

# Association of Shetland Community Councils (ASCC)

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## Paper 2

**Minute of the ASCC meeting held on  
Tuesday 10 March 2026, 6.00 pm,  
Town Hall Chamber, Lerwick and online using Microsoft Teams**

### **Present**

|                 |                                                      |
|-----------------|------------------------------------------------------|
| Lindsay Tulloch | Bressay Community Council                            |
| Mark Fullerton  | Burra & Trondra Community Council                    |
| Aiden Cheyney   | Burra & Trondra Community Council                    |
| Alastair Cooper | Delting Community Council                            |
| Lucy Cummings   | Fetlar Community Council                             |
| Pat Christie    | Gulberwick, Quarff & Cunningsburgh Community Council |
| Colin Clark     | Gulberwick, Quarff & Cunningsburgh Community Council |
| Jim Anderson    | Lerwick Community Council                            |
| Shayne McLeod   | Lerwick Community Council                            |
| John Parry      | Northmaven Community Council                         |
| Andy Holt       | Sandness & Walls Community Council                   |
| Clare Adams     | Sandwick Community Council                           |
| Lawson Bisset   | Scalloway Community Council                          |
| Andrew Archer   | Tingwall, Whiteness & Weisdale Community Council     |
| Fiona Stirling  | Yell Community Council                               |

### **Officers in Attendance**

|                 |                                                                                       |
|-----------------|---------------------------------------------------------------------------------------|
| Vaila Simpson   | Executive Manager – Community Planning & Development, SIC                             |
| Michael Duncan  | Community Council Liaison Officer – Community Planning & Development, SIC             |
| Jan Riise       | Executive Manager – Governance & Law, SIC                                             |
| Drew Mayhew     | Scottish Ambulance Service                                                            |
| Daniel Mainland | Scottish Ambulance Service                                                            |
| George Smith    | Scottish Hydro Electric Community Trust                                               |
| Ana Arnett      | Community Involvement and Development Officer – Community Planning & Development, SIC |
| Leah Colyer     | Community Involvement and Development Officer – Community Planning & Development, SIC |

### **Officers Observing**

|                         |                                                           |
|-------------------------|-----------------------------------------------------------|
| Nicole Sim (note taker) | Resources Officer – Community Planning & Development, SIC |
|-------------------------|-----------------------------------------------------------|

### **1. Introductions**

Michael Duncan welcomed all present and carried out a round of introductions.

### **2. Apologies**

Apologies were received from Sandsting & Aithsting Community Council, Nesting & Lunnasting Community Council, Skerries Community Council, Dunrossness Community Council, and Whalsay Community Council. Apologies also received from Frances Browne and Lynsey Hall from Shetland Islands Council.

### **3. Declarations of Interest**

There were no declarations of interest.

### **4. Appointment of Chair**

Michael Duncan invited nominations for Chair from ASCC members.

Shayne McLeod - proposed by Jim Anderson, seconded by Mark Fullerton

As there was only one candidate nominated, Mr McLeod was duly appointed.

### **5. Appointment of Vice Chair**

No nominations were forthcoming. The Chair then asked for volunteers. Andrew Archer expressed a willingness to take on the role. He was proposed by Jim Anderson and seconded by Colin Clark.

### **Pre-election update**

Following the conclusion of appointments, Mr Duncan invited Jan Riise, Executive Manager – Governance & Law to provide an update and advice with regards to the pre-election period.

Mr Riise outlined the requirements of the pre-election period, explaining that the SIC is under a legal obligation to ensure its resources are not used in any way that could be perceived as promoting any candidate.

Mr Riise confirmed that Community Councils fall within the scope of SIC guidance, as their activities are supported by SIC resources. Mr Riise advised that if members are uncertain about any aspect of the regulations, they should contact the SIC Legal Department for clarification.

The pre-election period runs from 16<sup>th</sup> March 2026 to 7<sup>th</sup> May 2026.

**Action:** Mr Duncan to circulate pre-election guidance to Community Councils.

### **6. Scottish Hydro Electric Community Trust**

The Chair introduced George Smith to provide an update on the Scottish Hydro Electric Community Trust.

Mr Smith, a Trustee of SHECT, outlined the purpose of the fund, including eligibility criteria, priority considerations, and the level of grant assistance available. He noted that uptake of the fund in Shetland has been low compared to other rural areas of Scotland, and he encouraged members to raise awareness of the Trust within their communities. He explained the primary objective of the Trust is rural regeneration.

Mr Smith explained that SHECT is open to a wide range of groups and individuals and highlighted that while there is significant potential available to Shetland through the Trust, the area is not currently receiving its fair share.

Mr Smith advised that he has engaged with SIC Planning and local architects to promote the fund and encourage applications.

Ana Arnett asked whether the fund was open to residents of Islands with Small Populations, such as Foula and Fair Isle. Mr Smith confirmed that they are not eligible, as applicants must be connected to the hydro grid.

Alaistair Cooper asked what would happen if connection costs increased between the quotation stage and the grant award. Mr Smith advised that this would be reconsidered and would be up to the discretion of the Chair.

