

## West Fife Area Common Good Sub-Committee

Due to Scottish Government guidance relating to Covid 19, this meeting will be held remotely



Wednesday, 16th June, 2021 - 8.45 a.m.

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### AGENDA

Page Nos.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct, members of the Committee are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of the meeting of the West Fife Area Common Good Sub-Committee of 27th April, 2021. 3
4. **COMMON GOOD FUNDS UPDATE REPORT 2020-2021** – Report by the Executive Director (Finance and Corporate Services). 4 – 7
5. **WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - INVERKEITHING BOWLING CLUB** – Report by the Head of Communities and Neighbourhoods Service. 8 - 11
6. **WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - REPAIR OF INVERKEITHING TOWN CLOCK HOUSING** – Report by the Head of Communities & Neighbourhoods 12 - 15

**Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.**

Morag Ferguson  
Head of Legal and Democratic Services  
Finance and Corporate Services  
Fife House  
North Street  
Glenrothes  
Fife, KY7 5LT

9th June, 2021.

If telephoning, please ask for:  
Michelle McDermott, Committee Officer, Fife House  
Telephone: 03451 555555, ext. 442238; email: [Michelle.McDermott@fife.gov.uk](mailto:Michelle.McDermott@fife.gov.uk)

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[www.fife.gov.uk/committees](http://www.fife.gov.uk/committees)



**THE FIFE COUNCIL - WEST FIFE AREA COMMON GOOD SUB-COMMITTEE –  
REMOTE MEETING**

27 April, 2021

8.55 a.m. – 9.15.a.m.

**PRESENT:** Councillors Helen Law (Convener), James Calder, Sharon Green-Wilson, Alice McGarry, Tony Orton and Ross Paterson.

**ATTENDING:** Andrew Gallacher, Community Manager, City of Dunfermline, Communities and Neighbourhoods; Eleanor Hodgson, Accountant and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

**60. DECLARATIONS OF INTEREST**

No declarations of interest were submitted in terms of Standing Order No. 7.1.

**61. MINUTE**

The minute of the meeting of the West Fife Common Good Sub-Committee of 4th August, 2020 was submitted.

**Decision**

The Sub-Committee approved the minute.

**62. COMMON GOOD FUNDS UPDATE REPORT 2021/22**

The Sub-Committee considered a report by the Executive Director (Finance and Corporate Services) advising of the current status of the Common Good Funds in the area.

**Decision**

The Sub-Committee noted the contents of the report.

**63. WEST FIFE AREA COMMON GOOD FUND - APPLICATION FOR ASSISTANCE - DUNFERMLINE HERITAGE PROGRAMME**

The Sub-Committee considered a report by the Head of Communities and Neighbourhoods seeking approval for an award of £15,000 from the West Fife Area Common Good Fund to assist with the costs of organising and delivering walking groups in Dunfermline and West Fife over a 3-year period as part of a Wellbeing Through Heritage project, including staffing costs and delivering training and support for group leaders.

**Decision**

The Sub-Committee approved an award of £15,000 to Dunfermline Heritage Partnership from the West Fife Area Common Good Fund to assist with the costs of organising and delivering walking groups in Dunfermline and West Fife over a 3-year period as part of their Wellbeing Through Heritage project.

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16th June 2021

Agenda Item No. 4

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## Common Good Funds Update Report 2020-2021

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Report by: Eileen Rowand, Executive Director, Finance & Corporate Services

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Wards Affected: 1, 2, 3, 4, 5 and 6

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### Purpose

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The purpose of this report is to advise members of the current status of the Common Good Funds in the area to assist with the decision-making process for new applications.

### Recommendations

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Members are asked to note the information contained in the financial monitoring statement.

### Resource Implications

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The additional work to produce these reports has been resourced from within Finance and Corporate Services Directorate.

### Legal & Risk Implications

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There are no known legal or risk implications.

### Impact Assessment

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An EqlA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

### Consultation

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Consultation has taken place with Asset, Transportation and Environment Services and Fife Cultural Trust.

