

# Shetland Amenity Trust Annual General Meeting

MEETING  
5 July 2019 09:30

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# Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>
Garthspool Board Room, Lerwick	5/07/19	
1. Hold as read the circular calling the meeting		Chair
2. Apologies for Absence		Chair
3. Declaration of Conflicts of Interest, if any		Chair
4. Minutes of 2018 AGM		Chair
4.1. adoption		
4.2. matters arising (not otherwise on the agenda)		
5. 2018/19 Annual Accounts - to follow		MR
6. Annual Election of Trustees - Report/ballot paper will be posted		Chair
7. Appointment of Chairman & Vice-Chairman		MR
8. Appointment of Auditors		Chair
9. Any Other Competent Business		Chair

Minute of Annual General Meeting of Shetland Amenity Trust held at 10.00 a.m. on **Friday 31<sup>st</sup> August, 2018** in the Conference Room, Garthspool, Lerwick

Present: Mrs R. Mackenzie (Chairman)  
Mr A. Hamilton  
Mr R. Jones  
Mrs P. Megson  
Ms A. Moncrieff  
Dr L. Riddell  
Capt. G. Sutherland

In Attendance: Mr M. Roberts (Chief Executive)  
Mrs C. Carter (Executive Assistant)  
Mr D. Cooper (Head of Development)  
Mr A. Johnson (Head of Operations)  
Mrs T. Leslie (Head of Business Services)  
Mrs J. Anderson (A9 Partnership)  
Mr C. Cope (Shetland News)  
Mr A. Guest (The Shetland Times)  
Mr E. Murie (BBC Radio Shetland)

1. The circular calling the meeting was held as read.

**2. Apologies for Absence**

Apologies were received from Mr A. Blackadder & Mr F. Robertson.

**3. Declaration of Conflicts of Interest**

None

**4. Minutes of 2017 AGM**

The minute of the AGM held on 18<sup>th</sup> October, 2017 was adopted on the motion of Mr Hamilton, seconded by Capt Sutherland.

**5. 2017/18 Annual Accounts**

Mrs J. Anderson confirmed that the accounts had been discussed in detail at the Audit & Risk Management Committee (ARMC) meeting held the previous week. However, she explained that whilst the accounts approved for audit showed an operating deficit of £291,468, this had increased to £337,693 before adjustments for movements on investments and the pension scheme. The difference was brought about by adjustments made during the audit process for bad debt, additional accruals, additional accrued income and timing differences. Of this deficit, £260,011 related to depreciation so the deficit before depreciation was £77,682 compared to £111,144 the previous year, an improvement of £33,462.

Even with a reduction of funds caused by the reduced investment fund and revaluation of fixed assets, the balance sheet remained healthy with a year-end figure of £10,133,409.

Mrs Anderson confirmed that in their opinion, the accounts were compliant with the relevant legislation and gave a true and fair view of the charity's affairs. They had, therefore, issued an unqualified report. Mrs Anderson also confirmed that a management letter had been issued outlining various points that they felt needed to be addressed and this had, again, been discussed in detail with the ARMC.

Capt Sutherland, Chairman of the ARMC, said it had been very useful to have the detailed discussions on the accounts prior to the AGM. Mrs Mackenzie stated that the Trust was heading in the right direction.

Mrs Leslie thanked Mrs Anderson and the staff at A9 Partnership for their assistance with the new financial systems that had been put in place over the past year. Mr Hamilton also thanked Trust staff for successfully turning things around.

(Mrs Anderson left the meeting)

## 6. Annual Election of Trustees

It was noted that whilst Mr Jones and Ms Moncrieff had been co-opted as trustees earlier in the year, their appointment should be confirmed at the AGM. Accordingly, Ms Moncrieff was appointed as a trustee on the motion of Mrs Megson, seconded by Mr Hamilton and Mr Jones was appointed on the motion of Mr Hamilton seconded by Dr Riddell.

## 7. Appointment of Chairman and Vice Chairman

Under the Standing Orders, the Chairman and Vice Chairmen positions became vacant. It was agreed that there was currently no need for 2 Vice-Chair positions and only one would be appointed at this time. This could be reviewed if it was felt there was a need.

**On the motion of Dr Riddell, seconded by Mr Jones, Mrs R. Mackenzie was elected to serve as Chairman.**

**On the motion of Ms Moncrieff, seconded by Ms R. Mackenzie, it was agreed that Mr A. Hamilton should serve as Vice Chairman.**

## 8. Appointment of Auditors

Mr Hamilton, Vice-Chairman of the ARMC, advised that A9 Partnership had submitted a quotation for the provision of the 2018/19 Audit (£7,750 for the Trust accounts and £1,350 for the consolidated accounts) and the ARMC recommended acceptance of this quotation to the Trust's Board. **Trustees agreed to accept this quotation.**

## 9. Any Other Competent Business

Trustee Retiral – Capt. Sutherland had previously indicated that he would be retiring as a trustee at the end of his term of service at the AGM and trustees thanked Capt Sutherland for his service over the past 12 years. Capt Sutherland thanked his fellow trustees and staff for the friendship and support shown to him over this time.

There being no further business the meeting closed at 10.20 a.m.