

Shetland Community Facilities Network Minutes (DRAFT)

Monday 14 March 2022 (Online – Zoom), 7pm – 9pm

Present:

Minni?	Unst Heritage Centre
Michael & Bobby	Baltasound Hall, Unst Partnership
Juliet Bellis	Friends of Fetlar Kirk
Jonny Bennet	North Highlands & Islands Climate Action Hub
Ruth Booth	Friends of Fetlar Kirk
Caroline Breyley	Burravoe Hall
Frances Browne	Baltasound Hall and SIC
Mark Burgess	Scalloway Hall
Elizabeth Colley	South Nesting Hall
Karen Fraser	Staney Hill Hall
Roselyn Fraser	SIC
Wendy Hand	VAS
Ayesha Huda	VAS
Alison Hunter	Uyeasound Hall, Gardiesfauld Hostel
Sonia Inkster	Scalloway Youth & Community Centre
Julie Johnson	St Magnus South Yell
June Porter	SIC
Rita Rendell	Brae Youth Centre
George Rodger	Baltasound Hall?
Rebecca Sim	Shetland Women's Aid
Julie Smith	Firstport
Fiona Stirling	HIE
Michael Thomason	Voe Hall
Lynn Thomson	Unst Heritage Centre
Laura Whittall	Bigton Hall, Bigton Shop, Bigton Collective
Rob Hoon	Out of the Blue Enterprises

1. WELCOME

Ayesha welcomed attendees to the first meeting of the Shetland Community Facilities Network. She noted the new Network aimed to provide a platform for voluntary groups and organisations who manage a community facility to network, learn, collaborate and share information to improve the management of the facilities for the community.

2. PRESENTATION: Jonny Bennet, Climate Action Development Officer (Islands), [North Highlands & Islands Climate Action Hub](#)

The aim of the hub is to support community led climate action in the North Highlands & Northern Isles in all the stages it takes to design, develop and deliver a project. We can support existing community groups or help communities to form new groups. Connecting communities through new and existing networks and signposting to further support as needed.

Please see attached PDF for details of the presentation.

3. **PRESENTATION: Case Study: Developing your Land and Buildings, Rob Hoon ([Out of the Blue Enterprises](#)) with Julie Smith ([FirstPort](#))**

Out of the Blue Enterprises is an Arts and Education Trust which uses space developed in 6 buildings in Edinburgh for studios, workshops, classes, projects, exhibitions, social enterprises, events, clubs, music making, markets, a cafe and more.

FirstPort supports individuals all across Scotland to start, develop and grow their ideas into businesses with social impact at their core.

Please see attached PDF for details of the presentation.

4. **GOVERNANCE UPDATE**

[Register of Controlled Interest in Land \(RCI\)](#)

The RCI will come into effect on 1 April 2022. Held by Registers of Scotland, it aims to show who has significant influence or control over land and property in Scotland where this information may not be publicly transparent elsewhere. If your organisation is an unincorporated voluntary organisation or charitable trust you will need to provide details of who is named on the title of any property and who your trustees are.

Updating Constitutions to Allow for Online Meetings

It is recommended that constitutions are updated explicitly to allow committee meetings and AGMs to be held online. If any group needs help with standard wording to do this, please email Ayesha.

Organisational Health Checks

It is good practice to draw together your organisation's policies and procedures and make sure they are still relevant and up to date, and make any changes as required. For example, VAS reviews its' policies and procedure every two years. Recent updates included revisions to VAS's social media policy in response to staff being required to share information on social media and to respond to queries in this way.

Wendy noted that VAS can support you to go through your policies and procedures and to get in touch of that would be helpful for your organisation. She also noted that VAS has a list of all our policies on our website; so organisations can look at the range of policies and see which might be relevant to your organisation and use it as a basis for drafting your own.