## 1.0 Background

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- 1.1 A number of towns in Fife have a Common Good Fund which can be used for the benefit of the inhabitants of that town. The Common Good Funds are administered by the Council and any grant in excess of £5,000 requires committee approval.

## 2.0 Common Good Fund – Current Position

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### 2.1 Revenue Account

#### 2.1.1 Projected Income

The projected cash income for the financial year is £156,469 and comprises mainly from rents, interest on investments and external interest

#### 2.1.2 Projected Expenditure

The projected expenditure for the financial year to is £53,072 of which £13,437 relates to property costs and £3,823 other expenditure. To date 2020-21 grants allocations have been £100.

#### 2.1.2 **In year available Funds**

£139,109 remains available for distribution for new applications dependent on the outcome of the application today this may reduce to £113,369.

## 3.0 Year End Balances

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### 3.1 Revenue Balances

#### 3.1.1 Prior Years Commitments

£17,691 of funding has been earmarked for grants that were approved in 15-20 but due to various circumstances have not been released prior to the financial year end. A commitment for these grants to be paid will remain in 2020-21 and should these not be expended the funds will return to the revenue balances.

#### 3.1.2 Revenue Balances

£66,184 of funding is held in Revenue balances, this funding can be used for grant or property costs during the financial year. Revenue balances are invested on a 3-5 year basis to increase the value of the Common Good.

The heritable property and investments represent the capital balances.

### 3.2 Capital Balances

#### 3.2.1 Investments

West Fife Common Good currently hold investments to the value of £345,338. These investments are generating approximately £14,283 in interest annually.

### 3.2.2 Heritable Property

Heritable property held within West Fife Common Good has a current Value of £332,063.

## 4.0 Conclusions

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- 4.1 This reports and its appendices are intended to give Members greater information on the current position of the Common Good Funds.

### List of Appendices

1. West Fife Area Common Good Fund financial monitoring statement

### Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

- Fife Council Annual Accounts 2019/2020

### Report Contacts

Eleanor Hodgson  
Accountant Common Good and Trusts  
Fife House, North Street, Glenrothes, KY7 5LT  
Telephone: 08451 55 55 55 443983  
Email – Eleanor.hodgso@fife.gov.uk

Andrew Gallacher  
Community Manager – City of Dunfermline  
New City House  
Edgar St, Dunfermline  
Telephone: 03451 555555 ext 450481 Email: andrew.gallacher-cn@fife.gov.uk

WEST COMMON GOOD

Appendix 1

**FINANCIAL STATEMENT 2020/21  
AS AT MARCH 2021**

**ANALYSIS OF GRANT PAYMENTS**

2019/20	2020/21 FULL YEAR PROJECTION
<b>£</b>	<b>£</b>
<b>INCOME</b>	
79,130 RENTS	78,123
19,003 EXTERNAL INTEREST	14,283
572 INTEREST ON REVENUE BALANCES	62
0 OTHER INCOME	64,000
<b>98,705 TOTAL INCOME</b>	<b>156,469</b>
<b>EXPENDITURE</b>	
36,202 PROPERTY COSTS	13,437
20,217 GRANTS - Current Year	100
GRANTS - Previous years	35,711
6,200 OTHER EXPENDITURE	3,823
<b>62,618 TOTAL EXPENDITURE</b>	<b>53,072</b>
<b>36,087 SURPLUS/(DEFICIT) FOR YEAR</b>	<b>103,397</b>
REVENUE BALANCES FOR PREVIOUS YEAR GRANTS	35,711
<b>36,087 SURPLUS/(DEFICIT) TOTAL</b>	<b>139,109</b>

**FOR INFORMATION ONLY - YEAR END BALANCES AS AT 31/3/20**

HERITABLE PROPERTY	£ 332,063
INVESTMENTS	345,338
PRIOR YEAR COMMITMENTS	53,402
REVENUE BALANCES (NET OF PRIOR YEAR COMMITMENTS)	66,184
	<b>796,986</b>

