/22: -

- Income for the 1<sup>st</sup> quarter = £57252.31;
- Total expenditure for the 1<sup>st</sup> quarter = £60139.88. (Total for grants and loans = £50521.08);
- Difference between income and expenditure for the 1<sup>st</sup> quarter = -£2887.57
- Donations received (incl. the general public) = £1425.96;
- Donations received via 'Just Giving' = £433.34; and
- The total monies in the charities bank accounts are currently £520179.17.

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

MM reported that 2 x new applications to join the charity had been received since the last meeting – both were approved.

## **10. CORRESPONDENCE:**

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

## **11. ANY OTHER COMPETENT BUSINESS:**

**LWF0013** – previously approved loan - MM reported that this loan (£6,723.28 outstanding) was now a bad debt with no repayments having been made for some time. The BOT's discussed this matter, in accordance with the charity's policy and manual of guidance, and it was agreed that the outstanding monies be written off and recorded as bad debt.

### **11.1 SPBF RISK REGISTER:**

No update – the BOT's agreed to carry this matter over to the next meeting.

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

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

- **\*29<sup>th</sup> November 2021** – 2<sup>nd</sup> quarterly BOT's meeting – at The Police Treatment Centre, Castlebrae, Castleton Road, Auchterarder, PH3 1AG.

\*Please note that above meeting date(s), including the location / meeting facilities are all subject to potential change due to the ongoing health pandemic.

## **13. CLOSURE OF MEETING:**

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

*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