**Action:** Mr Duncan to circulate website link and any further information about SHECT to Community Councils.

Mr Smith left the meeting at 6.28pm

## **7. Defibrillators Awareness Raising**

The Chair introduced Drew Mayhew and Daniel Mainland from the Scottish Ambulance Service (SAS) to provide an update on defibrillator awareness in Shetland.

Mr Mayhew and Mr Mainland explained that there is currently a degree of uncertainty around how many defibrillators exist in Shetland and where they are located, as many have been purchased through community fundraising or donated. A key concern is that some devices may not be properly maintained, particularly regarding battery life and pads, which poses a risk if they are required in an emergency.

Mr Mayhew and Mr Mainland highlighted The Circuit website, where groups can register the locations of their defibrillators. They encouraged all present to make use of the platform and to promote it within their communities to help address gaps in local data.

They also advised that the Scottish Ambulance Service is happy to provide training, delivered jointly with the Scottish Fire and Rescue Service, for Community Councils on how to use defibrillators and how to ensure their ongoing upkeep.

Mr Mainland highlighted the importance of training and maintenance of defibrillators, as the current statistic of survival for cardiac arrest in the UK is 1 in 10, but this would be 0 if defibrillators are not kept properly maintained.

Colin Clark asked what the average battery life for a defibrillator is. Mr Mayhew advised that it depends on the type of device, but they typically have dates on the batteries, and the pads typically last for a couple of years.

Further discussion took place regarding the various funding streams available to support the purchase and maintenance of defibrillators, such as Lucky2BHere.

Mr Mayhew confirmed that all defibrillators registered on The Circuit will be then known to emergency services when they may be required, highlighting the importance of registering them.

Some discussion was also had in relation to the locations of defibrillators, as John Parry pointed out that some Local Authorities have them on the side of bin trucks.

**Action:** MD to share contact details for SAS to Community Councils for training opportunities.

**Action:** DM to share a list of all Shetland defibrillators currently registered on The Circuit and MD to circulate.

Mr Mayhew and Mr Mainland left the meeting at 6.40pm

#### **8. Note of previous minute held on 8 October 2025**

Proposed by Alastair Cooper

Seconded by Pat Christie

#### **9. Matters arising from previous minute not on agenda**

No matters arising.

#### **10. Hybrid meetings – project update**

The Chair invited Michael Duncan to provide an update about the hybrid meetings project. Mr Duncan advised that he has received a list of recommended IT equipment for Community Councils from the SIC IT Department, to ensure they are adequately prepared to conduct hybrid meetings. Mr Duncan explained that he is currently exploring different options to purchase this equipment.

Discussions were had around the differing issues currently experienced by Community Council meetings, such as a lack of available equipment in venues, or lack of connectivity in venues. It was also questioned whether new kit could be further used within the community, and if it could create a benefit to not just the Community Council.

Mr Duncan advised that there would also be an opportunity for training of using the IT equipment.

Jim Anderson asked if Community Council's should be advertising their meetings for the public to also join online or if this was only for members.

Alistair Cooper asked if there was a preference between Zoom or Teams for Community Council meetings. It was advised that both platforms require a fee, with Zoom providing 45 minutes of free time, but it was recommended that Teams is the preferred option due to security reasons.

It was suggested by members that an umbrella Teams license may be a good idea for Community Councils.

#### **11. Items for future meetings**

The Chair invited suggestions for future agenda items.

Mr Duncan shared information received from John Robertson of the Shetland Shellfish Management Organisation (SSMO), noting that the SSMO is seeking two nominations from the ASCC to serve on the SSMO Board.

Mr Cooper, who is currently Chair of the SSMO, provided a short explanation of the organisation.

Members agreed to postpone nominations until the June meeting, allowing time to ensure all Community Council members are informed about what the role involves.

**Action:** Mr Duncan to circulate information about SSMO to Community Councils, and nominations will be proposed at the next meeting in June.

Mr Duncan circulated a request from researchers from the University of Bath to take part in research at the end of March in Lerwick, and that members were welcome to share the invite further.

A discussion took place regarding the current structure of ASCC meetings and the potential introduction of an AOCB section. Members were advised that, if included, this section would be intended for information sharing and networking only, not for decision-making.

Mr Duncan explained that the present structure and timelines are designed to allow members to consult with their respective Community Councils in advance, ensuring they attend meetings with the agreed views of their Community Council. Members noted that there could be benefits to adding an information-sharing item to the agenda.

It was agreed that the Chair and Vice-chair would discuss the structure going forward.

Michael Duncan advised that Community Councils would be contacted in due course and invited to submit agenda items using the Agenda Request form.

Shayne McLeod, Chair, thanked all members for attending.

## **12. Date of next meetings**

Tuesday 16 June 2026

Tuesday 8 September 2026

Meeting closed at 7.16pm

## **Action Tracker**

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**Action:** DM to share a list of all Shetland defibrillators currently registered on The Circuit and MD to circulate.

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