**APPLICATIONS APPROVED IN PREVIOUS FINANCIAL YEARS**

£	PROJECT	REF	AWARDED DATE	£
5,616	Wellwood Community Council	181	06/03/2015	
1,681	Culross Pier Restoration	438	21/12/2017	309
1,000	Ribbon of Poppies	506	08/05/2018	1,000
5,000	Dunfermline East Church Annexe	507	08/06/2017	5,000
10,000	Dunfermline Tennis and Bridge Club Limited	532	15/10/2018	9,999
1,637	Dunfermline Regeneration Trust Viability	537	17/06/2019	
5,500	Dunfermline Southern Gateway Project	538	14/03/2019	
270	Creative Learning for all	W002	15/08/2019	
7,950	Garage Site Abbot Place, inverkeithing	W003	16/08/2019	7,950
3,450	Carnegie Dunfermline Trust	W008	20/12/2019	3,450
3,295	Carnegie Dunfermline Trust	W009	17/12/2019	
3,003	2nd Fife Scouts	W010	24/12/2019	3,003
5,000	Abbeyview Indoor Bowling Replacement Flooring	W011	18/03/2020	5,000
<b>53,402</b>				<b>35,711</b>

REMAINING AMOUNT STILL TO BE PAID 17,691

**APPLICATIONS APPROVED IN 2020/21**

£	PROJECT	REF	AWARDED DATE	£
5,000	Heart of Dunfermline, Feasibility Study	W013	04/08/2020	
100	Crossford KGV Park MUGA Lease	W014	03/09/2020	100
962	Forth Bridges Festival of Highland Dancing 2021 40th Anniversary	W015	14/01/2021	
<b>6,062</b>				<b>100</b>

23,653

IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 20/21	139,109
CURRENT REVENUE BALANCES AVAILABLE	66,184
<b>TOTAL AVAILABLE TO SPEND IN 2020-2021</b>	<b>205,293</b>

NEW APPLICATIONS TO BE APPROVED AT COMMITTEE				
Dunfermline & West Fife - Wellbeing Through Heritage	W016			15,000
Inverkeithing Bowling Club - Roof Replacement/Repairs	W017			10,740
<b>TOTAL</b>				<b>25,740</b>
FUNDING REMAING AFTER APPLICATIONS APPROVED				
IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 20/21				113,369
CURRENT REVENUE BALANCES AVAILABLE				66,184
<b>TOTAL AVAILABLE TO SPEND IN 2020-2021</b>				<b>179,553</b>

16th June 2021  
Agenda Item No. 5

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## **West Fife Common Good Fund - Application for Assistance: Inverkeithing Bowling Club**

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Report by: Paul Vaughan, Head of Communities & Neighbourhoods

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Wards Affected: 6

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### **Purpose**

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The purpose of this report is to seek a Sub-Committee decision on the award of funding from the West Fife Common Good Fund.

### **Recommendation(s)**

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It is recommended that the Sub-Committee consider the application from Inverkeithing Bowling Club for £10,740 from the West Fife Common Good Fund to assist with the costs of Repairing and replacing the Bowling Club Roof.

### **Resource Implications**

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A Finance Report (Appendix 1) summarising and commenting on the current application along with the Financial Statement (Appendix 2) for West Fife Common Good is attached.

### **Legal & Risk Implications**

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None

### **Impact Assessment**

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An EqIA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

### **Consultation**

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The local members of Ward 6 have been consulted along with the Inverkeithing Community Council and are supportive of this project.

## 1.0 Background

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- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications to the Common Good Fund in West Fife must be determined by the West Fife Area Common Good Sub-Committee/South West Area Committee.
- 1.3 Inverkeithing Bowling Club is seeking a contribution of £10,740 from West Fife Area Common Good to assist with the total cost of £14,740 required to replace the roof of the bowling club.