5. **HEALTH AND SAFETY UPDATE**

COVID

Updated COVID-19 guidance continues to be issued by the Scottish Government. VAS shares news and updates through the Voluntary and Independent Sector Partnership (VISP) newsletter. If you would like to receive a copy please email Ayesha.huda@shetland.org

FIRE ALARMS/FIRE RISK ASSESSMENT

[Fire and Smoke Alarms: Changes to the Law](#)

The law has changed and every home in Scotland must have interlinked fire alarms by the end of February 2022. Interlinked means if one goes off, the other alarms will also go off, so you will always hear an alarm wherever you are in your home.

The group held a discussion on fire risk assessment and insurance, and the importance to

check the details on insurance policies. Laura noted that their insurance policy had recently been updated and they were not covered for fire. Ruth also noted that water damage was also of concern for them as their Kirk is in a floodplain.

Further support:

Scottish Fire and Rescue Service (SFRS) can provide advice and guidance but can not complete Fire Risk Assessments/plans on behalf of responsible person/owner. The links below should provide the info required for committees to decide if they hold the relevant training, skills, knowledge and experience to carry out their own fire safety risk assessment or if they require a suitably qualified/competent person or company to complete an assessment on their behalf:

- <https://www.firescotland.gov.uk/your-safety/business-advice/fire-risk-assessment/>
- https://www.firescotland.gov.uk/media/1143748/sfrs_advice_on_fire_safety_october_2020.pdf
- <http://www.scotland.gov.uk/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw>

In the event that a venue/ facility was to be used as sleeping accommodation as a community asset in emergencies, SFRS are able to carry out an audit on the premises.

Insurance Advice

Under statutory regulations there are constraints on who can provide information and advice about insurance. Scottish Council for Voluntary Organisation (SCVO) endorses the [Encompass policy](#) specifically designed for voluntary organisations by Keegan & Pennykid (0131 225 6005 & quote SCVO, Enquiries@keegan-pennykid.com, keegan-pennykid.com).

[The Association of British Insurers](#) can provide general information and details of insurance firms that specialise in given areas of work.

The Charity Commission has a useful [summary of information on charities and insurance](#).

6. FUNDING UPDATE

VAS produces a weekly funding newsletter (subscribe to the newsletter by emailing Ayesha.huda@shetland.org) and Michael Duncan at the SIC (Michael.Duncan@shetland.gov.uk) also maintains a fundraising news mailing list.

You can also visit SIC's free Funding search engine which local groups and organisations can sign up for: [Funding Shetland – Shetland Islands Council](#) or use SCVO's free online search engine – [Funding Scotland](#).

7. TRAINING UPDATE

VAS offers a range of courses and also lists forthcoming courses provided in the VISIP Newsletter. Courses can be tailored for your committee or you can join a wider group. They include:

- Committee / Trustee Roles and Responsibilities
- Financial Management
- Treasurer Training
- Risk Assessment
- Strategic Planning

We also share information about courses on Food Safety, Personal Licence Holder Courses, First Aid etc.

8. FINANCE UPDATE

Preparing for funding applications

Many funding windows are very short and it can be really difficult to pull together a case for support in a hurry. You may want to discuss undertaking a needs assessment for your organisation and considering your short, medium and long term needs and the case for support in advance. If you would like to discuss support to do this please contact Ayesha. You can also contact [Business Gateway](#) who provide business planning training.

Ayesha noted that there are several areas which could be explored in a future meeting.

9. REPRESENTATION (AYESHA)

Robin Hunter used to be the representative of the Shetland Halls Association on the Shetland Islands Area Local Licensing Forum and has stepped down. The main items as far as many community facilities are concerned are the Renewal of Personal Licenses and training for the License Holders. Ayesha asked if anyone would like to represent the Network on the group.

10. DISCUSSION ON FORMAT OF FUTURE MEETINGS

There was a discussion on the format of future meetings and 3 polls were taken:

- **How often do you want to meet?**
Every 3 months (68%), Every 2 months (16%), Every 6 months (16%)
- **Are you happy with the agenda and standing items?**
Yes (95%), No (5%)
- **What else would you like to see on the agenda? Multiple choice**
Case studies (47%), Funding your facility (53%), Insurance (53%), Sustainability (83%), Facility Hire Agreements (47%), Volunteer Management (32%)