## 2.0 Application Details

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- 2.1 The grant is being sought to replace three parts of the roof at the clubhouse. The flat roof has already been subject to various repairs over the years and it is now at the stage where it needs replaced.
- 2.2 The bowling club has been a part of the Inverkeithing community since 1901 and work is urgently required to ensure the clubhouse remains wind and water tight so it is safe for the members and guests.
- 2.3 The club has a membership of around 130 people of all ages and abilities. Bowls is one of the few sports that can be played from youth right through to twilight years and is beneficial to both Physical and Mental Health.
- 2.4 The club also offers wider community benefits by providing free or minimal hall charge to various groups including Inverkeithing knitting Group, Yoga groups, junior arts & crafts and have also hosted family fun sessions for primary school ages children and their families.

## 3.0 Conclusions

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- 3.1 The application is considered to be eligible for Common Good funding.

### List of Appendices:

- 1 Financial Report
- 2 Financial Statement

### Report Contact

Mandy MacEwan  
Community Development Team Manager (South & West Fife)  
Inverkeithing Civic Centre  
Queen Street  
Inverkeithing  
Telephone: 03451 555555 ext. 493943  
Email: [mandy.macewan@fife.gov.uk](mailto:mandy.macewan@fife.gov.uk)

COMMON GOOD APPLICATION -FINANCIAL EVALUATION FORM

Amount of Grant

Application Number

Grant Applicant

Contact Name   
 Address

Description of Project

Period of Accounts

1. One off Project

2. Information available from the Annual Accounts

Income & Expenditure/Receipts & Payments Account

Statement of Balances/Balance Sheet

Accounts Audited/Independent Examiner

Deficit or Surplus   
 as % of Total Expenditure

Have Funds at end of year increased   
 If so, what is percentage increase on previous year

Organisations Annual Income

Organisations Annual Expenditure

Expenditure items appropriate

3. Comments from Evaluation of Accounts

4. Funding Breakdown

Detailed Breakdown of costs provided

Detailed Breakdown of Funding Income provided

Income raised/applied for		£
Current Application		10,740
Income raised		
Other Grants		
	Fife Council LCP	3,000 awarded
	Kingdom Housing / Campion	1,000 awarded
Others		
Total Income		<u>14,740</u>
Total Expenditure		<u>14,740</u>

5. Comments

The organisation has £11,000 cash available, i would suggest they make a contribution of £5,000 leaving only £5740 funding required from the common good account. This is more in line with the 50% principle.

Prepared By Mary O'Neill 3/8/2021

Checked By Eleanor Hodgson 3/9/2021

Designation Accountant Date

**FINANCIAL STATEMENT 2020/21  
AS AT MARCH 2021**

2019/20	2020/21 EXPENDITURE TO DATE	2020/21 FULL YEAR PROJECTION
£	£	£
<b>INCOME</b>		
79,130 RENTS	78,123	78,123
19,003 EXTERNAL INTEREST	14,283	14,283
572 INTEREST ON REVENUE BALANCES	62	62
0 OTHER INCOME	64,000	64,000
<b>98,705 TOTAL INCOME</b>	<b>156,469</b>	<b>156,469</b>
<b>EXPENDITURE</b>		
36,202 PROPERTY COSTS	13,437	13,437
20,217 GRANTS - Current Year	100	100
GRANTS - Previous years	35,711	35,711
6,200 OTHER EXPENDITURE	3,823	3,823
<b>62,618 TOTAL EXPENDITURE</b>	<b>53,072</b>	<b>53,072</b>
<b>36,087 SURPLUS/(DEFICIT) FOR YEAR</b>	<b>103,397</b>	<b>103,397</b>
REVENUE BALANCES FOR PREVIOUS YEAR GRANTS	35,711	35,711
<b>36,087 SURPLUS/(DEFICIT) TOTAL</b>	<b>139,109</b>	<b>139,109</b>

**FOR INFORMATION ONLY - YEAR END BALANCES AS AT 31/3/20**

HERITABLE PROPERTY	£	332,063
INVESTMENTS		345,338
PRIOR YEAR COMMITMENTS		53,402

**ANALYSIS OF GRANT PAYMENTS**

**APPLICATIONS APPROVED IN PREVIOUS FINANCIAL YEARS**

£	PROJECT	REF	AWARDED DATE	£
OUTSTANDING				PAID
5,616	Wellwood Community Council	181	3/6/2015	
1,681	Culross Pier Restoration	438	12/21/2017	309
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5,000	Dunfermline East Church Annexe	507	6/8/2017	5,000
10,000	Dunfermline Tennis and Bridge Club Limited	532	10/15/2018	9,999
1,637	Dunfermline Regeneration Trust Viability	537	6/17/2019	
5,500	Dunfermline Southern Gateway Project	538	3/14/2019	
270	Creative Learning for all	W002	8/15/2019	
7,950	Garage Site Abbot Place, inverkeithing	W003	8/16/2019	7,950
3,450	Carnegie Dunfermline Trust	W008	12/20/2019	3,450
3,295	Carnegie Dunfermline Trust	W009	12/17/2019	
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5,000	Abbeyview Indoor Bowling Replacement Flooring	W011	3/18/2020	5,000
<b>53,402</b>				<b>35,711</b>

REMAINING AMOUNT STILL TO BE PAID 17,691

**APPLICATIONS APPROVED IN 2020/21**

£	PROJECT	REF	AWARDED DATE	£
COMMITTED				PAID
5,000	Heart of Dunfermline, Feasibility Study	W013	8/4/2020	
100	Crossford KGV Park MUGA Lease	W014	9/3/2020	100
962	Forth Bridges Festival of Highland Dancing 2021 40th Anniver:	W015	1/14/2021	

**6,062**

100

23,653

IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 20/21				139,109
CURRENT REVENUE BALANCES AVAILABLE				66,184
<b>TOTAL AVAILABLE TO SPEND IN 2020-2021</b>				<b>205,293</b>

16<sup>th</sup> June 2021  
Agenda Item No. 6

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## **West Fife Area Common Good Fund - Application for Assistance: Repair of Inverkeithing Town Clock Housing**

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Report by: Paul Vaughan, Head of Communities and Neighbourhoods Service

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Wards Affected: 6

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### **Purpose**

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The purpose of this report is to seek a Sub-Committee decision on the award of funding from the West Fife Area Common Good Fund to repair Inverkeithing Town Clock housing located in Inverkeithing Parish Church tower.

### **Recommendation(s)**

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It is recommended that the Sub-Committee consider the application from Communities and Neighbourhoods Service for £22,500 from the West Area Common Good Fund to assist with the costs of the repair to the clock housing.

### **Resource Implications**

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A Finance Report (Appendix 1) summarising the current application is attached together with the Financial Statement (Appendix 2) for West Fife Common Good.

### **Legal & Risk Implications**

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Fife Council and the Church of Scotland have claimed that neither have responsibility for the clock housing. Both parties have sought legal advice to clarify the position.

### **Impact Assessment**

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An EqIA has not been completed and is not necessary as the report does not propose a change or revision to existing policies and practices.

### **Consultation**

---

The local members of Ward 6 along with the Inverkeithing Community Council have been consulted and have been supportive of this project.

## 1.0 Background

---

- 1.1 Applications to Common Good Funds should be able to demonstrate a benefit to the inhabitants of the former Burgh concerned.
- 1.2 Applications to the Common Good Fund in South and West Fife must be determined by the West Fife Area Common Good Sub-Committee / South and West Fife Area Committee.
- 1.3 The Communities and Neighbourhoods Service are seeking approval of £22,500 from the West Fife Area Common Good towards the costs of repairing the clock housing located in Inverkeithing Parish Church Tower.

## 2.0 Application Details

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- 2.1 The Royal Burgh of Inverkeithing Council were presented with the clock in the 19th Century by a Mr. Smith, Duloch. His desire was to present the Town with a public clock to be placed in the Tower of the Parish Church with the clock having illuminated dials. The only conditions that Mr. Smith made in connection with the gift were that the Council would help him in having the clock placed in position that could be seen from all parts of the town and that the Council supply the gas for illuminating the clock and keep the same in repair in all time coming.
- 2.2 The housing, which the town clock is contained within, requires to be repaired. Due to its condition, materials are dropping off from it. The containment of the clock face(s) could be comprised due to this. There is also a potential health and safety risk.
- 2.3 The clock is maintained by Fife Council, however, the responsibility for maintenance of the clock housing is disputed by Fife Council and the Church of Scotland. In a bid to address the required repair, Fife Council have agreed to undertake the necessary work if the costs are met from the West Fife Area Common Good Fund.

## 3.0 Conclusions

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- 3.1 The application is considered to be eligible for Common Good funding.

### List of Appendices:

1. Financial Statement
2. Financial Report

### Report Contact

Alastair Mutch  
Community Manager (South & West Fife)  
Inverkeithing Civic Centre  
Telephone 03451 55 55 55 ext. 473005  
E-mail: Alastair.Mutch@fife.gov.uk

**COMMON GOOD APPLICATION -FINANCIAL EVALUATION FORM**

Amount of Grant

Application Number

Grant Applicant

Contact Name  
Address

Description of Project

Period of Accounts

**1. One off Project**

**2. Information available from the Annual Accounts**

Income & Expenditure/Receipts & Payments Account

Statement of Balances/Balance Sheet

Accounts Audited/Independent Examiner

Deficit or Surplus  
as % of Total Expenditure

Have Funds at end of year increased  
If so, what is percentage increase on previous year

Organisations Annual Income

Organisations Annual Expenditure

Expenditure items appropriate

**3. Comments from Evaluation of Accounts**

**4. Funding Breakdown**

Detailed Breakdown of costs provided

Detailed Breakdown of Funding Income provided

<b>Income raised/applied for</b>	
Current Application	£ 22,500
Income raised	
Other Grants	
Others	
Total Income	<u>22,500</u>
Total Expenditure	<u>22,500</u>

**5. Comments**

Fife Council Applicant  
The clock is maintained by Fife Council, however it has been previously disputed by Fife Council that the responsibility for maintenance of the clock housing is theirs. The Church of Scotland have also disputed responsibility for the clock housing.

It is proposed that Fife Council apply to the Common Good fund and carryout necessary repairs. Due to the condition of the housing, materials are falling from the tower. This is creating a potential health and safety risk for passers by and church goers.

Prepared By   
Checked By    
Designation

**FINANCIAL STATEMENT 2020/21  
AS AT MARCH 2021**

2019/20	2020/21 EXPENDITURE TO DATE	2020/21 FULL YEAR PROJECTION
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<b>36,087 SURPLUS/(DEFICIT) TOTAL</b>	<b>139,109</b>	<b>139,109</b>

**FOR INFORMATION ONLY - YEAR END BALANCES AS AT 31/3/20**

	£
HERITABLE PROPERTY	332,063
INVESTMENTS	345,338
PRIOR YEAR COMMITMENTS	53,402

**ANALYSIS OF GRANT PAYMENTS**

**APPLICATIONS APPROVED IN PREVIOUS FINANCIAL YEARS**

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<b>53,402</b>				<b>35,711</b>
			REMAINING AMOUNT STILL TO BE PAID	17,691

**APPLICATIONS APPROVED IN 2020/21**

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100	Crossford KGV Park MUGA Lease	W014	9/3/2020	100
962	Forth Bridges Festival of Highland Dancing 2021 40th Anniver:	W015	1/14/2021	
<b>6,062</b>				<b>100</b>

23,653

IN YEAR ESTIMATE SURPLUS AVAILABLE TO SPEND 20/21				139,109
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<b>TOTAL AVAILABLE TO SPEND IN 2020-2021</b>				<b>205,293</b>